

**UNIVERSITY COLLEGE TATI (UCTATI)****FINAL EXAMINATION QUESTION BOOKLET**

COURSE CODE	: DGE 2212
COURSE	: TECHNICAL ENGLISH II
SEMESTER/SESSION	: 1-2024/2025
DURATION	: 2 HOURS

Instructions:

1. This question booklet contains 3 sections. Answer all questions.
2. All answers should be written in the answer booklet.
3. Write legibly and draw sketcher wherever required.
4. If in doubt, raise your hands and ask the invigilator

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

THIS BOOKLET CONTAINS 7 PRINTED PAGES INCLUDING COVER PAGE

TECHNICAL ENGLISH II (DGE 2212)

SECTION A : READING COMPREHENSION (20 MARKS)

Read the text below and answer Questions 1 - 8

Career Documents for the Modern Job Search

- I If the last resume you prepared was typed on a typewriter—or prepared more than 10 years ago—it's time to update your thinking about what you may need. It is important to update your resume and related job search documents to ensure they reflect current standards and effectively highlight your qualifications in today's job market. Here are the most important documents you'll need as you embark on your search. Note that you won't necessarily need all of these documents, depending on your level and industry, but it's good to be prepared, nonetheless. 5
- II **Career Portfolio.** The career portfolio is a curated collection of documents and work samples that provides tangible evidence of your work experience, education, and skills. It can include other career documents, such as a resume and/or bio, references, and transcripts. It can include copies of awards, certificates, and proof of completing continuing education or professional development courses. 10
- III **Cover Letter.** The cover letter is used to introduce you when you can't hand your resume directly to a hiring manager. In a modern job private sector search, the cover letter may not be a separate document; instead, it may be the text in an introductory email message to the hiring manager or recruiter. If your target is the federal government, you should review the posting carefully to see whether a cover letter is required. 15 20
- IV **LinkedIn Profile.** Your LinkedIn profile is a web page that describes your career history, education, affiliations, and skills in an online format. Your LinkedIn profile should be consistent with your resume (check dates, job titles, etc.); but not identical. In some cases, you can use your LinkedIn profile to apply for positions, leverage connections, and facilitate a passive job search (being found by recruiters and hiring managers, even if not actively seeking a new job). 25

TECHNICAL ENGLISH II (DGE 2212)

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- V Networking Cover Letter.** Also called the “networking letter,” this document is used when reaching out to contacts for assistance in the job search — for example, helping arrange informational interviews, referrals to recruiters and hiring managers, or job leads. 30
- VI References.** References are people who can provide information to a prospective employer about your skills, abilities, and qualifications for the role you’re seeking. Hiring managers and recruiters can call or email your references to confirm previous job titles, dates of employment, key responsibilities, strengths and weaknesses, and salary. Prepare the references document in advance, but 35 only provide it when asked. Do not mention references on your resume.
- VII Resume.** The central document in the job search is the resume, which summarizes work experience, education, skills, and accomplishments to demonstrate the qualifications for an employment opportunity. Your resume should generally be chronological (work history is listed with the most recent 40 position first). Federal resumes are typically 4-6 pages while private sector resumes are 1-2 pages.
- VIII Thank You Letter.** Customized thank you letters should be sent after a networking meeting, informational interview, and employment interview. Thank you letters can be handwritten and sent by mail; however, in a modern job 45 search, most thank you letters are sent by email. Thank you notes to federal hiring officials should be sent via email.
- IX** In conclusion, a successful job search today requires more than just a resume; it involves a comprehensive set of documents highlighting your qualifications and professional demeanor. A career portfolio showcases your achievements, while 50 cover letters and LinkedIn profiles provide personalized introductions and networking opportunities. References and networking cover letters facilitate connections, and thank you letters reinforce your professionalism after interviews. Being well-prepared with these documents enhances your chances of success in the competitive job market. 55

Adapted from LinkedIn : Solutions for the workplace.

TECHNICAL ENGLISH II (DGE 2212)

Answer all questions

1. Why is it important to update a resume that was prepared more than 10 years old or were typed on a typewriter (2 marks)
2. why is it beneficial for job seekers to have a career portfolio? (2 marks)
3. Explain the role of a cover letter in the job application process (2 marks)
4. Describe the TWO purposes of a LinkedIn profile in a job search (2 marks)
5. How should a LinkedIn profile relate to your resume? (2 marks)
6. how does a networking cover letter assist job seekers in their search? (2 marks)
7. Discuss the importance of references in the job application process (2 marks)
8. What is the primary function of a resume in the job search process? (2 marks)
9. In your opinion, why should job seekers send thank you letters after interviews and networking meetings? (2 marks)
10. What should be the focus of a job seeker when preparing documents for a job search? (2 marks)

SECTION B: SHORT ANSWERS (40 MARKS)

1. Identify and explain **ONE (1)** drawback of using email. (2 marks)
2. One of the advantages of using email is easy upward communication, explain this advantage. (2 marks)
3. Explain the differences between CC and BCC. (3 marks)
4. Based on the situations provided below, write a clear Subject for writing an email:
 - a) Ali wants to apply for a job. (2 marks)
 - b) Aminah wants to apologize for her tardiness to her lecturer. (2 marks)
 - c) Abu wants to decline a job offer. (2 marks)
 - d) Mr. Rahman wants to invite English Day Committee Members to a meeting. (2 marks)
5. Resume is a document summarizes individuals' relevant information and is used when applying for jobs. List and describe five main sections of a resume. For each section, explain what information should be included and why is it important. (15 marks)

TECHNICAL ENGLISH II (DGE 2212)

6. Rewrite the Active Sentences below into a Passive Sentence

- a) The chef prepared a delicious meal for the guest (2 marks)
- b) The company will launch the new product next month (2 marks)
- c) The students are conducting an experiment in the laboratory (2 marks)
- d) The committee reviewed all the applications thoroughly (2 marks)
- e) The artist painted a beautiful mural on the wall (2 marks)

SECTION C: WRITING (40 MARKS)

As the secretary of your company, you are required to prepare a Notice of Meeting and Agenda for a meeting discussing progress on your company's Family Day event that will be held in August this year. You may refer to the requirements of the meeting below:

Name of the company	: Enchanted Ending Sdn. Bhd.
Date of Family Day Event	: 12 th August 2024
Members of the Meeting	: Family Day Event Committee Members
Agenda	: Provide three agenda discussing related matters to the Family Day Event
Date of the Meeting	: 8 th August 2024
Venue of the Meeting	: Meeting Room 1
Time of the Meeting	: 9.00 am until 11.00 am

-----End of Question Paper-----

