



FACULTY OF BUSINESS

FINAL EXAMINATION

Student ID (in Figures) :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Student ID (in Words) : _____

Course Code & Name : **HRM1313 MANAGING PEOPLE IN THE SERVICE INDUSTRY**
Semester & Year : September - December 2022
Lecturer/Examiner : Raymond Lee
Duration : 2 Hours

INSTRUCTIONS TO CANDIDATES

1. This question paper consists of 2 parts:
PART A (30 marks) : THIRTY (30) multiple choice questions. Answers are to be written in the Multiple Choice Answer Sheet provided.
PART B (70 marks) : SEVEN (7) short answer questions. Answers are to be written in the Answer Booklet provided.
2. Candidates are not allowed to bring any unauthorised materials except writing equipment into the Examination Hall. Electronic dictionaries are strictly prohibited.
3. This question paper must be submitted along with all used and/or unused rough papers and/or graph paper (if any). Candidates are NOT allowed to take any examination materials out of the examination hall.
4. Only ballpoint pens are allowed to be used in answering the questions, with the exception of multiple choice questions, where 2B pencils are to be used.

WARNING: The University Examination Board (UEB) of BERJAYA University College regards cheating as a most serious offence and will not hesitate to mete out the appropriate punitive actions according to the severity of the offence committed, and in accordance with the clauses stipulated in the Students' Handbook, up to and including expulsion from BERJAYA University College.

Total Number of pages = 8 (Including the cover page)

PART B : SHORT ANSWER QUESTIONS (70 MARKS)
INSTRUCTION(S) : Answer ALL the questions. Write your answers in the Answer Booklet(s) provided.

Question 1

Briefly explain **FIVE (5)** off-the-job training methods. **(10 marks)**

Question 2

Discuss **TWO (2)** contemporary theories of motivation and provide **one (1)** example for each theory. **(10 marks)**

Question 3

Briefly explain **FIVE (5)** steps of effective delegation. **(10 marks)**

Question 4

Explain each of the following and provide **TWO (2)** limitations:

- a) Trait theory of leadership **(5 marks)**
- b) Behavioural theory of leadership **(5 marks)**

Question 5

Briefly explain **FIVE (5)** differences between a group and a team. **(10 marks)**

Question 6

- a) List **FIVE (5)** causes of employee indiscipline. **(5 marks)**
- b) List **FIVE (5)** causes of employee absenteeism. **(5 marks)**

Question 7

Briefly explain **FIVE (5)** benefits of organizational change. **(10 marks)**

END OF EXAM PAPER