
UNIVERSITI SAINS MALAYSIA

FINAL EXAMINATION
ACADEMIC SESSION 2007/2008

APRIL 2008

JUE 402 – WRITING FOR PROFESSIONAL PURPOSES

Duration : 2 hours

INSTRUCTIONS :

Please ensure that this examination paper contains **TWO** printed pages before you begin the examination.

Answer ALL Questions. Marks Will Be Allocated For Format, Language And Contents.

All answers must be written in the answer booklet provided.

1. You are working as a supervisor at Kinta Electronics Berhad. Due to some reasons, you intend to resign from your job. Write a **letter of resignation** to your Human Resource Manager informing him of this.

(30 marks)

2. You would be presenting a paper at an international conference 'Teaching and Learning of English in Colleges' in Dubai. You would like to enquire about accommodation for three nights at Dubai Hilton where the conference will be held. Write an **email** to the hotel regarding this.

(20 marks)

3. You work as a public relation officer at Presidential Hotel, Penang. You are required to draft a **press release** about the new services available in the hotel with the opening of the Marigold suites wing.

The following notes must be included :

Presidential's Marigold suites wing: opens in mid-2008

New service concept: a wide range to be expected including :

*Business centre – conference room, small meeting rooms (important meetings for businessmen)
extension of operations to 24 hours & 7 days
complete range of secretarial services (fax, email, internet, reference library, lap top)*

Housekeeping & laundry services: 24-hour service

Late arrivals catered

Hotel's airport reps: greet guests on arrival, meet during departure. 2 limousines plus a fleet of 6 coaches (all times-city tours/business trips can be organized).

Presidential Hotel – a newly renovated hotel, a seaside resort along Penang's tourism belt – a perfect choice.

(50 marks)