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**UNIVERSITI  
GEOMATIKA  
MALAYSIA**  
DU059(W)

**EXAMINATION (40%)**  
**May to July 2023 SEMESTER**

SUBJECT CODE : MPU 2233  
SUBJECT TITLE : DINAMIK EKSEKUTIF  
PROGRAMME : DIPLOMA IN EARLY CHILDHOOD  
EDUCATION

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Example / Sample of MATRIC NO: 2023.1.HS02.0004  
(MATRIC NO is the same as STUDENT ID NO)

## ARAHAN KEPADA PELAJAR

- 1) Answer ALL questions/*Jawab SEMUA soalan.*
- 2) This examination carries 40% from the overall marks of this subject/*Tugasan ini membawa 40% dari jumlah keseluruhan markah gred akhir.*
- 3) Please read the instructions carefully/*Sila baca arahan dengan teliti.*
- 4) You should use Times News Roman font style, 12 pt, 1.5 spacing in answering this examination. *Sila gunakan font Times News Roman font style, 12 pt, 1.5 spacing untuk menulis jawapan peperiksaan anda.*

**Answer ALL questions.**

### QUESTION 1

What is communication? Choose one example of communication. Using that example explain the **EIGHT (8)** stages of communication.

**(20 Marks)**

**The 8 stages of communication between a teacher and a student are similar to the stages mentioned earlier, but with a focus on the specific interaction and dynamics between these two parties within an educational context. Here are the stages:**

**Introduction:** The communication begins with the teacher and student acknowledging each other and setting the tone for the interaction. This stage may involve a greeting or a brief exchange to establish a positive and respectful atmosphere.

**Instruction and explanation:** The teacher imparts information or instructions to the student. This could be in the form of presenting a lesson, explaining a concept, or giving guidance on a task or assignment.

**Active listening:** The student listens attentively to the teacher's instructions or explanation. Active listening is crucial for effective communication and understanding the material being taught.

**Questioning and clarification:** The student may ask questions to seek further clarification on the topic or any aspects they find confusing. The teacher, in turn, responds to these questions to ensure the student's comprehension.

**Feedback and guidance:** Throughout the communication process, the teacher provides constructive feedback and guidance to the student. This feedback helps the student understand their strengths and weaknesses and offers suggestions for improvement.

**Interaction and participation:** The communication between teacher and student should be interactive. The teacher may encourage the student's active participation through discussions, group activities, or individual contributions to the learning process.

**Assessment and evaluation:** The teacher evaluates the student's progress and understanding of the subject matter through assessments, tests, quizzes, or other evaluation methods. This stage helps gauge the student's learning outcomes and provides feedback on their performance.

**Encouragement and support:** Positive reinforcement and encouragement from the teacher play a vital role in motivating the student to continue their learning journey. Providing support and acknowledgment for the student's efforts can boost their confidence and enthusiasm for learning.

These stages emphasise the importance of clear communication, active engagement, and a supportive learning environment between the teacher and student. Effective communication between the two facilitates better understanding and contributes to the student's academic and personal growth.

## **QUESTION 2**

You have been appointed as the event manager for your company's annual dinner. Explain the category of event for annual dinner. In a form of a diagram, illustrate the structure of your organising committee for the event. Outline each of the committee's job scope.

**(20 marks)**

As the event manager for the company's annual dinner, the category of the event would typically fall under "Corporate Event." The annual dinner is a special occasion where employees and management come together to celebrate the achievements of the company, foster camaraderie, and provide a platform for networking and team-building.

## **Diagram: Organizing Committee Structure for Annual Dinner**

### **Event Manager:**

**Overall in-charge of the annual dinner event.**

**Coordinates and oversees all organising committees.**

**Ensures that the event stays within the budget and timeline.**

**Makes critical decisions and resolves any issues that arise during the planning and execution process.**

### **Logistics Committee:**

**Responsible for securing and managing the event venue.**

**Handles event setup, decorations, and signage.**

**Coordinates with vendors for equipment, furniture, and other logistics needs.**

**Manages transportation arrangements, if necessary.**

### **Program Committee:**

**Plans the event's program flow and agenda.**

**Organises speeches, awards presentations, and any special performances.**

**Ensures a balanced and engaging mix of activities throughout the evening.**

**Collaborates with the entertainment and activities subcommittee.**

### **Catering & F&B Committee:**

**Selects the catering service provider and menu for the dinner.**

**Coordinates food and beverage arrangements, considering dietary requirements.**

**Manages the setup and presentation of food and drinks during the event.**

### **Entertainment & Activities Committee:**

**Sources and contracts entertainment acts or performers for the event.**

**Plans engaging activities or games for attendees to participate in.**

**Coordinates with the program committee for seamless integration of entertainment and activities into the event flow.**

**Publicity & Media Committee:**

**Handles event promotion and publicity within the company.**

**Manages invitations and attendee registrations.**

**Coordinates with the marketing or media team to handle external promotion and media coverage.**

**The above committee structure represents a typical organising setup for a corporate annual dinner event. Depending on the size and complexity of the event, additional subcommittees or roles may be added to ensure the successful planning and execution of the event. Effective communication and coordination between the various committees are crucial for a smooth and memorable annual dinner celebration.**

**END OF EXAMINATION QUESTION**