



MACHAKOS UNIVERSITY

University Examinations for 2018/2019 Academic Year
SCHOOL OF HUMANITIES AND SOCIAL SCIENCES
DEPARTMENT OF LINGUISTICS AND LANGUAGES
FIRST YEAR SECOND SEMESTER EXAMINATION FOR
CERTIFICATE IN PLUMBING
ENGLISH LANGUAGE

DATE: 18/4/2019

TIME: 8.30-11.30 AM

INSTRUCTIONS:

ANSWER ALL THE QUESTIONS

1. Answer both questions (a) and (b) (22 marks)
 - a) The organization that you work for has produced a new design of office furniture. The organization intends to display this product in its show room. As the Marketing Manager, write a letter inviting your customers to attend the display.
 - b) Mrs Kushoto was issued with a loan by your financial institution a year ago. For the last six months, she has defaulted in her loan repayments. You have written to her two reminders without response. As the Loan's Manager, write to her a final reminder.