

# Cork Institute of Technology

Higher Certificate in Science in Applied Chemistry – Stage 1

Higher Certificate in Science in Applied Biology – Stage 1

Higher Certificate in Science in Applied Physics & Instrumentation – Stage 1

(NFQ – Level 6)

Summer 2005

## **Complementary Studies - Communications**

(Time: 2.5 Hours)

### Instructions

Answer any five questions.

All questions carry equal marks.

Examiners: Mr. J. Meyler

Mr. H. Huber

Mr. N. O'Brien

- Q1. A good presentation depends on two things: sound preparation and good delivery. Discuss.
- Q2. List the main types of visual presentations and explain their advantages and disadvantages. Also give some general guidelines for using visuals in presentations.
- Q3. Describe in detail the main components elements in the communication process.
- Q4. In developed organisations communication flows in four distinct directions. Discuss.
- Q5. List and explain four main barriers to communication in organisations and explain how these barriers might be removed.
- Q6. Outline the essential components of a reasonable argument, explaining the concepts of validity and soundness. Use an example argument.
- Q7. Explain the function and content of agendas and minutes and list the recurring items.

**Or**

Discuss the advantages and disadvantages of meetings as a medium of Communication.