

The Papua New Guinea University of Technology

Department of Surveying and Land Studies

First Semester Examination-2020

BACHELOR OF PROPERTY STUDIES

SECOND (2ND) YEAR

PS 212 - PROFESSIONALISM & BUSINESS PRACTICE

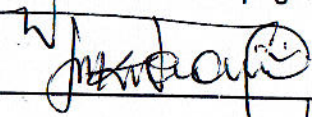
TIME ALLOWED: 3 HOURS

FOUR QUESTIONS: 100 MARKS

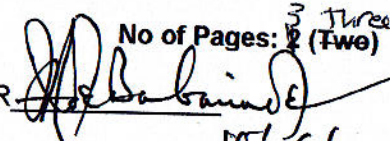
INFORMATION FOR STUDENTS:

1. Mobile phones and other recording devices are not allowed in the examination room.
2. All candidates must display their ID Cards on their desks for the Invigilator to check.
3. **SILENCE** must be maintained in the examination room.
4. Candidates may not leave the examination room within the first half hour.
5. Before answering any questions, fill in the information required.
 - i) Candidates are not to be allowed to bring in bilums or any types of bags into examination room.
 - ii) Reference books / materials are **strictly not allowed** in the examination hall.
 - iii) Before entering examination room students must remove jackets.
 - iv) Candidates must ensure that their hands and legs are free of any written information, scribbling marks, etc. which are related to the subject examined.
 - v) Candidates will not be allowed to go out for any purpose except for a medical emergency while in the middle of a session. Hence those wish to use toilets must do so before commencing the session.
6. Write on one side of the paper only.
7. Do not write in the margins; these must be kept clear.
8. Rough works should be done on the last sheets of each booklet and **should be crossed out before the examination ends**. Do not remove any sheets from this book.
9. If you use two or more booklets then place the second and succeeding booklets behind the first, and hold them together with the clip provided.
10. Graph paper, diagrams and other loose sheets should be fastened in the appropriate place with the clip provided.
11. Write the question and division of each question at the top of each page. Begin the answer to each question on a new page.

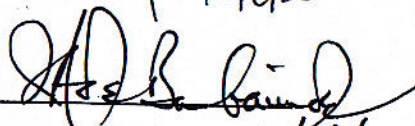
EXAMINER


10/6/20

CO-EXAMINER


10/06/2020No of Pages: ³ Three
~~2~~ (Two)

CHIEF EXAMINER


10/6/2020

QUESTION 01 (5 x 5 = 25 Marks)

Choose **any five** pairs of concepts from the list given and fully discuss them with suitable examples.

- a) Conflict of Interest vs. Negligence
- b) Negotiation vs. Customer Service
- c) Code of Conduct vs. Code of Ethics
- d) Trust Accounts vs. Business Cash Flow
- e) Tender vs. Auction
- f) Transparency vs. Accountability
- g) Business Plan vs. Strategic Management
- h) Professional Fees vs. Taxation

QUESTION 02 (9 + 6 + 5 + 5 = 25 Marks)

Assuming you have completed your studies here at Unitech at the end of 2022 and wishes to start a mini business in the property market after two years (2024).

- a) Outline the *requirements for a Business Plan* needed to start your company.
- b) Briefly discuss *three (3) expectations* you look forward to from your employees.

The company has a vacancy for a **Driver's (Class 3)** position.

- c) *Advertise the position* for the public to apply (Other additional specifications for the job must come from you/company).
- d) Supposing Mr. Covid, an applicant, is being considered successful, prepare an *Employment Offer* for him.

PLEASE FLIP OVER

QUESTION 03 (8 + 10 + 7 = 25 Marks)

- a) Using practical examples, define **Arbitration** and **Expert Witness**.
- b) Discuss the duties performed by an Arbitrator and an Expert Witness.
- c) Your real estate company CEO has tipped you to represent the company in a legal tussle arising from a negligent valuation done by your company. The valuation was done in 2018 by a valuer who used to work for your company but has recently resigned. What would you advise your company to do?

QUESTION 04 (5 + 5 + 5 + 10 = 25 Marks)

- a) Define what a Business Memorandum is.
- b) What is its purpose in business organisations?
- c) Outline the structure of a Business Memo
- d) Using the outline in c), provide a memorandum for an important business meeting with the company's employees. Assuming you are the Executive Officer of the company.

END OF EXAMINATION QUESTIONS