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UNIVERSITI TUN HUSSEIN ONN MALAYSIA

**FINAL EXAMINATION
SEMESTER I
SESSION 2013/2014**

COURSE NAME : TECHNICAL WRITING
COURSE CODE : UWB20302/UMB1042
PROGRAMME : ALL PROGRAMMES
EXAMINATION DATE : DECEMBER 2013/JANUARY 2014
DURATION : 2 HOURS
INSTRUCTION : A) ANSWER ALL QUESTIONS
IN THE ANSWER BOOKLET
PROVIDED
B) **DO NOT TAKE THIS
QUESTION PAPER OUT OF
THE EXAMINATION HALL**

THIS QUESTION PAPER CONSISTS OF **SIX (6)** PAGES

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Q1 Match the term in Column A to a suitable definition in Column B.

Column A
Progress Report
Technical Writing
Report
Questionnaire
Feasibility

Column B
A document written for a clear purpose and for a particular audience.
An assessment that takes place during a project or a process that reports work development, problems encountered, and expected completion within time frame and budget.
A research instrument which contains a series of items and other prompts for the purpose of gathering specific information from respondents.
A document which conveys information about a professional subject matters to a specific audience for a specific purpose.
This report details whether or not a project should be undertaken and the reasons for that decision.

(5 marks)

- Q2 (a) Read the extract below and answer the question that follows.

Motorists, beware

Kuala Lumpur: In a bid to reduce the number of road accidents and fatalities, the government has proposed *harsher* penalties for offenders. With about 7000 lives lost on the road yearly, Malaysia has some of the highest fatalities.

Tabled by Deputy Transport Minister Datuk Abdul Rahim Bakti, the amendments also call for the same minimum and maximum fine for those driving without proper licences. However, a maximum jail term of three months may also be imposed for the offence.

New Straits Times, June 26, 2012.

The word *harsher* in the newspaper report above means

- A. harder
 - B. worse
 - C. stricter
 - D. rougher
- (b) Read the extract below and answer the question that follows.

Held – five who robbed the old

PORT DICKSON: Five men who robbed residents of an old folk’s home of their ang pow money will now pay for their crimes after they were detained at separate locations here. The money was ang pow which the senior citizens received from visitors, besides the RM300 monthly aid given to them by the Welfare Department. The five, aged between 30 and 35, had also slashed one of the residents of Rumah Orang Tua Jimah in Lukut here with a machete which forced the 74-year-old senior citizen to spend several days in hospital. OCPD Supt Baljeet Singh said the suspects were odd job workers and were detained in Chauh and Lukut in recent days.

According to the extract above, the criminals were

- A. injured in the robbery
- B. arrested in different places
- C. residents of an old folk’s home
- D. robbing the Welfare Department

- (c) Read the statement below.

**STRESS CAN CONTRIBUTE TO BACK PAIN.
TAKE A WALK AND RELAX A LITTLE.**

The statements above suggest that

- A. walking is stressful.
- B. life needs to be relaxing.
- C. exercise can help to release stress.
- D. physical pain can contribute to stress.

Questions (d) and (e) are based on the following advertisement.

To have your say, contact us by:

- Online: www.rdasia.com/comments
- Fax: 65-6749-3616
- Post: see page 1 for postal address

Include your full name and contact details. We may edit letters for brevity and clarity, and use them in all print and electronic media.

- (d) The reader can reach the magazine's administrators by the following means except
- A. fax
 - B. mail
 - C. e-mail
 - D. telephone
- (e) To help the administrator, you need to include
- A. your name and occupation.
 - B. your name and e-mail address.
 - C. your address and telephone number.
 - D. your fax number and e-mail address.

(5 marks)

Q3 Describe the **FIVE (5)** elements of a progress report. (10 marks)

Q4 Based on a report conducted by a consultant, there are several reasons for students at a public university to do part-time jobs. A total of 15% of the students have part-time jobs because they want to earn money. Another 15% of them want to occupy their free time. On top of that, 28% of them want to gain working experience via part-time job. About 37% of the students have a plan of meeting prospective employers while doing part-time job, while 5% of them would like to develop themselves.

Referring to the findings stated above, produce a proposal to carry out an investigation on the issue of students doing part-time jobs while studying. Your proposal must have the following sections:

- (a) Statement of the problem (3 marks)
 - (b) **THREE (3)** research objectives (9 marks)
 - (c) Significance of research (6 marks)
 - (d) Methodology and procedure (12 marks)
- (30 marks)

Q5 With reference to the research objectives in Question 3, design **TWO (2)** items based on each type of questions. *Avoid repeating the same item for each type of questions.*

- (a) Open-ended
 - (b) Yes/No
 - (c) Multiple choice
 - (d) Scale
 - (e) Ranking
- (20 marks)

- Q6 The following graph represents the number of the unemployed degree graduates from public and private higher learning institutions.

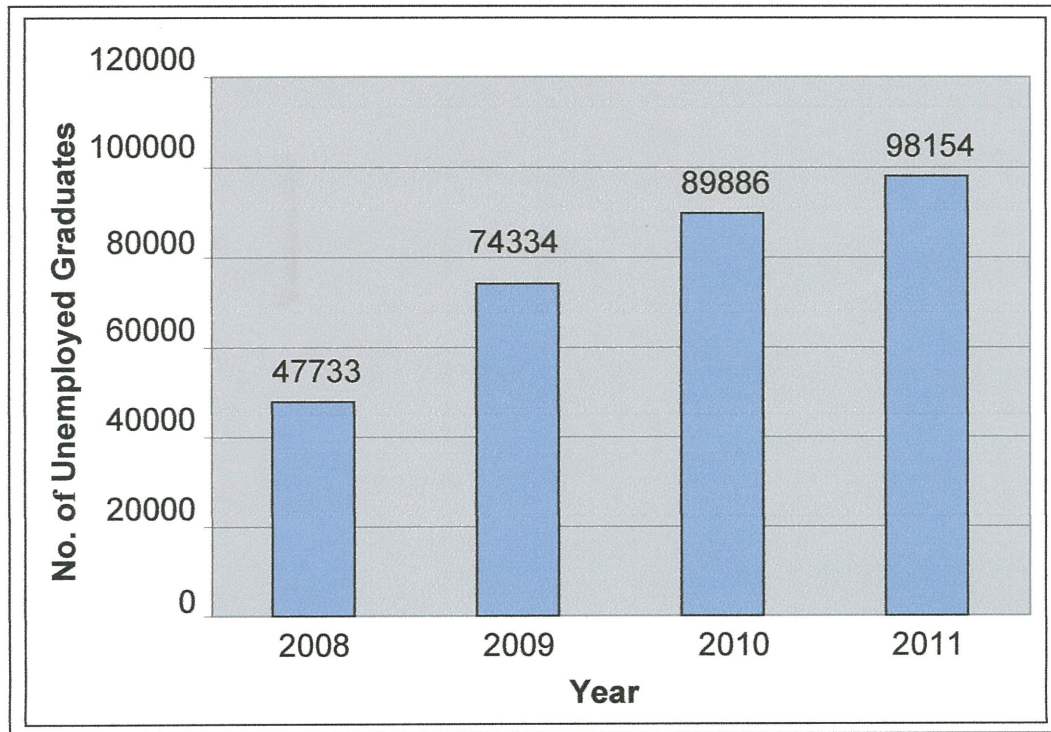


Figure 1: Number of the unemployed graduates of public and private higher learning institutions.

Based on Figure 1, you are required to:

- (a) Discuss the findings (10 marks)
- (b) Generate conclusions (10 marks)
- (c) Produce 5 recommendations (10 marks)
- (30 marks)

- THE END -