

PART A
SHORT QUESTIONS

INSTRUCTIONS

Part A contains FIFTEEN questions. Answer ALL questions.

QUESTIONS

Marks

1. Make sentences with the following phrases. Your understanding of their meanings should be apparent in your construction.
 - a) as a rule. (1)
 - b) in the same way. (1)

(Total: 2)

2. Fill in the blanks with the appropriate cause and effect link words.
 - a) Billy Wong showed excellent academic performance by obtaining a CGPA averaging 3.7 _____, he was in the Dean's list of outstanding students. (1)

 - b) Mahmud is an articulate person, gifted in oratorical skills. _____, he was given the best speaker award in inter-
varsity debate held in University Malaya in his final semester. (1)

(Total: 2)

3. There are errors in the sentences below. Identify and correct the errors.
 - a) Electronic mail or e-mail is a form of cyber culture that has revolutionise communication. (1)

 - b) Police records show that there has been an increase in the number of robbery in the Chow Kit area. (1)

(Total: 2)

4. Rewrite the following active sentences into the passive.
a) They will make every effort to raise funds for the orphanage. (1)

b) Someone had taken the postman's bag by mistake. (1)

(Total: 2)

5. Make these sentences less personal by using the passive not the active.

a) I favour a reduction in working hours. (1)

b) We are planning an autumn sales campaign. (1)

(Total: 2)

6. Read the following report, and identify **TWO** opinions contained in it.

Twenty construction workers ran for their lives when a fire broke out on the first floor of a building in Putra Jaya. Two workers fainted when they went back to rescue a friend. Presumably they were overcome by smoke. At the height of the fire, several explosions, believed to have triggered by gas cylinders, were heard.

(Total: 2)

7. Indicate the organisation pattern of the following outlines to a speech:

a)

Topic : The benefits of having close ties with your family. Main Points : 1) Provides love and emotional security. 2) Prevents rise of social and emotional problems. 3) Provides moral support during bad times.

(1)

b)

Topic : A description of the Kuala Lumpur Tower. Main Points: 1) Explain location of tower 2) Describe head of tower. 3) Describe shaft of tower. 4) Describe base of tower.

(1)

(Total: 2)

8. Add both prefix and suffix to each of the following words:
- a) rely (1)
- b) organise (1)
- (Total: 2)**
9. Each sentence contains an error. Identify and correct them.
- a) This cost cuts are going to caused considerable pain. (1)
- b) We could put forward an alternative proposal. (1)
- (Total: 2)**
10. State **TWO** tips for using colours in your visual aids.
- (Total: 2)**
11. What do the referring items in bold, refer to?
- One of the most popular indices is the composite index, **which** comprises 100 selected stocks and is meant to be representative of the performance of all stocks listed in the KLSE. **It** charts the rise and fall of the stock market in points.
- (Total: 2)**
12. Name the type of memo these extracts belong to.
- a) To ensure the photocopier is used properly, bear in mind the following procedures:
- Use the machine for a maximum of 30 minutes at a time
 - Allow the machine to cool for at least 5 minutes before the next session of photocopying (1)
- b) Please order the Accounting Computing Packages from the supplier identified and arrange for their installation as soon as possible. (1)
- (Total: 2)**

13. Only two points are listed as below elements that should be included in the final part of a presentation. List the other **TWO**.

The final part of a presentation should consists of :

- a) a clear signal that you are about to end
- b) a brief, clear summary of what you have said
- c) _____ (1)
- d) _____ (1)

(Total: 2)

14. Indicate whether the sentences listed below are introductory or concluding expressions of a letter.

- a) Once again, I would like to apologise for my carelessness. (1)
- b) If my request is not fulfilled, I will be forced to lodge a complaint with the Consumer's Association or write a letter to the press. (1)

(Total: 2)

15. Fill in the blanks with the appropriate markers to show the cause and effect relationship in the paragraph below.

Kampung Yan has experienced heavy rain, for the last one week.(a)_____, the water level has risen to 10 meters high.
(b)_____, all the villagers have been evacuated to Sekolah Rendah Kampung Nyok which has been converted into a relief centre.

(Total: 2)

PART B
ESSAY QUESTIONS

INSTRUCTIONS

Part B contains FIVE questions. Answer THREE ONLY.

QUESTIONS

Marks

1. As the principal of a school, you want to give your staff some emergency fire instructions. Using the notes given below, write out your **speech**.

- a) The first person to detect fire:
- (i) raise alarm
 - (ii) return to place of fire
 - (iii) try to put it out/ prevent from spreading using:
 - fire extinguishers available
 - hit top centre knob
 - release pin and press trigger
 - remember to direct at flames
 - buckets of water/ sand
- b) Teachers in class
- (i) recognise an emergency alarm
 - (ii) inform students of situation in calm manner
 - (iii) line them in 2 rows along corridor
 - (iv) lead them to open field orderly
- c) Clerks in General Office
- (i) call fire brigade immediately
 - (ii) if necessary, call ambulance and police
 - (iii) go to open field
 - (iv) bring attendance of classes

d) In the field

- (i) teachers maintain order among students
- (ii) get them to line up in 2 rows
- (iii) take attendance of students

(Total: 10)

2. You come across the following advertisement in the NST newspaper dated, 20 Oct. 2007:

Tutor Wanted – for two expatriate children in Years 3 and 5. The tutor will be required to teach Bahasa Malaysia and Mathematics as well as help promote the children’s self- confidence and interest in school work. We are willing to pay high rates for an effective tutor.

If you feel you are the one for the job, please write in with full particulars to:

Mrs. J. Ollivier
3, Jalan Kenny
Kenny Hills
51220 Kuala Lumpur

Write a **letter** to apply for the job above.

(Total: 10)

3. You are a forest ranger working at a mountain station. One night, you receive news that some climbers have not returned from their hike. They were expected two days earlier. The weather forecast: the next 24 hours- torrential rain and thunderstorm- heavy fog. After that- clear skies.

Write a **report** on how you and a rescue team managed to rescue the hikers. Explain how you made your decisions on, the time, method and route by which you made the rescue.

(Total: 10)

4. As the secretary for the Malaysian Youth Movement, you made these notes during the Annual General Meeting. Using the material in these notes, write up the **minutes** to be distributed at the next general meeting. You may add details of your own but you must use all the points given in the notes.

Notes

19/ 10/07

9 a.m.

Venue: Hall- Dewan Sivik

President:

- increasing membership
- now 2099 members nationwide
- read letter from PM: “congratulate...spirit of unity, discipline, concern and public awareness”.

Activities for past year:

- international sports meet
- cultural concert
- obtained support from all state governments

Scholarship Fund Secretary:

- sponsors- 4 firms(Tupperware Inc., Mega Electronics, Fastfood Ent.& Weedely Computers)
- now guaranteed of RM 25000 p. a. this year
- 3 recipients to receive fund

Student Travel Services Secretary:

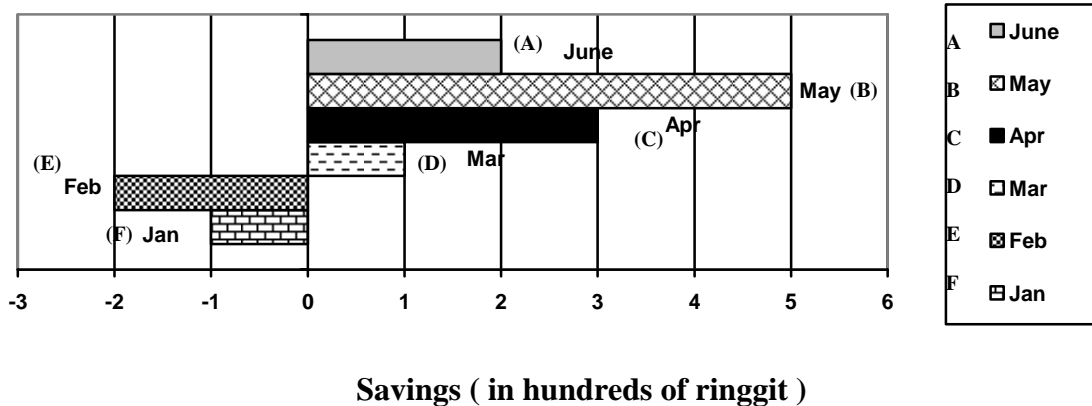
- discounted fares for members
- unlimited travel

Mtg. ended : 12 noon

Attendance : 469

(Total: 10)

5. Didi is an SPM holder and she has recently found a job. The graph below shows her savings over a period of six months. Study it carefully and note the fluctuations in her savings. Then look at the table which depicts the major events that happened over the period of time. Try to relate the fluctuations in her savings to the events that occurred.



Jan : Unemployed
Went for several interviews

Feb : Still unemployed
Mum fell ill

Mar : Found job as receptionist

Apr : Felt salary was insufficient
Took up part- time cashier job

May : Did overtime throughout the month

June : Still juggling both jobs
Great mega sale on

Describe the fluctuations in Didi’s savings and suggest possible reasons for the fluctuations. At the same time, generate your own conclusions on Didi’s saving habit.

(Total: 10)

END OF QUESTION PAPER