



MACHAKOS UNIVERSITY COLLEGE

(A Constituent College of Kenyatta University)

University Examinations 2013/2014

SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF ACCOUNTING AND SECRETARIAL

Examination for Dip and craft I in Secretarial Studies

COMMUNICATION STUDIES

Date: 17/7/2014

Time: 2 Hrs

2. Write an application letter to ABC Co Ltd applying for the post of an Accountant.
(12¹/₂ marks)
3. You are the sales manager of wayogo publishers. About two months ago, you supplied books and stationery to a consumer who was to pay within 7 days after delivery. However the customer has neither paid nor communicated despite your first reminder. Write another reminder to the customer.
(12¹/₂ marks)
4. In about 250 words write an essay on “The Importance of Railway Transport”.
(10 marks)