



**PAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**

**FACULTY OF NATURAL RESOURCES AND SPATIAL SCIENCES**

**DEPARTMENT OF GEO-SPATIAL SCIENCES AND TECHNOLOGY**

<b>QUALIFICATIONS:</b> BACHELOR OF GEOMATICS	
<b>QUALIFICATIONS CODES:</b> 07BGEM	<b>LEVEL:</b> 6
<b>COURSE CODE:</b> PPE621S	<b>COURSE NAME:</b> Professional Practice
<b>DATE:</b> November 2019	<b>PAPER:</b> THEORY
<b>DURATION:</b> 3 HOURS	<b>MARKS:</b> 100

<b>FIRST OPPORTUNITY EXAMINATION QUESTION PAPER</b>	
<b>EXAMINER:</b>	<b>Mr T. Makaza</b>
<b>MODERATOR:</b>	<b>Mr S. Sinvula</b>

**THIS QUESTION PAPER CONSISTS OF 4 PAGES** (Including this front page)

**INSTRUCTIONS**

1. You **MUST** answer **ALL** the questions.
2. Write clearly and neatly.
3. Number the answers clearly.
4. Make sure your Student Number is on the **EXAMINATION BOOK(s)**.

**PERMISSIBLE MATERIALS**

Ruler, pencil and eraser.

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**Question 1**

- 1.1. Discuss the following management tasks;
- (a) Communicating. (2)
  - (b) Motivating. (2)
  - (c) Coordinating. (2)
  - (d) Delegating. (2)
  - (e) Disciplining. (2)
- 1.2 Name and explain the three (3) categories/levels of managers. (9)
- [19]**
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**Question 2**

- 2.1. Outline the five (5) ways in which the productivity of an enterprise can be improved. (5)
- 2.2. List the four (4) steps of the purchasing cycle. (4)
- [9]**
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**Question 3**

- 3.1 State the functions of a financial manager in any organisation. (4)
- 3.2 Define a budget. (2)
- [6]**
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**Question 4**

- 4.1. The FIG states certain characteristics that distinguish a professional from other individuals. State these four (4) characteristics. (4)
- 4.2 Whether a manager acts ethically or unethically will depend on several factors. Name these five (5) factors. (5)
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- 4.3. The following are considered as acts of misconduct in terms of Section 9 of the Professional Land Surveyors, Technical Surveyors and Survey Technicians Act 32 of 1993 regulations. State TRUE or FALSE. (5x1=5)
- (a) Commissioning or employing a public relations consultant or similarly designated person to carry out all or any such aspects of his or her public relations policy as may be permitted within the context of these regulations
  - b) Distributing brochures or pamphlets describing his or her experience and capabilities;
  - (c) Sending to the media articles, or being interviewed, about his or her work or about surveying topics of general interest, and allowing his or her work to be displayed in exhibitions:
  - (d) Issuing upon request a business card or printed information giving details about his or her practice to prospective clients;
  - (f) Performing any survey for which payment of fees is required conditionally upon the sale or lease of the land so surveyed.

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**Question 5**

- 5.1 What are the 4Ps of the marketing mix? (4)
- 5.2 Describe the concept of market segmentation. (3)
- [7]

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**Question 6**

- 6.1 Human resources management is a specialised management task which includes four (4) aspects. State all of them. (4)
- 6.2 What are the five (5) steps in the recruitment process? (5)

- 6.3 The last step in the process of human resources provision consists of orientation and induction programmes. Outline the typical components included in each of these programmes. (11)

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**Question 7**

- 7.1 Briefly explain public relations. (2)

- 7.2 Give any ten (10) approaches that can be used for effective public relations. (10)

[12]

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**Question 8**

- 8.1 What are the key responsibilities of entrepreneurs? (2)

- 8.2 There are four (4) key steps that entrepreneurs must address as they start and manage their ventures. State them. (4)

- 8.3 Outline the format of a business plan. (7)

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