

Angka Giliran:

No. Tempat Duduk:

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ENGLISH LANGUAGE AND LITERATURE STUDIES

HXE 201 - Report Writing and Editing in English

**(Penulisan Laporan dan Penyuntingan
dalam Bahasa Inggeris)**

Masa: [3 jam]

INSTRUCTIONS TO CANDIDATES:

1. This paper contains **FOUR [4]** questions and comprises **EIGHT [8]** printed pages.
2. Answer **ALL** questions.
3. Write your answer for **QUESTION 3 [a]** and **QUESTION 4 [a]** in this examination booklet.
4. All questions carry equal marks.
5. Hand in this examination booklet **together with** your answer scripts at the end of the examination.

Section A:

1. **Answer [a] and [b].**

[a] Compare and contrast an informational report and an analytical report.

[b] Discuss the importance of outlining for report writing.

[100 marks]

2. The local library of your hometown has received a number of complaints from the public. As the librarian you have been asked to write a short report to the Chairman of the Library Committee summarizing the complaints and making some recommendations. In your report include the following information and details/suggestions of your own.

- * library hours should be extended: at present the library is closed on Saturdays.
- * services for photocopying material from books and paper printout of materials in electronic formats are inadequate.
- * number of computers should be increased to ease the task of locating books.
- * periodicals and magazines are few and outdated.
- * noise level is too high especially when school children use the library to discuss homework.
- * a survey has been carried out and the findings include the facts that 60% of the members are generally dissatisfied with the services offered, 20% want special activities to be carried out to encourage children to read, and 75% object to the proposal that membership fees be raised.

[100 marks]

Section B:

3. **Answer [a] and [b].**

[a] Edit the following text:

The night sky is full of stars and a warm breeze is blowing in across the Sulu sea. On the beach only the sounds are water lapping at the shore and crickets in the inky blackness. My guide Asdari Beluot stops and points towards the trees. I see nothing at the sand. Thrilled I quietly move closer until I can make out the rounded shape of a creature whose lineage is as old as dinosaurs. Grinning with delight, I whisper to Beluot, "Brilliant".

I have come to the tiny Malaysian island of Pulau Selingan, located off the north-eastern coast of Sabah, so as to witness on a first-hand basis one of the world's most effective conservation programmes. Year-round and especially from July to October thousands of turtles heave themselves up onto the beaches of these and eight nearby islands to lay their eggs under cover of darkness. As a species in danger, sea turtles are hunted for their shells, flesh and eggs, and their nesting places are devastated by coastal developments. As a result, world-wide numbers have plummeted this century. The western Caribbean, where turtles green in colour once swam in their millions, only three nesting sites remain and all are threatened. Some 26 green turtle nesting places remain in South-east Asia, though many now host only a fraction of the turtles that once hauled up on it.

water, such as pheromones, that blend to give each beach a special “signature.” This signature may drift from nesting zones to the feeding grounds and signpost the way home. Some research suggests turtles have a built-in compass and use lines of magnetic force to hone in on nesting places.

[70 marks]

[b] Comment on the unedited text in [a].

[30 marks]

4. Answer [a] and [b].

[a] Proofread the following text:

When the lights went out at the Rajasthan Stores clothing factory in new Delhi one day last summer, owner MADhu Sahai muttered “Here go we again. Air conditioners and fans humed too a stop, and the production floor, where 40 worker were sowing designs onto to chiffon gowns design for export, was plunged into darkness. that particular black out lasted for days, long enough to convince sahai that electristory cuts and brown outs had become the norm than rather the esception. As she lamentted last weak, “we had only power for *about* 30% of the time each day, and our orders are behine. What happens to factories that are full automated.”

Indias capital is becoming fast inlivable. A few weeks ago, hundred of residence, frazzled by constantly power cuts during the summer months — and 40° C plus temperatures stoned the offices of the Delhi Electricity supply UnderTakering, demanding butter service. the over loaded power system is only part of the problem however. Unplannedrabid growth New Dehli's population has increased twenty fold, to 10.3 millions, in 46 year's since independence has overburden capitals entire infra structure.

Nearly six million people live in slums on conditions that R.K. Thakkar, the chief secretary of city administration calls sub human oven by Indian standards." The City of red stone architecture and and wide, tree lined streets had 11,000 vehicales in 1947. now it's streets are cloged with 2.2 millions cars and trucks, anumber of that is expected to double the end of the century. The World Health organisation has classified New delhi as one of the ten most polluted city in the world — along with Mexico City, Soeul and Beijing.

By the year 2000 says Jag Parvesh chandra, a farmer chief executor of city counsil and reader of the rulling Congress Party, New Delhi will be 'a atmospherik gas-chamber'; if current trends continues, he suggests, the goverment may have to move and "New Delhi will slid in to a comma.

The sighs of strain are every where Spreading out to the edges of the Rajasthan dessert, New Delhi suffers from an acute water-shortage every Summer. Foreign Missions, wealthy and even middleclass Indians have tankers deliver water to there homes, but than more two million resident are force to drink untreated water. Last Julai nearly 40000 of the city 700000 phones wen dead after a few days' of heavyrain. Say's Khushwant Singh, a comentator and author who has written extensively about Delhi's fobles and failings: 'Even 10 years ago, living in Delhi was glaciuous. Now it has degenerated into a choatic experience'.

[70 marks]

[b] Discuss briefly the roles of editors and proofreaders.

[30 marks]