

UNIVERSITI SAINS MALAYSIA

Peperiksaan Semester Pertama
Sidang Akademik 2003/2004

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HXE 201 – Report Writing and Editing

Masa : 3 jam

THIS EXAMINATION PAPER CONTAINS IN THREE PAGES.

Answer ALL questions.

1. Discuss how the design of a business report can help satisfy readers' information needs.

[30 marks]

2. State why the the underlined phrases in the following sentences are inappropriate in business reports, and give a more suitable alternative for each of them.

- [a] If we don't receive the goods soon, we will cancel.
- [b] Mr. Clark has advised me to make a determination of the damages.
- [c] We will recommend him to bring about a change in his work routine
- [d] It is believed by the typical union member that his or her welfare is not considered to be important by management.
- [e] They couldn't make head or tails of the report
- [f] The project began on 12/5/03.
- [g] The sales campaign was a flop.
- [h] Profits last year increased exorbitantly.
- [i] Performance during the forth quarter was mediocre.
- [j] It will be noted that the records for the past years show a steady increase in special appropriations.

[20 marks]

3. Briefly explain six steps which you should follow in writing up your research findings.

[30 marks]

4. Each of the sentences below contain punctuation or grammatical errors. Label the errors with appropriate symbols, and provide the corrections.

- [a] Mr. Clarke says to me "Blaikie, you'll never make an auditor."

- [b] (following a detailed presentation of the writer's suggestion for improving the company's sales plan.) This should be put into effect without delay.
- [c] He argued that such a plan would not be practical. And that it would be too costly in the long run.
- [d] Received at 10 am 15th of August 2003 was a box of envelopes and two reams of letterhead paper.
- [e] Cook (2003:45) said, Polyurethane may be poured into a mold.
- [f] The survey findings, according to him, "indicated a need to revise the policy".
- [g] It is apparent therefore that the decline of sales this year has been brought about by a carelessly implemented strategy.
- [h] The practice it is believed, will lead to ruin.
- [i] Writing copy may be more valuable experience than to make layouts.
- [j] The auditor found 9 discrepancies in the stock records.

[20 marks]