

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.

...2/-

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1. Provide a definition of a business report and discuss the significance in the study of report writing.

[20 marks]

...3/-

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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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No. Tempat Duduk: _____

[j] We will deliver the goods in the near future.

[20 marks]

3. Discuss briefly the four basic methods of primary research.

[20 marks]

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4. Discuss briefly how to use graphics effectively in report writing?

[20 marks]
...6/-

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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]