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041305TOAD**OFFICE ADMINISTRATION LEVEL 5****BUS/OS/OA/CR/04/5****Coordinate Official Meetings****July/August 2025**Printed By Technical And Vocational College Date: 24.07.2025
11:19 AMPrinted By: orth Technical And Vocational College Date:
24.07.2025 11:19 AM**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)****WRITTEN ASSESSMENT**

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TIME: 3 HOURSPrinted By: Technical And Vocational College Date:
24.07.2025 11:19 AM**INSTRUCTIONS TO CANDIDATE**

1. This: **A and B**
2. Answer **ALL** questions in section A.
3. Answer question **FIFTEEN** (15) and any other **TWO** (2) questions in section B.
4. Marks for each question are indicated in the brackets.
5. Candidates are provided with a **answer booklet**
6. Do not write on the question paper.

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This paper consists of FOUR (4) printed pages
Candidates should check the question paper to ascertain that all
pages are printed as indicated and that no questions are missing.

SECTION A (40 MARKS)**Answer ALL the questions in this section.**

1. State THREE reasons why you prefer to use video conferencing when holding meetings. (3 Marks)
2. Meetings are usually attended by various personnel. List THREE categories of persons that can be present in a meeting. (3 Marks)
3. A meeting is a gathering of persons in an organization who meet to exchange ideas or information with a view of making decisions. Identify TWO classes of meetings that your organization can gather for. (2 Marks)
4. Minutes are a record of the proceedings of a meeting. Name THREE items of information that should be included in the heading of the minutes. (3 Marks)
5. As an Office Administrator you are required to identify and prepare a meeting room before the meeting takes place. State FOUR reasons for labelling a meeting room. (4 Marks)
6. Jitegeme Ltd is organizing for a conference meeting of fifty staff members in their social hall which has wide windows. List THREE benefits of ensuring a meeting room is well ventilated. (3 Marks)
7. A notebook is one of the materials to be provided before a meeting. Mention TWO reasons of having this stationery during a meeting. (2 Marks)
8. The Office Administrator of Mwalimu College is in the process of preparing the agenda for an upcoming meeting. Identify THREE sources of agenda items. (3 Marks)
9. The f Majengo Limited has been requested to prepare slide presentations of the company's financial report. He is planning to go the annual general meeting. State FOUR ways of making attractive presentations. (4 Marks)
10. Before the day of the meeting an Office Administrator sends invitation letters to participants who are then to confirm attendance. List TWO types of attendance status. (2 Marks)
11. Every meeting should have a constitution that guides all its activities. Identify THREE tion in a meeting. (3 Marks)
12. Motion is a term used in business meetings. List THREE conditions that should be applied before passing a motion. (3 Marks)
13. You are the Office Administrator of Ujuzi Limited. The Director of the organization recently held a meeting where you took the minutes which had all the parts. State THREE advantages of the signature block in the minutes. (3 Marks)

14. List TWO Information Communication Technology (ICT) devices that are commonly used during a meeting. (2 Marks)

SECTION B (60 MARKS)

Answer question **FIFTEEN** (15) and any other **TWO** (2) questions in this section.

15.

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- (a) Blue Springs Welfare committee recently convened their AGM in the board room which had the following agenda.

(i) Monthly contribution

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(ii) Trip to Tanzania

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(iii) Team building activities.

During the meeting only one agenda was discussed the others. Explain

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FIVE challenges faced when conducting meetings. (10 Marks)

- (b) Outline FIVE benefits of “group think” during meetings. (10 Marks)

16.

- (a) The area Chief of Saba Saba Village was going around the homesteads calling out the villagers for a gathering. He was to pass some information to them. Explain FIVE characteristics of this informal meeting. (10 Marks)

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- (b) Outline FIVE steps that you should follow when inviting participants for a meeting. (10 Marks)

17.

- (a) Electronic mails have gained popularity in many organizations. Explain FIVE benefits of using electronic mails to send meeting invitations to participants.

(10 Marks)

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- (b) You have been assigned to prepare a meeting room. Describe FIVE meeting instructions that you should place strategically around the meeting room.

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(10 Marks)

18.

- (a) Successful meetings require adequate planning. Explain FIVE ways of convening an effective meeting.

(10 Marks)

- (b) When attending meetings, it is a requirement for all participants to register. Explain participants registration during meetings. (10 Marks)

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