

UNIVERSITI SAINS MALAYSIA

Peperiksaan Semester Pertama
Sidang Akademik 2002/2003

September 2002

HET 321 – Writing for Professional Purposes

Masa : 3 jam

THIS EXAMINATION PAPER CONTAINS THREE [3] QUESTIONS IN TWO [2] PAGES.

Answer **ALL** questions.

1. Discuss how the design of a report help satisfy readers' information needs.
[100 marks]
2. Discuss the suitability of using e-mails for business correspondences.
[100 marks]
3. Comment on the effectiveness of the solicited job application letter based on the following:
 - [a] style of language
 - [b] audience centredness
 - [c] layout of the letter
 - [d] content[100 marks]

10 Jalan Songket
22300 Maran
Pahang Darulmakmur.

3 – 8 – 02

Cyberworld Construction Sdn. Bhd.
321 Jalan Cyber
50420 KUALA LUMPUR.

Dear sir

I am writing to inform your good self that I am interested in applying for the job of technician in your esteemed organisation.

The details of my education and experience are given in the resume which I enclosed together with this letter.

I am presently working in a mechanical engineering firm in my home town. The job is exciting, but the pay, the benefits and the prospects for advancement that your company offer is more favourable.

With thanks in anticipation.

Yours truly,

Mazuin Arshad