



UNIVERSITY COLLEGE TATI (UCTATI)

FINAL ASSESSMENT QUESTION BOOKLET

COURSE CODE : DGE 2212
COURSE : TECHNICAL ENGLISH II
SEMESTER/SESSION : 1 -2022/2023
DURATION : 2 HOURS

MATRIC NO : _____
SEAT NO : _____
FACULTY : _____
PROGRAMME : _____
LECTURER'S NAME: _____

Instructions:

1. This booklet contains **3 sections**. Answer **ALL questions**.
2. Answer all questions in the **ANSWER BOOKLET** (For each answer sheet, write down your ID number and Name)

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

THIS BOOKLET CONTAINS 7 PRINTED PAGES INCLUDING COVER PAGE

SECTION A : READING COMPREHENSION (20 MARKS)

Read the text below and answer Questions 1 - 8

From Student to Employee: A difficult transition

- 1 It is a chilly January morning on the campus of San Jose State University, and the start of a new term. Twenty-two-year-old Ryan Adams is walking with some friends to their first class. Ryan is beginning his final semester as a college student; at the end of May, he will graduate with a degree in finance. Even though graduation is a few months away, Ryan is already working on a resume and plans to start applying for jobs in April. He is both excited and a little nervous about making the **transition** from student to a full-time employee. 5
- 2 By the time Ryan graduates, he will have spent four years in college and a total of sixteen years of his life in school. Like many students, Ryan believes that the time and money spent on his education will pay off: he will eventually be able to get a good job and do well in the field he has chosen. And yet, in spite of all of the years spent in school preparing to enter the workplace, many recent graduates say that they struggle with the transition from classroom to career world and have difficulty adjusting to life on the job. 10 15
- 3 Writer and editor Joseph Lewis, who blogs for the website WorkAwesome.com, suggests one reason why this is the case. Lewis believes that most of our school experiences from childhood through university are fairly predictable, while life in the working world is far more **ambiguous**. In school, for example, the pattern stays more or less the same from year to year. All students have to take a fixed number of classes each year and in those classes, they have to do certain things to succeed: study assigned material, do homework, and take and pass tests. In the workplace, however, constant change is the norm, and one has to adapt quickly. A project you are working on this month might suddenly change next month or next week and it's often hard to **anticipate** what you'll be 20 25

doing six to twelve months from now. Life in the workplace can be uncertain in other ways as well. Lewis notes that in school, for example, you advance each year to the next grade "and that change carries with it a sense of progress, a sense of growth and importance." In the workplace, however, "you have no idea when you might be promoted; it depends on the economy, on your co-workers, on your boss or clients, or a hundred other things you can't control." 30

4 Another problem that graduates entering the workforce encounter is that they are unprepared to think analytically. In school, many students including those in college — spend a lot of time memorizing facts and repeating what they "learned" on tests. But in the workplace, employees "are often expected to think critically and make decisions about their work, not just follow a supervisor's instructions." Less time needs to be spent in school on testing, says one recent report, and more on helping students to analyse and interpret information, solve problems, and communicate their ideas effectively skills that will prepare them to succeed in today's workplace. 35 40

5 Finally, many recent graduates say that one of the biggest difficulties they face is adjusting to teamwork on the job. In some ways, school does prepare one for the collaborative nature of the workplace. Nevertheless, in school, a student normally works independently to complete most tasks (tests, homework, and projects) and receives a grade according to how well he or she has done. In the workplace, however, employees must regularly interact with others and are often dependent on their co-workers for their success. In other words, if an employee has to work with others to complete a given project, that employee's success not only depends on his hard work and expertise, but also on how well his colleagues perform. Knowing how to participate effectively in teamwork and deal with problems when they arises extremely important, and yet, it is also something many students don't get enough practice with in a school setting. 45 50 55

6 How can we better prepare young adults for the workplace? Recent graduates think that all students should be required to do an internship while they are in school. Volunteering part time at a company, hospital, or government organization, for example, can help one gain experience and learn skills needed to succeed in the real world. Other graduates believe that teachers should include more teamwork as part of class activities; such tasks would familiarize students with the demands of collaborating with colleagues in the workplace. Still others feel there should be more focus on developing writing and public speaking skills abilities many employees must regularly use on the job. Pairing this kind of practical work experience with classroom instruction, say the graduates, will help prepare students for the realities of the workplace and make the transition from school to career world less stressful.

Adapted from Skills for Success: Reading and Writing Skills

Answer all questions

1. How many years has Ryan spent his life on education? (2 marks)
2. Why did Editor Joseph Lewis state recent graduates are struggling with the transition from the classroom to the career world? (2 marks)
3. What skills are essential to have in today's workplace? (2 marks)
4. What is the biggest difficulty recent graduates are facing? (2 marks)
5. How can the biggest difficulty be avoided? (2 marks)
6. How can schools produce future workforces who can think analytically? (2 marks)
7. How does an internship in school prepare the student for the workplace? (2 marks)

8. Find the meanings of the words as they are used in the passage

a. Transition (paragraph 1, line 8) (2 marks)

b. Ambiguous (paragraph 3, line 24) (2 marks)

c. Anticipate (paragraph 3, line 31) (2 marks)

SECTION B: SHORT ANSWERS (30 MARKS)

1. Identify and explain **ONE** 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. **Discuss** what a customized résumé is and why all job seekers should have one. (4 marks)
5. **References** provide further evidence to a potential future employer that you are who you say you are.
 - a) Explain **ONE** of the importance of reference. (2 marks)
 - b) Whom should you choose as your referee? (2 marks)
 - c) Discuss the importance of getting permission for your reference. (3 marks)
6. Imagine that you have been asked to chair a formal meeting. List the things you would need to do in your role as a chairperson before, during and after the meeting. (4 marks)
7. There are two main documents circulated before the start of a meeting. Name the documents and explain the importance of the documents. (4 marks)
8. Provide suitable phrases for the following situations.
 - a. A member of the meeting has been quiet for a while. Ask that member to express his opinion on the issue discussed. (2 marks)
 - b. You want to interrupt your partner while he/she is speaking in order to correct a point he/she is making. (2 marks)

SECTION C: WRITING (50 MARKS)

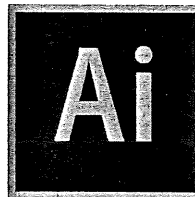
Write a memo up to three paragraphs long based on the following scenario. Decide who the memo should be sent to and what the subject of the message is. Add your own information to the body of the memo.

You are an administrative assistant. You want to tell **5 people** from the Human Resource department about an upcoming **software training seminar**. You are attaching a brochure about the seminar from the presenter, but you also need to inform them of the following:

- What the training is for?
- Who the trainers are?
- Where the training will be held, including the date and time?
- Whether or not parking is available?
- Whether or not lunch and/or any refreshments will be served?
- What is the dress code for the seminar?
- What materials/equipment/documents attendees should bring to the seminar?

ADOBE ILLUSTRATOR
CC ESSENTIAL
TRAINING

WITH EXPERIENCED TRAINERS



TANG VIN ROY



ALFRED LOO



MAMUN ABDUL
MANAN

📅 15 - 16 August, 2022

🕒 9.00 am - 5.00 pm

📍 MAC Lab, FKMP

