

2901/204
COMMUNICATION II
November 2022
Time: 3 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL
DIPLOMA IN SECRETARIAL STUDIES

MODULE II
COMMUNICATION II

3 hours

INSTRUCTIONS TO CANDIDATES

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

This paper consists of 4 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.
- (i) There were thunders and lightings last night.
(Rewrite the sentence correctly).
 - (ii) Mathematics _____ not easy to learn.
(Fill the blank space with either 'are' or 'is').
 - (iii) The boy hid _____ the door.
(Fill the blank space with a preposition).
 - (iv) Jones thinks (logic).
(Write the word in brackets in the correct form).
 - (v) Todays newspaper featured stories on tanzania.
(Punctuate the sentence correctly).
 - (vi) Fiti Limited sponsored the marathon this year.
(Write the sentence in the passive voice).
 - (vii) Please find enclosed herewith a copy of your documents.
(Write the sentence in modern business language).
 - (viii) Neither of the applicants are suitable.
(Correct the error).
 - (ix) I found the course difficult, I passed the exam.
(Rewrite the sentence beginning with: Although...)
 - (x) "I shall attend an interview tomorrow," David said.
(Rewrite the sentence in reported speech).
- (10 marks)
- (b) Outline five essential features of minutes of a meeting. (5 marks)
2. (a) The management of Equa Limited has terminated the services of Panda Security Firm. As the Assistant Operations Manager of Equa Limited, write a letter to all stakeholders informing them about it. (12 marks)
- (b) You have been tasked with preparing a press conference. Outline five features that the site of the event should have. (10 marks)
3. Write an essay of about 250 words on: "Causes of heavy traffic jams in Kenya". (20 marks)
4. United Decco Limited has noted an increase in breakage of its glassware items. As the Assistant Operations Manager, you have been asked to investigate the matter and write a report. Assume you have completed the investigations and write the report. (20 marks)



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

The popularity of chicken meat has been increasing rapidly in Kenya in the last decade. This is mainly due to the rising middle class, increased fast-food joints and the health benefits associated with white meat. As demand for chicken and eggs increases, so does the number of chicken farmers. In the past, poultry farmers used to keep their birds in units of production that were cramped and unnatural environments in total **disregard** to the birds' welfare. However, today's farmers have been required to raise the birds in a humane environment to produce safe food for the growing population. In addition, consumers are increasingly demanding food that meets high standards at an affordable price. Therefore, the big question is how farmers are meeting such demands. The use of modern technology in rearing chicken has made this possible.

Technological developments have led to an increase in the standards of farm animal health and welfare. Good animal welfare, as outlined by the World Organization for Animal Health, ensures that animals are healthy, comfortable, well nourished, safe and able to express behaviour. Animals should also not be suffering from unpleasant states such as pain, fear or any form of distress. Therefore, embracing new technologies in food production is critical in ensuring safe, secure and sustainable food supply.

Adoption of technology sees to it that farmers **comply with** local and international animal welfare standards. This is the case if the farms are fully automated in order to control the whole value chain. Automation also helps farmers to utilize production resources optimally. There has been an outcry that the prices of animal feeds have skyrocketed since the emergence of COVID-19. Wasting feeds or any other input would therefore be irresponsible. System automation further collects various kinds of information about the birds thus enabling the farmers to monitor them **remotely**. This prevents losses that would be incurred if the birds died prematurely.

Although automation is the most significant factor in making chicken farmers meet the high demand for chicken meat and eggs, farmers have realized that a successful crop is a combination of factors. Chicken are very sensitive and a small mistake could be very expensive in terms of losses. Therefore, farmers should be extra cautious when rearing chicken.

One of the measures that farmers should take to ensure the chicken are healthy is restricting the number of visitors in the farms. This protects the birds from negative interactions that can endanger them. If any visitors must be allowed, then biosecurity measures should be put in place to ensure that no pathogens are transferred to the birds. Farmers should also maintain high standards of hygiene within the farm and among the workers. It is recommended that farmers instal showers within the farms to ensure that any person going there showers before accessing

within the farm. This helps to prevent outbreak of diseases leading to minimal medication or deaths of birds.

Construction of proper shelters for rearing the birds is also critical at every stage. For example, a farmer can opt to use the deep litter housing system that holds five chickens per metre square and three cocks per metre square. This is the recommended spacing **worldwide**. Another measure is monitoring all the environmental factors such as wind speed, carbon dioxide concentration, temperature and ammonia, all of which hurt the birds' respiratory systems. Farmers should also ensure that each of the products they use can be traced back to its origin. This way, any contaminated food can be easily identified before causing much damage to the birds. To guarantee quality at the final stage, farmers should stun the chicken before they slaughter them. They should then hang them upside down to drain all the blood as retaining blood traces may affect the quality of the meat.

If farmers take all these measures, there will be **indicators** of good chicken growth. For example, every 1.65 kilogrammes of feeds taken should translate to one kilogramme of meat. Apart from that, the mortality rate will be relatively low, hence making farming viable.

Adapted from: 'People Daily', Tuesday, 12 October 2021

- (a) State the meaning of each of the following words and phrase as used in the passage.
- (i) disregard;
 - (ii) comply with;
 - (iii) remotely;
 - (iv) worldwide;
 - (v) indicators.
- (5 marks)
- (b) Highlight, according to the passage, the benefits of embracing new technologies in chicken farming. (4 marks)
- (c) In about 120 words, and according to the passage, write a summary on the measures that farmers should take to ensure chicken are healthy. (14 marks)

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