

Sample Paper

CERTIFICATE IN MEETINGS

Level 2

Subject Code: 2304

Time allowed: **1 hour**

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

- ((a) Explain when it would be appropriate to hold an informal meeting. (12 marks)
- (b) List the procedures taken when arranging an informal meeting (5 marks)
- (c) Identify the advantages of holding meetings face to face rather than communicating in writing? (8 marks)

(Total 25 marks)

QUESTION 2

- (a) Explain how the use of technology can support meetings (10 marks)
- (b) Detail the information that participants need to be told in advance of a meeting? (9 marks)
- (c) Explain **3** ways in which an agenda can be prepared (6 marks)

(Total 25 marks)

QUESTION 3

- ((a) Suggest why meetings are not always effective. Outline the possible reasons for this by providing **5** examples with explanations (20 marks)
- (b) Explain what can be done to ensure meetings are successful (5 marks)

(Total 25 marks)

QUESTION 4

- (a) Explain the Chairperson's role during meetings (12 marks)
- (b) What does the Notetaker/Administrator do after a meeting has ended? (8 marks)
- (c) List **5** standard requirements of a meeting room (5 marks)

(Total 25 marks)