



UNIVERSITI MALAYSIA TERENGGANU

UNIVERSITI MALAYSIA TERENGGANU**FINAL EXAMINATION****SEMESTER II 2013/2014 SESSION (DEGREE PROGRAMME)**

COURSE	:	ENGLISH FOR OCCUPATIONAL PURPOSES
CODE	:	BBB 3103
DATE	:	05/06/2014 (THURSDAY)
VENUE	:	DSM/BK1-01/BK1-03/BK1-04/BK2-03/ BK2-04/BK2-05/BK206/BK3-01/BK3-02/ BK3-03/BK3-04/BK3-05/BK3-06/ BK3-07/BK403/BK404/DS1
TIME	:	3.00 – 5.00 PM (2 HOURS)

MATRIC NO.	:	_____
PROGRAMME	:	_____
DESK NO.	:	_____
GROUP NO. & INSTRUCTOR	:	_____

INSTRUCTIONS TO CANDIDATES

- i. Answer all questions
- ii. Write the answer of each question in the space provided in this booklet

DO NOT OPEN THE QUESTION PAPER UNTIL INSTRUCTED*THIS QUESTION PAPER CONSISTS OF (9) PRINTED PAGES*

QUESTION 1 (30 minutes: 30 marks)

Part A: Fill in the blanks with the correct word/words or phrases. (15 marks)

MegaPlus Communication Inc.

21030 Kuala Terengganu

(a) _____

(b) _____

(c) _____

- Mr. Ahmad Shukri Abdullah
- Mr. Yap Hon Chong
- Mr. Calvin Mikeng
- Mrs. Fatin Adlina Ahmad
- Mrs. Michelle Agnes
- Ms. Saraswathy d/o Nadarajan

The Fourth Committee Meeting

A meeting will (d) _____ on Wednesday, 15th June 2014 at 10.30 a.m in Conference Room 1A (e) _____ MegaTrend Building. The main (f) _____ of the meeting is (g) _____ the matters relating to collecting donations and materials to be given to the orphans in Cambodia. Other matters to be discussed (h) _____ giving free leadership and communication trainings in Gong Badak areas and also (i) _____ volunteers to old folks home in Bukit Payung, Marang. The (j) _____ of the meeting is as follows:

- (k) _____
- (l) _____
- Collecting donations and materials for orphanage in Cambodia
- (m) _____
- (n) _____
- (o) _____

Part B: Fill in the blanks with the correct word/words or phrases. (15 marks)

Minutes of the Third Meeting of Ledang Agro Resort Promotional Committee held on 5th May 2014 at 2.30 p.m. in Meeting Room 1

Present:

Mr. Ahmad Burhanudeen Badar Shair- (a) _____

Dr. Marzuki Adenan

Mr. Jefri Anak Ragai

Mr. Liew Mun Yee

Mr. Megat Ameer Megat Imran

Mrs. Leela Bala Nathan

Mrs. Shameem Devi Joseph

Ms. Rosiah Abang Johari

(b) _____

Mrs. Ting Leh Leh

1. The Chairman (c) _____ the committee members and opened the meeting with a welcoming speech.

2. (d) _____

The minutes of (e) _____ Meeting of Ledang Agro Resort Promotional Committee (f) _____, approved and confirmed as correct with a few (g) _____.

3. (h) _____

The committee was informed that three different sets of Ledang Agro Resort promotional brochures (i) _____ to Ace Printing Company on May 1st and would be ready by the first week of June. The cost amounted to RM4,000 after 15% discount. The committee (j) _____ Mr. Jefri meet with the printing company regularly to ensure that they comply with the agreed quality of paper and colours to be used.

4. A Proposal on Ledang Agro Resort Promotional Campaigns

Dr. Marzuki (k) _____ a proposal to organize promotional activities and talks to the public and private sectors in Negeri Sembilan, Malacca and Selangor that could attract more people to visit and stay (l) _____ Ledang Agro Resort. A few outdoor activities that Ledang Agro Resort was recommended to prepare for the visitors were jungle trekking, hiking, river crossing, (m) _____ and team building. A fee of RM130 per night would be charged for each person. Mr. Liew (n) _____ more packages and prices for different rooms and activities be made available and Mrs. Shameem Devi (o) _____ the motion.

QUESTION 2 (30 minutes: 20 marks)

Following average reports of fire disasters around Terengganu recently caused by long drought and negligence, many families were left homeless. Assume that you are the Head of Sihat Cergas Pharmaceutical Company, which highly supports projects for **social and environmental change**. You wish to extend a sincere helping hand to the families who were involved in fire disasters around Terengganu and also to convey knowledge on natural threats namely fire, drought and haze. Plan a two-day event which can help to raise public awareness on natural threats to environment as well as to raise funds to be donated to the victims.

- a) Write a sentence to propose the event. (2 marks)

- b) Write **two goals** of the event. Please provide **three measurable objectives** for **each** goal. (18 marks)

Goal 1: _____

Objectives:

a) _____

b) _____

c) _____

Goal 2: _____

Objectives:

a) _____

b) _____

c) _____

QUESTION 3 (25 minutes: 20 marks)

On March 8th, 2014, the world was shocked with the disappearance of flight MH370 bound for Beijing from Kuala Lumpur. The story of the ill-fated plane has impacted the world in so many ways and the mourning over it continues. Driven by the spirit of humanity and deep empathy, the Scenic Holdings Staff Club committee plans to hold a **special programme** as a tribute to the people on the missing plane.

As the President of Scenic Holdings Staff Club, write a memo to the committee members informing them about the next meeting that will be conducted to discuss the programme. In the memo, include:

- the name of the special programme
- **one** objective of the programme
- **two (2) activities** proposed by you
- request for **two (2) more suggestions of activities** from every committee member
- request for date, time and venue for the programme
- other relevant information

SCENIC HOLDINGS STAFF CLUB
MEMORANDUM

To : _____

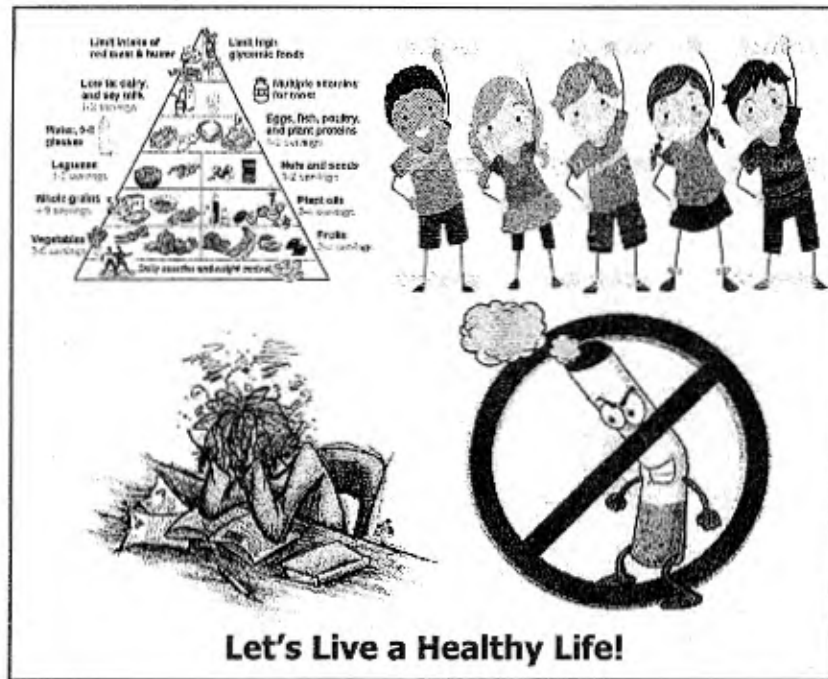
From : _____

Date : _____

Subject : _____

QUESTION 4 (35 minutes: 30 marks)

Statistics of cardiovascular problems, diabetes and obesity cases are on the rise among young adults aged between 25 and above 30 years old. Imagine you are a personal trainer from The Biggest Loser Asia. You are invited to give a talk to **PERSUADE** young employees of Dynamite Inc., an IT company, to adopt steps on living healthy lifestyle.



a) Using the information in the poster, write the introduction of your speech presentation. Please remember to include (i) getting the attention/interest of the audience, (ii) greeting and introducing yourself, and (iii) previewing the outline of your presentation. (15 marks)

b) Based on the poster above and your own ideas, elaborate on one of the main points mentioned in the outline by providing supports and examples. (15 marks)
