

LEVEL 3

Printed By Technical And Vocational College Date: 23.07.2025 08:16 AM

ESSENTIAL SKILLS**July/August 2025**Printed By: Technical And Vocational College Date: 23.07.2025
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TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

WRITTEN ASSESSMENT

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Time: 2 HOURS

INSTRUCTIONS TO CANDIDATE

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1. This paper consists of **TWO** sections **A** and **B**.
2. Answer **ALL** in each section.
3. Marks for each question are indicated in the brackets.
4. You are provided with a separate answer booklet to answer the questions.
5. Do not write on the question paper.

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08:16 AM**This paper consists of FOUR (4) printed pages****Candidates should check the question paper to ascertain that all pages**

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are printed as indicated and that no questions are missing

SECTION A (20 MARKS)***Attempt all questions in this section: Each question carries ONE mark***

1. A sender is the person who receives a message in a communication (TRUE / FALSE)

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2. Dressing well is good for workplace etiquette (TRUE / FALSE)

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3. Budgeting is NOT important in business (TRUE / FALSE)

4. As a worker one should be honest (TRUE / FALSE)

5. Personal source of business fund (TRUE / FALSE)

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6. Spending more that you earn is a good financial habit (TRUE / FALSE)

7. Workplace etiquette includes arriving to work late.)

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Match the correct definition of terms

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8.	Sender	Written, verbal or non-verbal form of communication
9.	Feedback	The person who begins the communication
10.	Message	Reply or reaction to a message

11. _____ is a source of personal finance

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AM

, salary, inheritance

B. Bank Loans, bribe, profits

C. Assets, fees, inheritance

D. Savings, tax, salary

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12. Stress t work can be reduced through the follo w ing

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A. Taking short breaks

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C. Skipping work

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D. Working non-stop

13. Below is an example of oral communication

A. Letter

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B. Email

C. Telephone call

D. Notice Board

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14. Identify a source of business capital

A. Bribe

B. Fees

C. Savings

D. Tax

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15. One of the following is a way of making group discussion a success

- A. Staying out of topic
- B. Inactive participation
- C. Proper communication
- D. Start conflicts

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16. To improve on listening skills, one is required to

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- A. Talk over others
- B. Interrupt speakers
- C. Focus on the speaker
- D. Think about something else

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17. The role of teamwork at workplace may include

- A. Making workers bored
- B. Time wastage
- C. Sharing ideas

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18. Nothing is a sign of _____ in communication

- A. Anger
- B. Understanding
- C. Friendliness
- D. Frustration

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19. _____ is considered a proper culture of saving

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- A. Crowd funding
- B. Betting
- C. Creating a budget
- D. Starting a business

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20. The following is an example of material resources in business planning

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- A. Time
- B. Equipment and raw materials

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D. Social media marketing

SECTION B (30 MARKS)

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Attempt all questions in this section

21. List FOUR sources of personal finance (4 marks)
22. Name FOUR importance of budgeting (4 marks)
23. Identify FOUR exam-verbal communication (4 marks)
24. Name FOUR components of communication (4 marks)
25. State FOUR qualities of a good listener (4 marks)
26. State FOUR characteristics of a good team player (4 marks)
27. Identify TWO factors to consider when starting business (2 marks)
28. List FOUR examples of written communication (4 marks)

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