

**SEC – Civil Law and Communication  
Skills**

**T094**

**Friday, 30/11/2018**

**08:30 – 11:30 AM**

WORKFORCE DEVELOPMENT AUTHORITY



P.O. BOX 2707 Kigali, Rwanda Tel: (+250) 255113365

**ADVANCED LEVEL NATIONAL EXAMINATIONS, 2018,  
TECHNICAL AND PROFESSIONAL STUDIES**

**EXAM TITLE: CIVIL LAW AND COMMUNICATION SKILLS**

**OPTION: SECRETARIAL (SEC)**

**DURATION: 3 hours**

**INSTRUCTIONS**

The paper is composed of **three (3) main Sections** as follows:

**Section I: Twelve (12) compulsory questions. 55 marks**

**Section II: Attempt any three (3) out of five questions. 30 marks**

**Section III: Attempt any one (1) out of three questions. 15 marks**

**Note:**

***Every candidate is required to carefully comply with the above instructions. Penalty measures will be applied on their strict consideration.***

**Section I. Twelve (12) Compulsory questions****55marks**

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- 01.** Enumerate three issues covered by Family law. **(3 marks)**
  - 02.** What is a credit note? What is its role in the relationship between buyer and seller? **(5 marks)**
  - 03.** Differentiate a private law from public law. **(5 marks)**
  - 04.** Differentiate a formal communication from informal communication. **(4 marks)**
  - 05.** Give the meaning of a case law as a source of law on domestic (national) level. **(5 marks)**
  - 06.** Show how environmental factor can affect communication. **(4 marks)**
  - 07.** Enumerate four causes of termination of employment contract. **(6 marks)**
  - 08.** Explain the Rwandan Labour law that protects employees in case of insolvency of a company. **(5 marks)**
  - 09.** After defining a business letter enumerate its parts. **(6 marks)**
  - 10.** Explain «Encoding» as an element of the communication process. **(5 marks)**
  - 11.** Enumerate four types of a business letter. **(4 marks)**
  - 12.** Enumerate three documents used by banks during correspondence with their customers. **(3 marks)**

**Section II. Choose and Answer any three (3) questions****30 marks**

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- 13.** What is a cheque? Explain the main parts of a cheque. **(10 marks)**
  - 14.** Discuss how Rwandan employment law protects children. **(10 marks)**
  - 15.** Discuss the rights of an employed woman during the maternity period. **(10 marks)**
  - 16.** Discuss the aim of laws in society. **(10 marks)**
  - 17.** Discuss four benefits of effective communication in an organization. **(10 marks)**

**Section III. Choose and Answer any one (1) question****15 marks**

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- 18.** Discuss the hierarchy of laws in Rwandan legal system. **(15 marks)**
  - 19.** Discuss the tasks of the Rwanda Social Security Board. **(15 marks)**
  - 20.** Discuss the requirements for a feedback to be successful. **(15 marks)**