



**KOLEJ YAYASAN PELAJARAN JOHOR
ONLINE FINAL EXAMINATION**

**COURSE NAME : ENGLISH FOR OCCUPATIONAL
PURPOSES**

COURSE CODE : MPU 2233

EXAMINATION : DISEMBER 2021

DURATION : 3 HOURS

INSTRUCTION TO CANDIDATES

1. This question paper consists of **THREE (3)** parts :
PART A (20 Marks)
PART B (50 Marks)
PART C (30 Marks)
2. Please refer to the detailed instructions in this question paper.
3. Answer ALL questions in the answer sheet which is A4 size paper (or other paper with the consent of the relevant lecturer).
4. Write your details as follows in the upper left corner for each answer sheet:
 - i. Student Full Name
 - ii. Identification Card (I/C) No.
 - iii. Class Section
 - iv. Course Code
 - v. Course Name
 - vi. Lecturer Name
5. Each answer sheet must have a page number written at the bottom right corner.
6. Answers should be neat and clear in handwritten form.

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

*This examination paper consists of **10** printed pages including front page*

PART A

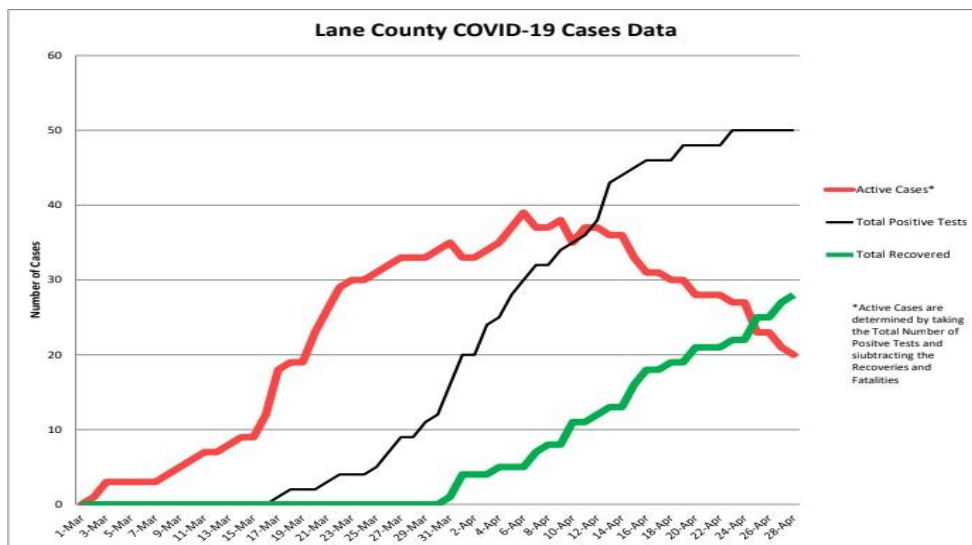
This part consists of TWO (2) questions.

Answer ALL in Answer Sheet.

Instruction: Read the questions and choose the suitable answer.

QUESTION 1

1. _____ is an act of Communication.
 - A. One way of transferring information
 - B. Two ways of transferring information
 - C. Transferring information from a sender to receiver
 - D. Transferring information from someone who you really know



PICTURE 1

2. PICTURE 1 is one of the example of a chart that used to show
 - A. illustrates trends over time or plots the relationship of two or more variables
 - B. comparison qualities at a glance
 - C. percentage or proportional data
 - D. displaying a list of events

3. Type of **communication** that have performed in Job Related Discussion or Meeting;
 - A. visual communication
 - B. written communication
 - C. non-verbal communication
 - D. spoken / verbal communication

4. The Guidelines for a good Visual Aids;
 - A. fonts should be clear and easy to read
 - B. one with many colourful pictures
 - C. proofread very carefully
 - D. have big fonts

5. This role has the responsibility to prepare all the documentation of Notice, Agenda and Minutes of Meeting.
 - A. Chairperson / Chairman
 - B. Committee members
 - C. Secretary
 - D. Treasurer

6. Most of the job advertisement request a resume together with the application letter. The information needed in the resume would be as follows, **EXCEPT**:
 - A. e-mail address
 - B. marital status
 - C. full name
 - D. gender

7. "You are preparing for a false receipt, so that you can claim over it?" This unethical behaviour in the workplace is called as;
 - A. cultivating a hostile workplace
 - B. ignoring conflict of interest
 - C. misusing company time
 - D. lying

8. "Hi! What's new?" Is a sample of expression for _____greeting.
- A. Formal
 - B. Informal
 - C. Lower self- confidence
 - D. Introduction yourself to others
9. Visual aid is important in a presentation because they help the audience understand and remember, increase interest and,
- A. as cue card
 - B. as variable interact
 - C. as notes or reminders
 - D. as systematic arrangement
10. Presenting the **Project** needs you to prepare several important contexts. Those are as below **EXCEPT**:
- A. when and where will you deliver
 - B. within a formal and less formal
 - C. familiar with the audience
 - D. using voice effectively

(10 MARKS)

QUESTION 2

Instruction: Read the statements below and answer to the TRUE/FALSE statements.

1. **RESPECT** is one of the types of Business Ethics.
2. Choosing the right visual aids is important so that it can be informed, educated or persuaded by a person.
3. “To compare features of product or process”, is the use of table in visual communication.
4. Non-verbal communication types can be recognized by saying “I am sorry”.
5. Grooming for both male and female reflects first impression and also performance.
6. To respond to an advertisement of job application, one needs to write an application letter.
7. Agenda is a document in a meeting that need to be discussed during the meeting.
8. One step in interview preparation plan is to compare your skills and qualifications to the job requirements
9. One of the basic of Business Etiquette is you can always arrive as you please
10. In an Organization of a Job-Related Discussion or a Meeting, the top person in the chart must be the Treasurer.

(10 MARKS)

[20 MARKS]

PART B

This part consists of SEVEN (7) questions. Instruction: Answer ALL questions.

QUESTION 1

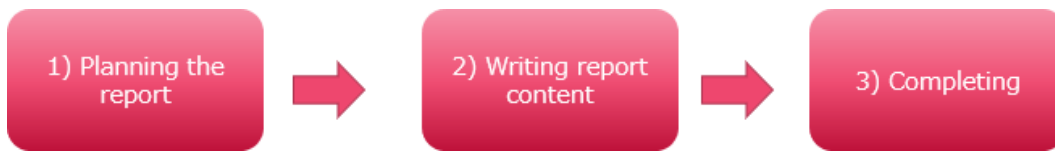
a) SITUATION 1:

Mr. Zain Suhaimi is a director of his company named ARINORD Holdings. He wants to conduct a meeting on 15th Jan 2022, Thursday at his favourite meeting room, Roses Conference Room at 11 am. He has a secretary, Miss Ezzlyn Natasha bt. Erman to jot everything and to prepare all of the documents needed before, during and after the meeting. He also has appointed Mr. Hans Ibrahim to be his treasurer to inform him everything regarding the financial of his company and another three committee members, those are Mr. Syukria, Miss Han Na and Mr. Hariss to attend the meeting since a quorum must be present in order to validate the meeting.

- I. Draw an Organization chart for the meeting of Nebula Holdings. Complete the name for every role of Chairman, Secretary, Treasurer and all committee member.
(6 marks)
- II. Name the person who's responsible to prepare the documents and list down all of the documents needed in a meeting.
(4 marks)
- III. Sketch a document (before a meeting) to invite all members to attend.
(5 marks)

QUESTION 2

a) In completing a Report Writing, needs to follow this process of Report Writing.



Explain the Process of Report Writing briefly.

(6 marks)

b) ***Dress appropriately*** and ***arrive early*** are two of the most important part when Delivering a Presentation. Explain those briefly.

(6 marks)

QUESTION 3

Draw a suitable visual aid ***to show percentage or proportional data and usually the percentage represented by category*** of this Figure 1, Problem Faced by KYPJ Male Students.

Category	Male Students
Time management	70
Exam stress	30

Figure 1 : Problem Faced by KYPJ Male Students

(5 marks)

QUESTION 4

Define these THREE (3) objectives of Meeting or having Job Related Discussion.

I) To inform

II) To solve problem

III) To resolve conflict

(6 marks)

QUESTION 5

Accuracy and complete are two of the characteristics for a good report. How do you like to agree with this statement?

(4 marks)

QUESTION 6

Elaborate TWO (2) tips for effective presentation with “Dealing with nervousness”.

(4 marks)

QUESTION 7

Briefly explain on “*be confident of your idea & be open to receiving feedback*” in giving suggestions in Job Related Discussion/Meeting process.

(4 marks)

[50 Marks]

PART C

This part consists of ONE (1) question. Instruction: Answer all questions.

QUESTION 1

1. Choose a suitable job advertisement you would probably apply. Write;

a) an application letter using the correct format

(15 marks)

b) a complete resume

(15 marks)



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Job Advertisement 1

RESEARCH ASSISTANT (TECHNICAL) WANTED! CONTRACT

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- Electrical Engineering
- Electronics Engineering
- Mechatronics Engineering
- Communications Engineering
- Computer Engineering

Fresh graduates with no work experience are encourage to apply.
Candidate with good communication/networking skills will be an added advantage.

Job description:

- ✓ To design, drawing, assembling and troubleshooting electronic circuits/projects;
- ✓ Perform computing task using Microsoft Office and online Google applications;
- ✓ Provide administrative supports (claims, documentation, mailing, other general administration duties);
- ✓ Facilitate the program/workshop participants;
- ✓ Assist any ad-hoc management tasks.

Register via link
bit.ly/PKAS_RA

or scan

Apply before:
15 JAN 2022

For more information, contact:
Mas Ayu Othman
03 – 8921 6600
mas.ayu@ukm.edu.my

Shortlisted applicants will be called for interview session

Job Advertisement 2

[30 Marks]

END OF QUESTION PAPER