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**UNIVERSITI TUN HUSSEIN ONN MALAYSIA**

**FINAL EXAMINATION  
SEMESTER II  
SESSION 2012/2013**

**COURSE NAME** : TECHNICAL WRITING

**COURSE CODE** : UMB 1042 / UWB 20302

**PROGRAMME** : ALL PROGRAMMES

**EXAMINATION DATE** : JUNE 2013

**DURATION** : 2 HOURS

**INSTRUCTIONS** : A) ANSWER ALL QUESTIONS IN THE  
BOOKLET PROVIDED

B) DO NOT TAKE THIS QUESTION  
PAPER OUT OF THE EXAMINATION  
HALL

**THIS EXAMINATION PAPER CONSISTS OF SEVEN (7) PAGES**

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**Q1** Define the following.

- (a) Report
- (b) Proposal
- (c) Questionnaire
- (d) Progress Report
- (e) Technical Writing

(10 marks)

**Q2** Classify the following accordingly.

Feasibility Report, Progress Report, Trip Report, Market Report, Police Report, Proposal, Accident Report, Research Report, Laboratory Report, Activity Report
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<b>Informational Report</b>	<b>Analytical Report</b>

(5 marks)

**Q3** Write the passive in active forms and vice versa.

- (a) Nearly 100 motorbikes were stolen last year.
- (b) Several robberies were committed during the night.
- (c) The police have solved most of the crimes this year.
- (d) Corrosion has damaged the houses on the foot of the hill.
- (e) About 200 students responded to the call to donate blood.
- (f) You should take care when working on electrical equipment.
- (g) The construction workers are making street repairs all month long.
- (h) Your request for funding has been denied by the review committee.
- (i) The University management will launch a cleanliness campaign in the park.
- (j) A great deal of our oil will have been exported to other countries by our government.

(20 marks)

- Q4** Riding bicycles has become increasingly popular among UTHM students. This activity not only serves as a form of recreation or exercise for students but also as a mean of transportation for students to go to classes, especially for students who do not have their own vehicles. Currently, the infrastructure at UTHM does not accommodate the needs of its students who use bicycles. This situation creates inconveniences and difficulties for these students.

Based on the situation above:

- (a) develop a problem statement. (2 marks)
- (b) elaborate the problem statement by providing **THREE (3)** relevant points related to the issue. (6 marks)
- (c) develop **TWO (2)** research objectives for the investigation. (6 marks)
- (d) describe the significance of conducting this investigation. (4 marks)
- (e) design and justify the research methodology which includes the instrument(s) used to collect information, the participants involved in this investigation and the procedure to collect the information.
- State the participants and the instrument(s) selected. (4 marks)
  - Justify the choice of participants and instrument(s) selected. (6 marks)
  - Describe the data collection procedure. (12 marks)
- (40 marks)

**Q5** The following are the objectives of a research paper entitled 'Recycling Awareness among Perdana University College (PUC) Community':

- i. to investigate the recycling habit among PUC staff and students
- ii. to discover the knowledge of PUC staff and students about recycling
- iii. to compare the recycling habit among PUC staff and students

Based on the objectives stated above, design **TWO (2)** questions for each of the following:

- (a) Scale
- (b) Yes/No
- (c) Ranking
- (d) Checklist
- (e) Multiple Choice

(20 marks)

- Q6 The following information was taken from a journal article written by Michael G. Harvey and David A. Griffith entitled *Developing Effective Intercultural Relationships: The Importance of Communication Strategies*. This article was published in *Thunderbird International Business Review*, Volume 44, Issue 4 in 2002 from pages 455 to 476.

*The relationship development which included efforts to identify, maintain and build up a network relationships with employees, interorganisational partners and customers, have a great impact in the global marketplace. To ensure the increase in efficiency and in effectiveness, members of an organisation need to communicate with network members appropriately. Failure to effectively communicate in intercultural relationships can hinder success of the organisation. Frequently, organisations encounter difficulties when customers or suppliers are in different countries.*

Using the 6th edition of APA format as your guideline, answer all the questions below.

- (a) Select the appropriate within-the-text citation from the options below. The within-the text citations are found in an article when the author(s) have included information from other sources.
- A (Michael & David, 2002).
  - B (Harvey & Griffith, 2002).
  - C (Michael and David, 2002).
  - D (Harvey and Griffith, 2002).
- (b) Select the appropriate way of writing the volume, the number of the issue and the page number of the article for the reference section.
- A 44(4), 455-476.
  - B 44(4), 455-476.
  - C 44(4), 455-476.
  - D 44(4), 455-476.

- (c) Select the appropriate way of writing the title of the article for the reference section.
- A Developing Effective Intercultural Relationships: The Importance of Communication Strategies.
  - B *Developing effective intercultural relationships: The importance of communication strategies.*
  - C Developing effective intercultural relationships: The importance of communication strategies.
  - D DEVELOPING EFFECTIVE INTERCULTURAL RELATIONSHIPS: THE IMPORTANCE OF COMMUNICATION STRATEGIES.
- (d) Select the appropriate way of writing the name of the journal for the reference section.
- A Thunderbird international business review,
  - B *Thunderbird international business review,*
  - C *Thunderbird International Business Review,*
  - D Thunderbird International Business Review,
- (e) Select the appropriate way of writing the name of the authors for the reference section.
- A Michael, G.H., & David, A.G. (2002).
  - B Harvey, M.G., & Griffith, D.A. (2002).
  - C Michael, G.H, and David, A.G. (2002).
  - D Harvey, M. G., and Griffith, D.A. (2002).

(5 marks)

- END OF QUESTION -