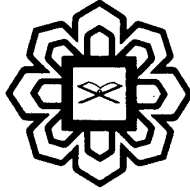


Matric No: _____

Course Code: _____

Section: _____



الجامعة الإسلامية العالمية ماليزيا

**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
FINAL EXAMINATION PRACTICE PAPER
SEMESTER 2, 2018/19**

CENTRE FOR LANGUAGES AND PRE-UNIVERSITY ACADEMIC DEVELOPMENT

Time : Date :
Duration : 2 hours Section(s) : ALL
Course Code : LE 4600/LE 4700/LE 4200K/LE4300K
Course Title : English for Occupational Purposes (EOP)

INSTRUCTIONS TO CANDIDATES:

DO NOT OPEN THIS BOOKLET UNTIL YOU ARE TOLD TO DO SO

1. Answer **ALL** questions in this booklet.
2. Read the instructions carefully before you attempt the questions.
3. This booklet is **NOT** to be taken out from the examination venue.
4. This booklet consists of **9** printed pages.

QUESTION	TOTAL MARKS	MARKS OBTAINED
1	5	
2	10	
3	15	
TOTAL	30	

Any form of cheating or attempt to cheat is a serious offence which may lead to dismissal.

APPROVED BY

QUESTION 1: 5Cs (5 MARKS)

The following letter contains **10 errors** in terms of the 5C's principles and the format. Rewrite the letter by applying the **5C's principles** and the principle of **IDRC** in the format.

*Will4tunes Sdn Bhd
Wisma Gurney, Mutiara Damansara
52300 Kuala Lumpur Malaysia
Tel 016(0)208566 6543
Facsimile 016(0)208566 6542
Email enquiry@will4tunes.com*

23 August 2018

Ms. Sarah Osman
23 Jalan Tun Ismail
Taman Bahagia, Ipoh
30200 Perak

¹ Dear Sarah (*Courteous*)

² **RESPONSE LETTER** (*Clear*)

³ Regarding the post of Website Designer in the above firm, it is our pleasure to inform you that you have been successful. (*Complete*)

We are offering the post at a salary RM3500 per month. Your working hours will be from 9am to 5pm, Monday-Friday. ⁴ This is a contract position for short duration which you will be entitled to all company benefits. (*Complete*)

⁵ We trust that it would not be hopeful on our part to assume that you will accept this offer. (*Concise*) ⁶ In the event that you do in fact accept, we should appreciate it if you would advise us when you anticipate commencing. (*Concise*)

⁷ & ⁸ In any event, may we request of you that you contact this firm at an early date to indicate whether you wish to avail yourself of this offer. (*Complete & Concise*)

We are confident you will be able to make a significant contribution to the success of our company and look forward to working with you.

⁹ Sincerely Yours (*Correct*)

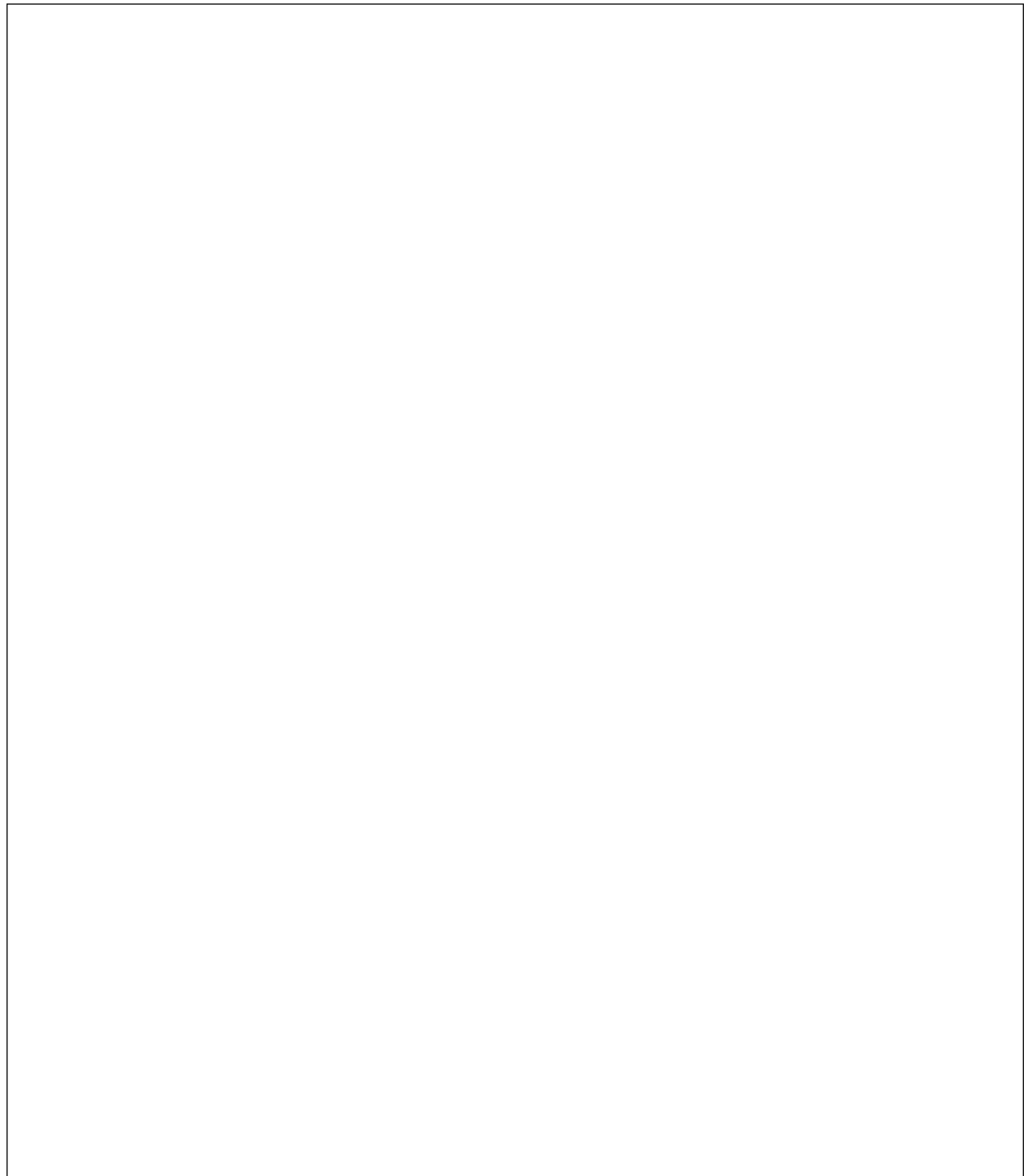
¹⁰ Norlia Yaakob (*Complete*)

[illegible]

QUESTION 2: MEMO / LETTER (10 MARKS)

You are the Vice President of an electronic equipment company. You have noticed that there has been a pattern in which many employees take leave on occasions like during international music concerts, soccer matches or film festivals. You feel that this is not how a successful organization should function, smoothly and efficiently. Write a memo appealing to the Divisional Head, Encik Rohan Karim, to take suitable action to prevent such mass absenteeism and mark a copy of the same to your Managing Director. Write your answer in the template below.

You are advised to include your own additional information whenever necessary.



QUESTION 3: PARTS OF A PROPOSAL (15 mark)

The Ministry of Women, Family and Community Development is becoming increasingly concerned about the increase in the number of unwed mothers in Selangor and Kuala Lumpur. The ministry has requested you and your team of consultants to prepare a proposal for a

programme that can be implemented to help create awareness on how to overcome this serious issue. **Bearing in mind the 5C's principles of effective communication, complete the following parts of the proposal to the Ministry. You are advised to include your own additional information whenever necessary.**

EXECUTIVE SUMMARY

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Background

--

Data Sources

Problem

Solution

Objective

--

Assessment of cost

--

Conclusion

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