

**BOWEN UNIVERSITY, IWO, OSUN STATE**  
FACULTY OF HUMANITIES  
DEPARTMENT OF ENGLISH  
2020/2021 SECOND SEMESTER EXAMINATION

**COURSE TITLE:** BUSINESS AND VOCATIONAL ENGLISH  
**COURSE CODE:** ENG 408  
**DATE:** 2 AUGUST 2021  
**TIME ALLOWED:** 2 Hours

**INSTRUCTION:** Answer three questions in all. **QUESTION 1 IS COMPULSORY.**

1. In the July 2021 edition of *GEL*, a monthly newsletter of Bowen University, the National Secretariat of Bowen University Alumni Association placed an advertisement for the position of Final Year Secretary who is a paid final year student that will be a member of the November 2021 Career Fair Planning Committee. As a final-year student of the English Programme, prepare your application package for the position. **(30 marks)**
2. Discuss types, advantages and disadvantages of grapevine in business communication. **(20 marks)**
3. Explain the place of breath control, silence and audio-visual aids in a public speaking event. **(20 marks)**
4. Paying attention to its types and parts, demonstrate your understanding of business letters. **(20 marks)**
5. Write short notes on the following:
  - a. Kinesics
  - b. Occulesics
  - c. Proxemics
  - d. Haptics
  - e. Chronemics**(20 marks)**

G# 70/7/21