



# UNIVERSITI TUN HUSSEIN ONN MALAYSIA

## FINAL EXAMINATION SEMESTER II SESSION 2009/2010

SUBJECT : TECHNICAL WRITING

CODE : UMB 1042

COURSES : BBV/BDD/BEE/BFF/  
BIT/BPB/BPC/BPD

DATE : APRIL 2010

DURATION : 2 HOURS

INSTRUCTIONS : A) ANSWER ALL **5** (FIVE)  
QUESTIONS IN THE BOOKLET  
PROVIDED

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

THIS EXAMINATION PAPER CONSISTS OF 5 PAGES

Name: \_\_\_\_\_

Matric No.: \_\_\_\_\_

UMB 1042

**Q1** Rewrite the sentences below into **reported speeches**.

- (a) "My first cell phone was Nokia 3210," said Mr. Smith to his friend.
- (b) "Can anybody explain to me, what is quadratic equation?" asked Dr. Aswad to his students.
- (c) "Don't forget that tomorrow is the due date for our second assignment," said Desmond.
- (d) Teik Shuan to Kassim: "Do you know how to run this software?"
- (e) "I can't complete the lab report today. I'm not feeling well," said Saifudin to his lab partner.

(5 marks)

**Q2** Change the following sentences into **passive forms**.

- (a) A small jar of putric acid caused the blast.
- (b) We find vitamin B in eggs, cheese and butter.
- (c) Robert Patrick, The Times reporter, coined the word "millennium".
- (d) Egyptians made the first glass object in the world.
- (e) The workers diluted the paint into a thin consistency.

(5 marks)

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UMB 1042

**Q4** As mentioned in a report of international students' academic achievement in a private college for the year 2009, 35% of the students had managed to gain CGPA of 3.00 and above. The group of students involved in this report was students from the Faculty of Science, Arts and Heritage.

As a committee member in the Academic Bureau in the university's students organization, you are asked to conduct a survey pertaining to two objectives:

- To identify the students' time management
- To analyze the impact of the time management on students' academic performance.

Based on the objectives mentioned before, construct a questionnaire for **each** of the following types.

- (a) Ranking
- (b) Checklist
- (c) Scale
- (d) Multiple choice
- (e) Yes/No or Closed

(10 marks)

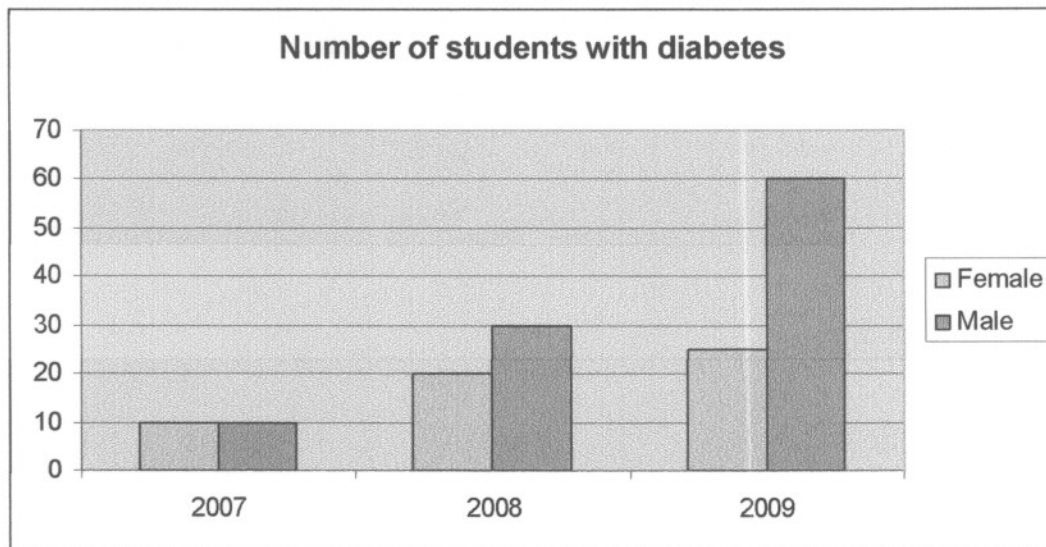
9/10/2009  
10/10/2009

Name: \_\_\_\_\_

Matric No.: \_\_\_\_\_

UMB 1042

- Q5** You are a columnist for a health magazine in your college. You have been asked to conduct a small scale research on the incidence of diabetes among the residents of Kolej A.



Based on the information given in the table, prepare:

- a) the findings and discussion, (30 marks)
- b) the conclusions, (15 marks)
- c) the recommendations. (15 marks)