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FINAL EXAMINATION

COURSE NAME : ENGLISH FOR OCCUPATIONAL PURPOSES
COURSE CODE : MPU 2233
EXAMINATION : OCTOBER 2017
DURATION : 2 HOURS

INSTRUCTION TO CANDIDATES

1. This examination paper consists of **TWO (2)** parts :
PART A (20 Marks)
PART B (60 Marks)
2. Candidates are not allowed to bring any material to examination room except with the permission from the invigilator.
3. Please check to make sure that this examination pack consist of:
 - i. Question Paper
 - ii. Answering Booklet

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO

*This examination paper consists of **4** printed pages including front page*

PART A - (20 MARKS)

This part contains of **one (1)** question.

Answer **ALL** in Answer Booklet.

Question 1

Visual aids are important to help the audience more understand, remember and increase their (audience) interest, also act as notes or reminders for the speaker.

- i. Draw **three (3)** types of graphs that are commonly used in visualizing information.
(6 Marks)
- ii. Draw a mind map on the **four (4)** benefits of using visual aids.
(4 Marks)
- iii. The table below shows the number of Jack & Rose Sdn. Bhd. house sales in year 2014, according to the types of house. Create a suitable graph and provide short explanation based on the information given.
(10 Marks)

Types of House	Unit Sold
Low Cost Apartment	80,000
Studio Suite	40,000
Semi-D Terrace	60,000
Bungalow	40,000

PART B (60 MARKS)

This part contains of **three (3)** questions.

Answer **ALL** in Answer Booklet.

Question 1

'Communication plays a fundamental role in all facets of a business'.

- i. Why English is important for your career?
(4 Marks)
- ii. Draw/illustrate the 2 models of communication process?
(6 Marks)
- iii. What are the barriers in communication?
(10 Marks)

Question 2

Interview is referring to a formal consultation usually to evaluate qualifications (as of a prospective student or employee) .

- i. Why interview is important in recruitment process? Provide examples to support your answer.
(10 Marks)
- ii. Draw a table on the Do's and Don'ts that need to be taken into consideration by the candidate when he/she is attending an interview.
(10 Marks)

Question 3

A presentation is the process of presenting a topic to an audience. It is typically a demonstration, introduction, lecture, or speech meant to inform, persuade, or build good will.

- i. List the types of Informative Oral Presentations. (5 Marks)
- ii. Illustrate the topics for Informative Oral Presentations. (5 Marks)
- iii. What are the types of *verbal support*? (5 Marks)
- iv. In your opinion, how to deal with nervousness during presentation? (5 Marks)

END OF QUESTION PAPER