



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

FACULTY OF COMMERCE, HUMAN SCIENCES AND EDUCATION

DEPARTMENT OF COMMUNICATION AND LANGUAGES

QUALIFICATION: VARIOUS	
QUALIFICATION CODE: VARIOUS	LEVEL: 6
COURSE CODE: PWR611S	COURSE NAME: PROFESSIONAL WRITING
SESSION: JUNE 2025	PAPER: THEORY
DURATION: 3 HOURS	MARKS: 100

FIRST OPPORTUNITY EXAMINATION QUESTION PAPER	
EXAMINER(S)	Dr. T. Frans
MODERATOR:	Ms. K. Du Plessis

INSTRUCTIONS	
<ol style="list-style-type: none">1. Answer ALL the questions.2. Write clearly and neatly and number your answers properly.3. Read the instruction carefully before answering the question.4. Permissible materials: Examination Paper and Script.	

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

SECTION A: GENERAL QUESTIONS [20]

QUESTION 1

- 1.1 Name any two purposes of communication. (2)
- 1.2 What are the three steps in the writing process? (3)
- 1.3 What are the key factors to consider when selecting and writing the content of an intelligent text? (4)
- 1.4 How should town names be formatted in professional business documents? (1)
- 1.5 When should you use the following closing salutations? (2)
- a. Yours sincerely
 - b. Yours faithfully
- 1.6 What is the format of a Report? (5)
- 1.7 Name one advantage of using surveys and questionnaires in business. (1)
- 1.8 Name the first paragraph in a persuasive message and state its importance. (2)

SECTION B: MEMORANDUM [30]

QUESTION 2

Read the following scenario and write a memorandum to your employees.

You are the Vice Chancellor of Namibia University of Science and Technology. It has been noticed that lecturers arrive late to class, either online or face - to - face. Sometimes lecturers find that students have already left classes and they do not provide record lessons. This compelled students to take action against the lecturers' dereliction of their duty.

Follow the four structure of a memorandum. Invent information to write this memo. (250-300 words).

SECTION C: PERSUASIVE WRITING

(30)

QUESTION 3

The learners in your region (Ohangwena) are unable to attend school because of the rainwater that prevents learners crossing the open flatlands to get there. You are very concerned that the term is about to end, and learners are just at home doing nothing and might be involved in bad behavior because they are bored. Imagine you are the councilor in that region. Write a Persuasive letter to Mr Sebastien Ndeitunga, the governor of Ohangwena region, urging him to address the unfortunate matter.

Invent addresses and all information needed to write this letter and follow the correct format. 300-350 words.

SECTION D: INFORMAL BUSINESS PROPOSAL

(20)

QUESTION 4

Read the following Bid carefully and write a Solicited Proposal

NAMPOWER

Description of Bid

NamPower (PTY) Ltd hereby invites qualified, competent and registered companies to submit their bids for the undermentioned:

Bid Number NCS/ONB/NPWR-04/2025

Bid Description of Service Providers for the Transport of Steam Coal to Van Eck Power Station for a period of Three (3) years.

Closing date: 4 May 2025

Details on Bid Submission:

Kindly submit your bid in a sealed envelope, clearly marked with a description as stated above to be deposited in the Bid box located at the entrance foyer at NamPower Centre, 15 Luther Street, Windhoek.

Invent names, addresses and so on.

WRITE ONLY THE FOLLOWING SECTIONS:

- | | | |
|----|-----------------------------|-----|
| 1. | INTRODUCTION | (3) |
| 2. | BACKGROUND, PROBLEMS, GOALS | (3) |
| 3. | PROPOSAL, PLAN | (3) |
| 4. | AUTHORISATION | (3) |

NOTE: FORMAT AND LANGUAGE (8)

END OF QUESTION PAPER