

Time allowed: 2 hours

ATTEMPT THE FOLLOWING FOUR QUESTIONS:

QUESTION ONE (17 marks)

- a. Write down short notes about the knowledge-based economy. (6 marks)
- b. What are the phenomena associated with the knowledge based economy? (6 marks)
- c. What are the main advantages and disadvantages of the knowledge-based economy and the traditional economy? (5 marks)

QUESTION TWO (17 marks)

- a. Write down the general tips you should follow to write a CV. (7 marks)
- b. What are the main tips you follow in writing a good cover letter in response to a job advert? (5 marks)
- c. What are the main guidelines you should follow during the job interview? (5 marks)

QUESTION THREE (16 marks)

- a. What is the process of team building? (4 marks)
- b. What are the benefits of working as a team? (4 marks)
- c. How does a team work best? (4 marks)
- d. What are the main features of the team leader? (4 marks)

All the best