

DIPLOMA IN INSURANCE

Unit Name: Business Communication

Unit Code: DIP 104

SAMPLE QUESTION

The management of Duke Insurance Limited is planning to conduct job interviews for the position of Insurance Financial Advisor. The shortlisting of applicants has already been done and the letters to applicants inviting them for the interviews are to be sent.

Musa, a Supervisor in the company has been assigned certain tasks relating to the preparation for the interviews. Among the tasks is drafting of the letter inviting applicants for the interview. He has also been appointed as the Chairperson of one of the interview panels.

- a) As the Supervisor, draft the letter that is to be sent to the shortlisted applicants inviting them for the interview. (10 marks)
- b) State four benefits that Duke Insurance company would derive from planning for the interview. (4 marks)
- c) As the Supervisor, you have been requested to write a report to the management of Duke Insurance company on the status of preparedness for the interviews. Highlight the main contents of the report. (7 marks)
- d) Advise Musa on the skills that he should possess to succeed as chairperson of the Interview Panel. (4 marks)