UNIVERSITI TUN HUSSEIN ONN MALAYSIA

FINAL EXAMINATION
SEMESTER I
SESSION 2013/2014

COURSE NAME	:	TECHNICAL COMMUNICATION 1
COURSE CODE	:	UWB10402
PROGRAMME	:	1 DAA/DAB/DAE/DAJ/DAK/DAM/ DAR/DAU
		2 DAM
		3 DAA
EXAMINATION DATE	:	DECEMBER 2013/JANUARY 2014
DURATION	:	2 HOURS
INSTRUCTIONS	:	A) ANSWER **ALL** QUESTIONS

B) ANSWER **ALL** QUESTIONS IN THE ANSWER BOOKLET PROVIDED

C) YOU ARE **NOT** ALLOWED TO TAKE THE QUESTION PAPER OUT OF THE EXAMINATION HALL

THIS QUESTION PAPER CONSISTS OF **FIVE (5)** PAGES

Q1 Choose the most appropriate answer.

1. Which of the following is not an example of primary data?

   A. Diaries
   B. Portfolios
   C. Observations
   D. Academic journals

2. Which of the following are the types of observation?

   I.   Natural or contrived
   II.   Disguised or undisguised
   III. Structured or unstructured
   IV.   Mechanical or non mechanical

   A. I, II and III only
   B. I, II and IV only
   C. I, III and IV only
   D. II, III and IV only

3. Which of the following is the advantage of conducting interview?

   A. Respondent bias
   B. Time consuming
   C. Leads to subjective analysis
   D. Provide accurate information

(6 marks)

Q2 (i) List the **FOUR (4)** foundations of an effective technical writing.

   (a) _____
   (b) _____
   (c) _____
   (d) _____

(8 marks)

(ii)   Complete the following table.

Documents \\ Aspects	Academic Writing	Technical Writing
Content		
Purpose		
Examples	(a) (b)	(a) (b)

(12 marks)

Q3   Read and analyse the situations below. Decide what type of report **or** proposal each situation belongs to.

(i)   Josephine plans to conduct a research on the history of the Chinese ruling system since the 17th century. What type of document should she prepare?

_____

(3 marks)

(ii)   Mr Hafiz is in charge of the chemistry lab at a university. One day, while he was in the lab, an explosion took place, whereby two students suffered burns due to the explosion. The higher authority of the university wants to know the cause of the explosion. What type of document should he submit?

_____

(3 marks)

(iii)   Students from UTHM went on a trip to Bandung, Indonesia. Their lecturer, Ms Shawati has requested for a report. What type of report should they produce?

_____

(3 marks)

Q4   For each of the following statements, indicate **True** or **False**

Statements	True/False
(i) A report which shows how much work has been completed on a project is called an inspection report.	
(ii) Facial expression is one of the elements of good presentation.	
(iii) Primary data can be collected from books, journals, conference papers and abstracts.	
(iv) The interviewer just goes with the flow when conducting an unstructured interview.	
(v) Questionnaire is popular, cheap and easy to design.	

(10 marks)

Q5   Provide formal definition for each of the following terms in **NOT MORE** than 20 words:

(i)   Flash flood
(ii)   Traffic light
(iii)   Alarm clock
(iv)   Kitchen utensils
(v)   Electronic gadget

(25 marks)

Q6 You are conducting a survey entitled '*The Advantages of Using English as Medium of Communication among UTHM Students*'. The followings are the objectives of your survey:

1. to identify the medium of communication preferred by students 2. to investigate the benefits of using English in student's daily communication 3. to seek how frequent students communicate using English with their friends

Write **two (2) survey items for each of the following types.** Do **NOT** include personal information questions such as age or gender. No marks will be rewarded for the repeated items.

(i)	Scale	(6 marks)
(ii)	Yes/No	(6 marks)
(iii)	Ranking	(6 marks)
(iv)	Open-ended	(6 marks)
(v)	Multiple Choice	(6 marks)

- THE END -

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(ii)	Yes/No	(6 marks)
(iii)	Ranking	(6 marks)
(iv)	Open-ended	(6 marks)
(v)	Multiple Choice	(6 marks)

- THE END -