

Angka Giliran: _____

No. Tempat Duduk: _____

UNIVERSITI SAINS MALAYSIA

First Semester Examination
Academic Session 2004/2005

October 2004

HXE 201- Report Writing and Editing in English

Duration : 3 hours

Please check that this examination paper consists of **SEVEN** pages of printed material before you begin the examination.

Answer **ALL** questions in this examination booklet.

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2. State why the underlined phrases in the following sentences are inappropriate in business reports, and give a more suitable alternative for each of them.
- [a] If a customer pays promptly, he is placed on our preferred list.
 - [b] Any worker who ignores this rule will have his salary reduced.
 - [c] We must terminate all deficit financing.
 - [d] Johan lost his fortune in Genting.
 - [e] These reports are prepared by our research department every Friday.
 - [f] Will you please make an adjustment for this defect?
 - [g] The machine ran continually.
 - [h] The purchasing officer has gone in search for a substitute product.
 - [i] She is an authority about mutual funds.

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5. The following passage contains capitalisation and grammatical errors. Underline the errors and provide the corrections. Write your answers above those underlined errors.

Translation is a complex, time-consuming task that require great skills of the translator, who must be both expert reader in one language and creative writer in another. The responsibility of the translator is enormous, for it involve a duty both to the original writer and to the readers who rely on the translation in order to read that original. walter benjamin famous said that the translator give new life to a text, ensuring its survival in another time, another culture. The translator is a rewriter, someone who produce a text that is always quite new, whatever it relationship with the original might be.

The following two recent book by Ted Hughes reflect translation at its best, for both, in different ways, is effectively translations. Both are collections of poems about transformations, and both ensure the survival of the original source,

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though in very different ways. *Tales from Ovid* is, as its subtitle describes it, twenty-four tales from Ovid's *Metamorphoses* and was justifiably the winner of the 1997 Whitbread Book of the Year. *Birthday Letters*, on the other hand, is a collection of poems addressed almost entirely to Sylvia Plath, the American poet who was married to Hughes and who tragically killed herself in 1963, leaving the two young children to which this book is dedicated. At first glance to describe such a book as a translation might appear to be contentious, but a closer reading shows the extent to which Hughes has translated the language and images of Plath's poetry in this very moving, powerful book that is both a tribute to her memory and a harrowing account of the disintegration of a great love affair.

[20 marks]

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2. [a] Write the phonetic transcriptions for the following words.

[i] knight [_____]

[ii] sword [_____]

[iii] thorough [_____]

[iv] climber [_____]

[v] plague [_____]

[b] Write the following phonetic transcriptions using ordinary English spelling.

[i] [kɹaʊdɪd] _____

[ii] [brɔʊʃə] _____

[iii] [wɔɪldkæt] _____

[iv] [əʊdələs] _____

[v] [hju:mənəti] _____

[5 marks]

3. [a] The word 'desert' can have two completely different meanings according to the way it is pronounced. Explain the different ways of pronouncing the word and say what difference the pronunciation makes to the meanings.

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- [b] One of your classmates in HEA 101 class is having difficulty pronouncing the word 'belief' and 'believe'. Write below the phonetic transcription of the words and then explain the difference between the two pronunciations.

- [c] One of your classmates in HEA 101 class is having difficulty pronouncing the word 'bacon' and 'beacon'. Write below the phonetic transcription of the words and then explain the difference between the two pronunciations.

- [d] The word 'ship' is often mispronounced by Malaysian speakers of English. It is commonly pronounced as [ʃi:p]. Explain the right pronunciation of the word.

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[5 marks]

4. Each sentence below contains an error. Read each sentence carefully and identify the error by underlining it. Provide the correct form in the blank provided.

[a] The news were not bad. It was actually quite good.

[b] These model cars are belonging to my brother, who is a keen car enthusiast.

[c] Neither the machines nor the furniture have been removed yet.

[d] The museum was build in 1887.

[e] Here's an interesting statistic: On a typical day the average person spoke about 48,000 words. How many words did you speak today?

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[f] I know you feel bad now, Tommy, but try to put it out of your mind. By the time you're an adult, you will be forgetting all about it.

[g] The players on the losing team was disappointed with the poor result.

[h] I have seen that movie in 2003.

[i] Six months are a long time to travel, and six thousand dollars is a lot of money to spend.

[j] Why are there a shortage of available houses for rent in Kota Bharu at present?

[k] Forty-five plus ninety equal one hundred and thirty-five.

[l] The Japanese has an interesting history, haven't they?

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[m] Chinese have more than fifty thousand written characters, doesn't it?

[n] According to research reports, people usually turned in their sleep 25 to 30 times each night.

[o] Rabies are an illness caused by dogs.

[p] The Philippines consist of more than 7,000 islands.

[q] Unless there are a profound and extensive reform of government policies in the near future, the economic conditions in that country will continue to deteriorate.

[r] At one time, huge prehistoric reptiles dominated the earth. This Age of Dinosaurs has lasted much longer than the present Age of Mammals has lasted to date.

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- [s] A minor earthquake occurred at 3.15 a.m. on April 13. Most of the people in the city was sleeping and didn't even know it had occurred until the next morning.

- [t] The list of special courses are available at the front desk because they are requested by so many students.

[20 marks]

SECTION B

- 5. Read the following passage carefully.

Vanishing Hitchhikers

One of the most entertaining types of ghost stories is that of a phantom, or vanishing hitchhiker. It is also one of the most **chilling** because, if true, they bring ghosts in very close contact with mortals. Perhaps more disconcerting still, the stories describe the ghosts as looking, acting, and sounding like living people – even physically interacting with the unsuspecting drivers who pick them up.

The basic story usually goes something like this: a tired driver travelling at night picks up a strange **hitchhiker**, drops him or her off at some destination, and then somehow later finds out that the hitchhiker had in fact died months or years earlier – often on the very same date. Like most ghost stories, tales of phantom hitchhikers are impossible to verify, and are most often considered to be urban legends. There are many such stories, and its up to you to determine whether or not you believe any of them. Here are just a few:

The Basketball Player

A woman, driving to her sister's house on a winter evening, sees a boy of about eleven or twelve years of age hitchhiking on the side of the road. She stops for him, he gets into the front seat next to her, and they **chat** as they drive down the highway. The boy says that he is a basketball player for a local school, and she sees that, indeed, he has the height and build of an athlete. She also notices that he is not wearing a jacket of any kind, despite the fact

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that it is winter. The boy seems to have no particular destination in mind as he points to the side of the road and asks to be let out there. The woman is puzzled because she can see no houses or lights anywhere. Before she can pull over to the side of the road, however, the youth simply vanishes. She immediately stops the car, gets out, and looks around, but the boy is nowhere to be seen. She later learns that the same vanishing hitchhiker was first picked at the same spot twenty-nine years earlier.

The Girl on the Side of the Road

A doctor, while driving home from a country club dance, picks up a young girl in a white dress. She climbs into the back seat of his car because the front seat is crowded with golf clubs, and tells him an address to take her to. As he arrives at the address, he turns to speak to her but she is gone. The curious doctor rings the doorbell of the address given to him by the mysterious girl. A grey-haired man answers the door and reveals that the girl was his daughter. She had died in a car accident exactly two years earlier.

Resurrection Mary

The story of Resurrection Mary begins on a winter night when a young girl named Mary is killed in a car accident while on her way home from a dance. Five years later, a taxi driver picks up a young girl in a white dress on the same street. She sits in the front seat and instructs him to drive north. After driving a short distance, she suddenly tells him to stop, then simply **vanishes** from the taxi. The taxi is stopped in front of Resurrection Cemetery where the girl is buried. According to an account many years later, a woman witnessed Mary locked inside the iron fence of the cemetery. Reportedly, the metal bars of the fence bore the **imprints** of her hands.

The Smoking Ghost

On a dark winter night, a man stops for a stranger hitchhiking on the side of the road. The stranger is dressed in a **military** uniform and, after he gets into the car, asks if he can have a cigarette. The man gives him one, and a lighter with which to light it. With his peripheral vision, the driver sees the flash of the lighter, but then on turning his head, is astonished to see that his passenger has vanished into thin air. Only the cigarette lighter remains on the seat.

The Grandmother

Two businessmen stop for a little old lady in a lavender dress walking along the side of the road in the middle of the night. She tells them she is going to see her daughter and granddaughter, and they offer to drive her to the next town. On the way, she proudly tells them all about her children and grandchildren, such as their names and where they live. After a while, the men become engrossed in their own business conversation, and when they reach their destination, the old woman is no longer in the back seat. Fearing the worst, the men retrace their route, but do not find the woman anywhere.

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Finally, recalling the daughter's name, they go to her house to report what they fear might have been a horrible accident. The men identify her from photos in the daughter's house. It turned out that the old woman was buried exactly three years ago that day.

- [a] Comprehension
Answer **ALL** the questions.

Identify which of the following statements are true or false. Write (T) for true and (F) for false in the answer column provided.

No.	Statements	Answers
[a]	A common phantom in many ghost stories is a vanishing taxi driver.	
[b]	Some ghost stories, such as tales of phantom hitchhikers, can be easily proven.	
[c]	Many ghost stories are considered to be urban legends.	
[d]	The woman who picked up the boy in <i>The Basketball Player</i> was confused as he did not look like an athlete.	
[e]	In <i>The Girl on the Side of the Road</i> , the doctor learned that his phantom passenger had directed him to her father's house.	
[f]	In the story of <i>Resurrection Mary</i> , Mary died because she was locked inside a cemetery.	
[g]	In the story of <i>The Smoking Ghost</i> , the ghost vanishes with the man's cigarettes and lighter.	
[h]	In the story of <i>The Grandmother</i> , the old lady was killed in a horrible accident.	

[8 marks]

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[b] Vocabulary.

Use the sentence clues from the article to define in your own words, the words in bold.

[i] "It is also one of the most **chilling** because...mortals."

Chilling means _____

[ii] "Like most ghost stories, tales of phantom **hitchhikers** are impossible to verify, ...legends."

Hitchhikers mean _____

[iii] "She stops for him, he gets into the front seat next to her, and they **chat** as they drive down the highway."

Chat means _____

[iv] "After driving a short distance, she suddenly tells him to stop, then simply **vanishes** from the taxi."

Vanishes means _____

[v] "Reportedly, the metal bars of the fence bore the **imprints** of her hands."

Imprints mean _____

[vi] "The stranger is dressed in a **military** uniform and, ...cigarette."

Military means _____

[12 marks]

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[c] Idiomatic Language.

Complete the sentences below with one of the expressions given in the box.

- Fish out of water
- Bee in a bonnet
- Rat race
- Let the cat out of the bag
- Fly on the wall
- Bookworm
- Black sheep

[i] She has always got her head in a novel – she is a real

[ii] I cannot get used to this situation. I feel like a _____

[iii] I would love to be a _____
when those two have an argument.

[iv] We tried to keep the party a secret. But then
someone _____

[v] Modern life is such a _____ it is
so competitive and stressful.

[5 marks]

