



**UNIVERSITI TUN HUSSEIN ONN MALAYSIA**

**FINAL EXAMINATION  
SEMESTER I  
SESSION 2011/2012**

**COURSE NAME : TECHNICAL COMMUNICATION 1**

**COURSE CODE : UWB 10402**

**PROGRAMME : 1 DAA/DAC/DAL/DAT/DAM**

**EXAMINATION DATE : OCTOBER 2011**

**DURATION : 2 HOURS**

**INSTRUCTIONS : A)ANSWER ALL QUESTIONS IN PART A  
B)ANSWER ONLY ONE QUESTION IN  
PART B  
C)ANSWER ALL QUESTIONS IN THE  
ANSWER BOOKLET PROVIDED**

**THIS QUESTION PAPER CONSISTS OF FOUR (4) PAGES**

**PART A**

**Q1** Write a formal definition for each of the followings in **not more** than 20 words:

- (a) Library
- (b) Handphone
- (c) H1N1
- (d) Mechanical pencil
- (e) Facebook

(10 marks)

**Q2** Match each term with its definition below.

- |                       |  |
|-----------------------|--|
| (1) Progress Report   | (a) Done in order to suggest a solution in order to improve a current situation/status.                              |
| (2) Field Trip Report | (b) Done in order to ask for a grant or fund from certain organisation in order to carry out an experiment or study. |
| (3) Research Proposal | (c) Done in order to observe the suitability or a condition of specific items/places.                                |
| (4) Inspection Report | (d) Done in order to inform the status or result of a research that is held outside of the workplace/field.          |

(4 marks)

**Q3** You are conducting a small-scale study entitled 'The Learning Styles in Learning English among UTHM Students'. You plan to distribute a set of questionnaire to the students in order to collect the information. The following are types of questions available that you can use in designing the questionnaire. Write **TWO (2) questions for each of the following types. DO NOT** include personal information questions such as age or gender.

- (a) Open questions
- (b) Closed questions
- (c) Attitude questions

(6 marks)

- Q4** Below is a diagram of a microwave oven. Write a technical description of the object which includes its physical and functional aspects. You should write in **not more than 250 words**.

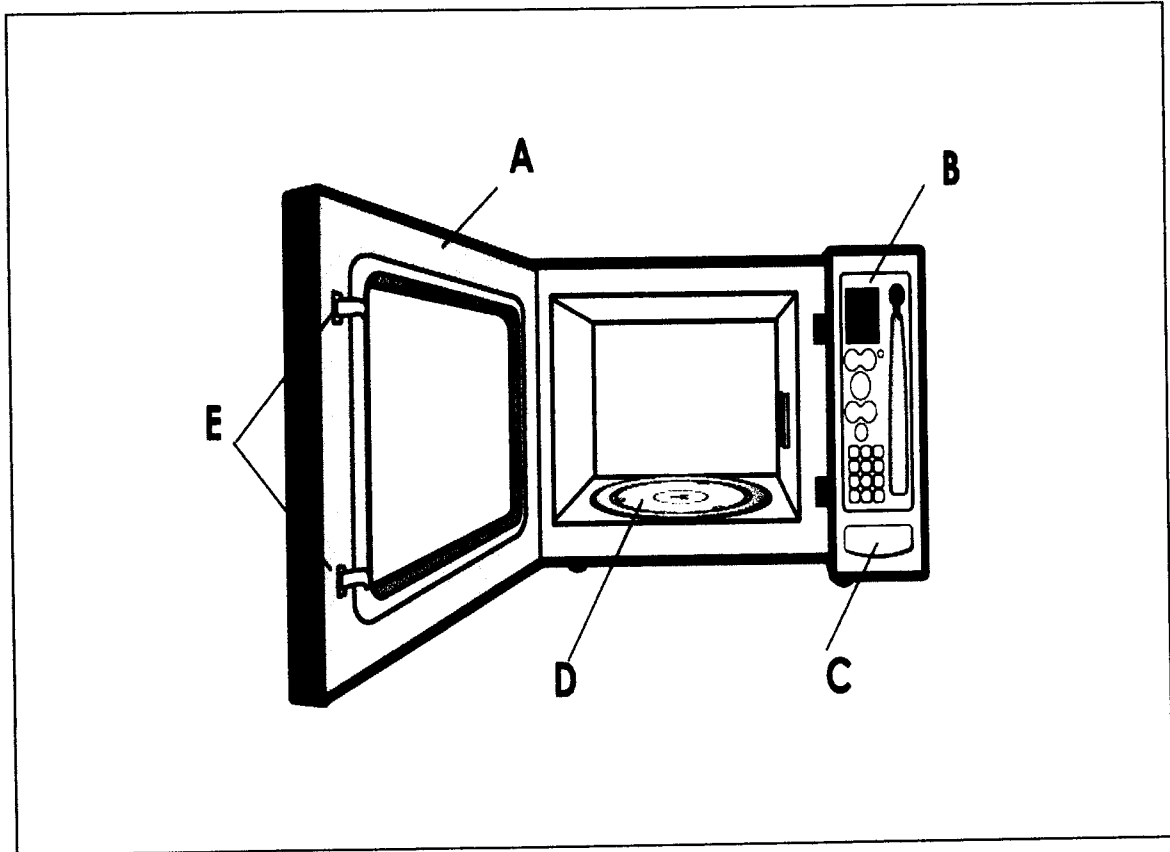


Diagram for Q4

Notes:

- A – Door with viewing window-glass, heat-resistant
- B - Control Panel - numerical buttons, timer, cooking option.
- C – Door release –push to release the door
- D - Turntable – to place food items, rotates 360 degrees during cooking process
- E – Safety interlock system – activated by control panel buttons

(30 marks)

**PART B**

**Q1** You have been assigned to carry out an inspection on a Language Laboratory in one of the Higher Institutions in Malaysia. The methods of inspections are through observation and video recording. After the inspection, you have listed out several findings:

- *Most of the computers are not working*
- *The LCD projector is not functioning*
- *One of the air conditioners is not operating properly*
- *No proper signage of the language lab*
- *A number of broken windows*

Prepare an inspection report that includes the following elements:

- (a) Introduction
- (b) Objectives
- (c) Methods
- (d) Results / Findings
- (e) Conclusion

You should include all the points given and you may add your own details.

(50 marks)

**Q2** You are staying in the UTHM residential college which is situated in the campus. Throughout your stay, you notice that the surrounding is dull and boring. You feel that this situation has affected students in terms of their mood and motivation to study. Write a proposal to the college Principal about what students can do to make the surrounding cheerful and beautiful so that they are happy staying in the hostel. The proposal should include the following components:

- (a) Problem Definition
- (b) Objectives and benefits
- (c) Proposed Solution
- (d) Programme and resources
- (e) Costs

(50 marks)