

SECTION A: RESOURCE MANAGEMENT

Answer at least **TWO** questions from this section in the spaces provided.

1. (a) (i) Using **two** examples in each case, differentiate between **biotic** and **abiotic** resources. (6 marks)
- (ii) Highlight **four** salient features of natural resources. (4 marks)
- (b) Outline **five** important reasons of auditing in an organization. (10 marks)
2. (a) Outline **five** sources of obtaining staff. (10 marks)
- (b) Discuss the significance of an employment interview. (10 marks)
3. (a) Explain **six** factors to be considered when soliciting for finances. (12 marks)
- (b) Explain **four** shortcomings of non-budgeting. (8 marks)
4. (a) Describe **five** techniques of maintaining office machines. (10 marks)
- (b) Discuss **five** drawbacks of a partitioned office. (10 marks)

SECTION B: HIV/AIDS AND OTHER PANDEMICS

Answer at least **TWO** questions from this section in the spaces provided.

5. (a) (i) Briefly explain the transmission of STDs and give **two** examples. (2 marks)
- (ii) Highlight **four** common symptoms of Gonorrhoea in men. (8 marks)
- (b) You have been invited to give a talk on “Preparing for Death” for the People Living with Aids (PLWAs).
Discuss **five** key issues that you will include in your talk. (10 marks)
6. (a) (i) Outline **four** tips of saying “No” to sex. (2 marks)
- (ii) Explain **four** hidden dangers of HIV. (8 marks)
- (b) Highlight **five** demerits of taking a HIV test. (10 marks)
7. (a) Discuss **five** factors that favour the workplace as an intervention on HIV/AIDs. (10 marks)
- (b) Evaluate **five** objectives of local community-based initiatives in the prevention of HIV/AIDs. (10 marks)

