

Cork Institute of Technology  
Higher Certificate in Engineering in Electrical Engineering - Award  
(NFQ Level 6)  
Summer 2007  
**Engineering Administration**  
(Time: 3 Hours)

Attempt **Five** Questions.

All questions carry equal marks.

Examiners: Mr. J. J. O'Connor  
Mr. M. Hennessy  
Prof. E. McQuade

Q1. (a) Write a concise definition of a report. (4 marks)

(b) Explain the purpose of each of the following types of report:

- An information report
- An investigative report
- A valuation report (6 marks)

(c) Describe the purpose and content of each of the following sections of a report:

- Terms of reference
- Procedure
- Abstract (10 marks)

Q2. (a) Discuss the sources of information available to a person seeking employment in Ireland. (5 marks)

(b) You are anxious to find out if a job vacancy suitable to you might exist with ELX PLC, Naas, Co Kildare. Write a letter to this company in which you introduce yourself, outline your qualifications and work experience, and request an interview.

(15 marks)

- Q3. (a) Describe the procedure involved in each of the following types of interview:
- A biographical interview
  - A structural interview (8 marks)
- (b) List the main headings and subheadings to be used when compiling a curriculum vitae (C.V.). (4 marks)
- (c) Outline the precautions you should take when filling a curriculum vitae. (8 marks)

- Q4. (a) Describe the importance of each of the following when making a presentation:
- The voice
  - Eye contact
  - Body language (15 marks)
- (b) List five precautions to be taken when using audio-visual equipment during a presentation. (5 marks)

- Q5. (a) Explain the term “management”. (5 marks)
- (b) Mention and discuss three of the main functions of management. (15 marks)

- Q6. (a) According to the provision of the Unfair Dismissal Acts 1977-1993, under what circumstances may a dismissal be construed as being unfair? (14 marks)
- (b) Outline three forms of redress which are available to a person whose dismissal is deemed to have been unfair. (6 marks)