



**KOLEJ UNIVERSITI TEKNOLOGI
TUN HUSSEIN ONN**

**PEPERIKSAAN AKHIR
SEMESTER II
SESI 2004/05**

NAMA MATA PELAJARAN : REPORT WRITING

KOD MATA PELAJARAN : UMB 2032

KURSUS : DTA & DTE

TARIKH PEPERIKSAAN : MAC 2005

JANGKA MASA : 2 JAM

ARAHAN : A) JAWAB **SEMUA** SOALAN DAN
TULISKAN JAWAPAN DI
RUANGAN YANG DISEDIAKAN

B) TULISKAN MAKLUMAT DIRI
YANG DIKEHENDAKI DI SETIAP
HELAIAN KERTAS JAWAPAN

**PUSAT PENGAJIAN KEMANUSIAAN DAN KOMUNIKASI
KOLEJ UNIVERSITI TEKNOLOGI TUN HUSSEIN ONN**

SEMESTER II SESI 2004/05

Full Name :

I.C Number :

Matrix Number :

Course Code :

Time/Date of Exam :

Lecturer :

Name : _____

Matric Number : _____

Q2

You are an officer in-charge of sports activities and facilities in a private college. You have been instructed by your superior to find out students' favourite sports and the sports facilities needed to cater to students' needs. After carrying out a survey you came out with the following information :

Type of sports	No. of students	Venue/Courts available
Soccer	595	2
Track and field	210	1
Taekwando	300	1
Badminton	415	3
Tennis	380	2
Squash	380	2
Rugby	230	1
Swimming	385	-
Netball	300	2

You are to write a report based on the above findings. Your report should cover the findings/discussion and conclusions sections.

(40 marks)

Name : _____

Matric Number : _____

Q3

You have used information from the following sources in writing your report. Write them in the APA style.

- a. A book entitled Writing Up Research: Experimental Research Report Writing For Students Of English. It was written by Robert Weissberg. Published by Prentice Hall, the book was printed in New Jersey in 1990.

- b. An article taken from the Journal of Environment, entitled The Effects of Pollution to Air by Micheal Simon. The volume number is 30 which was published in 2000. The information used in your report was taken from page 400 to 430.

- c. A book by Rose Tunku Ismail, entitled A student's Guide to Writing: Resumes, Reports, Memorandums, and Minutes of Meetings. The book was published in 2000 by Utusan Publications & Distributors in Kuala Lumpur.

Name : _____

Matric Number : _____

- d. A newspaper article written by Jaswinder Kaur on August 12, 2002 in the New Straits Time. The title of the article was Don't Expect Jobs To Fall On Your Laps. It appeared on page 4.

- e. A 1999 article about The Documentation Style Of The American Psychological Association taken from <http://www.newark.ohio-state.edu/~osuwrite/apa.htm>. The information was retrieved on 3rd July 2002.

(20 marks)