

**On Demand Examination**

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**CERTIFICATE IN MEETINGS**

**Level 3**

Subject Code: 3401 SAMPLE PAPER V2

Time allowed: **1 hour 20 minutes**

**INSTRUCTIONS FOR CANDIDATES**

- Answer all **4** questions.
- All answers must be correctly numbered, but need not be in numerical order.
- Cross through any rough work.
- If you use extra sheets, write your candidate number and the question number on each sheet and attach them inside the answer book.
- You may use an English or bilingual dictionary.

### QUESTION 1

Specialist conference organisers.

- (a) Explain the benefits of using such an organisation (7 marks)
- (b) Identify the disadvantages of using such an organisation (8 marks)
- (c) Audio/video conferencing is an alternative method of holding meetings. Explain the disadvantages of using this service (10 marks)

**(Total 25 marks)**

### QUESTION 2

- (a) Explain how attitudes of participants in meetings can affect a meeting (5 marks)
- (b) List the positive attitudes you would expect participants to adopt during meetings (8 marks)
- (c) Explain the role of the Chairperson during a brainstorming meeting (9 marks)
- (d) After a meeting has ended explain how the content of the meeting can be kept confidential (3 marks)

**(Total 25 marks)**

### QUESTION 3

- (a) Prepare some guidelines under the heading 'Obtaining, preparing and producing papers for meetings' (12 marks)
- (b) State the information which should be included in a notice of meeting (10 marks)
- (c) Describe three (3) ways in which an agenda might be compiled (3 marks)

**(Total 25 marks)**

### QUESTION 4

- (a) List the ways computer technology can be used when organising meetings? (10 marks)
- (b) Explain the standard requirements of a meeting venue (8 marks)
- (c) Identify the reasons for holding meetings (7 marks)

**(Total 25 marks)**

