

2901/204
COMMUNICATION II
July 2023
Time: 3 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL

DIPLOMA IN SECRETARIAL STUDIES

MODULE II

COMMUNICATION II

3 hours

486

INSTRUCTIONS TO CANDIDATES

*This paper consists of 5 (FIVE) questions.
Answer ALL the questions in the answer booklet provided.
Candidates should answer the questions in English.*

This paper consists of 5 printed pages.

Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.



1. (a) Rewrite the following sentences according to the instructions given after each. (12 marks)
- (i) The college team had a _____ (fair) long journey during the vacation.
(Fill the blank space with the correct form of the word in brackets.)
- (ii) _____ being position one in the examinations, Maria is the most well-behaved student.
(Fill the blank space with an appropriate preposition.)
- (iii) The Army General _____ (commanded, commended) the soldier for his bravery.
(Fill in the blank space with the correct word.)
- (iv) The young lady _____ (do) quite well during training.
(Fill in the blank space with the correct form of the word in brackets.)
- (v) This is the new secretary's' bag.
(Punctuate the sentence correctly.)
- (vi) His wife was very industrious.
(Rewrite the sentence in plural.)
- (vii) Ali has accepted the new title. He prefers the old one.
(Rewrite as one sentence using the word although.)
- (viii) "I personally delivered the mail to her office," Juma said.
(Rewrite the sentence in reported speech.)
- (ix) After the rains subsided there was a lot of water in the nairobi dam.
(Punctuate the sentence correctly.)
- (x) His innovation was rated _____ (good) in the whole country.
(Fill in the blank space with the correct form of the word in brackets.)
- (xi) Our principle will be the guest of honour in the forthcoming ceremony.
(Correct the error.)



- (xii) We had just arrived. The visitors left.
(Rewrite as one sentence beginning with Hardly ...)

(b) Outline **five** reasons why a secretary should observe official etiquette when carrying out his or her duties in an office. (10 marks)

2. For the past six months, Alui Horticultural Society has been experiencing a drop in the quantity and quality of farm produce delivered to its factories by farmers. As the Operations Assistant, you have been requested by the Managing Director to investigate the matter and write a report making recommendations. Assume you have completed your investigations and write the report. (20 marks)

3. Sauti Njema Company Limited conducted interviews for the position of Clerical Officer and Ms Shume Sojo was ranked as the best candidate. As the Office Manager, write an appointment letter to Ms Sojo. (17 marks)

4. Machweo Social Club held its monthly meeting and the following agenda items, among others, were discussed:

- Review of monthly contributions;
- Starting a new business venture;
- Trip to Tanzania.

As the secretary of the club, write the minutes of the meeting. (20 marks)

5. Read the passage below and then answer the questions that follow.

Contrary to the view of being regarded as one of the poorest continents on the globe, Africa is endowed with vast natural resources that include minerals, natural gas, forests and wildlife. In the past decades, the forests flourished creating favourable habitats for various species of wildlife in the region. However, this is no longer the state. Climate change and human activities seem to daily erode the beauty and resources, thus threatening the existence of the precious wildlife in almost all African countries.

Poaching has been cited as one of the human activities that are adversely affecting the wildlife population in the region. Wildlife conservationists are now worried about the rise in poaching for bush meat in the region and the imminent destabilization of wildlife resources. They blame it on



legal and administrative ^{loopholes} **loopholes** in African countries. For example, official data estimates that more than 2,000 tons of illegal meat is seized annually in Tanzania. In the Democratic Republic of Congo, an estimated one million tons of bush meat gets into urban markets each year while in Central and West Africa, about five million tons of bush meat is consumed every year.

A study has shown that the recent upsurge of unsustainable hunting for bush meat is a major threat to the East African wildlife. Poaching for bush meat seems to have **gained momentum** during the COVID-19 pandemic with the traders earning between \$300 and \$500 ^{increased} per month. This was attributed to the reduced presence of law enforcement officers and worsened economic conditions. In Tsavo, most bush meat poachers target giraffes to supply Nairobi and Voj in Kenya, and Tarakea and Rombo areas in Tanzania. As a result, the number of giraffes in Tsavo is on the decline. The study also revealed that during rainy seasons, poaching activities go down as most of the people in the area move to farms to prepare the land for planting. However, there is **resurgence** in the period between July and December when people are idle.

Although poaching has been described to have a chain-style business operation from village-based poachers to brokers, transporters and wholesalers, there are several factors that drive people to engage in poaching. ¹ Poverty is one of the factors leading people to both commercial and subsistence poaching. ² Unemployment and the impact of climate change also leads to poaching. ³ Climate change in the region has resulted in unfavourable conditions for agriculture. Sometimes, when the residents plant crops, the crops end up drying midway through the season resulting in food shortage.

In addition, there exists a class of poachers who do it as a second source of income. For this category, poaching is an enterprise for making quick money. For instance, they equate a giraffe to a motorbike in terms of value. Hence, they believe that if one wants to buy a motorbike, one just needs to kill a giraffe and sell the meat. Further, killing wildlife for recreation is another driving factor. ⁴ Some residents kill wildlife as a hobby as they engage in game shooting activities. ⁵ Some communities also kill wildlife for their body parts which they use for ⁶ traditional medicine. Such communities consume bush meat because they believe that it cures various diseases.

Poaching has impacted the region negatively as the number of herbivores has been ^{decreasing} **going down** at an alarming rate. It has also led to an ecosystem imbalance that has been amplifying human-wildlife conflict as carnivores now go after livestock. In addition, bush meat causes infectious



diseases in humans. For example, in April 2022, the World Health Organization urged countries to suspend the sale of bush meat in food markets saying it was the source of more than 70 percent of emerging infectious diseases in humans.

To curb poaching and its effects, Africa as a region needs to put in place mitigation measures through national bans in bush meat, trade and consumption. The governments may also consider introducing and investing in alternative sources of protein for communities that mostly rely on bush meat. The government should also provide an alternative source of livelihood for those who rely on poaching for income.

Adapted from: 'The East African', October 22-28, 2022

- (a) State the meaning of the following words and phrases as used in the passage:
- (i) erode;
 - (ii) loopholes;
 - (iii) gained momentum;
 - (iv) resurgence;
 - (v) going down;
 - (vi) bans. (6 marks)
- (b) In about 120 words, and according to the passage, write a summary on the factors that drive people into poaching. (9 marks)
- (c) Highlight, according to the passage, the effects of poaching in the region. (6 marks)

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