

Angka Giliran:

No. Tempat Duduk:.....

UNIVERSITI SAINS MALAYSIA

Peperiksaan Semester Pertama

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ENGLISH LANGUAGE AND LITERATURE STUDIES

HXE 201 - Report Writing and Editing in English

(Penulisan Laporan dan Penyuntingan
dalam Bahasa Inggeris)

Masa: [3 jam]

INSTRUCTIONS TO CANDIDATES:

1. This paper contains **FOUR [4]** questions and comprises **EIGHT [8]** printed pages.
2. Answer **ALL** questions.
3. Write your answer for **QUESTION 3 [a]** and **QUESTION 4 [a]** in this examination booklet.
4. All questions carry equal marks.
5. Hand in this examination booklet together with your answer scripts at the end of the examination.

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Section A:

1. Answer [a] and [b].

[a] Compare and contrast an informational report and an analytical report.

[b] Discuss the importance of outlining for report writing.

[100 marks]

2. The local library of your hometown has received a number of complaints from the public. As the librarian you have been asked to write a short report to the Chairman of the Library Committee summarizing the complaints and making some recommendations. In your report include the following information and details/suggestions of your own.

- * library hours should be extended: at present the library is closed on Saturdays.
- * services for photocopying material from books and paper printout of materials in electronic formats are inadequate.
- * number of computers should be increased to ease the task of locating books.
- * periodicals and magazines are few and outdated.
- * noise level is too high especially when school children use the library to discuss homework.
- * a survey has been carried out and the findings include the facts that 60% of the members are generally dissatisfied with the services offered, 20% want special activities to be carried out to encourage children to read, and 75% object to the proposal that membership fees be raised.

[100 marks]

Section B:

3. **Answer [a] and [b].**

[a] Edit the following text:

The night sky is full of stars and a warm breeze is blowing in across the Sulu sea. On the beach only the sounds are water lapping at the shore and crickets in the inky blackness. My guide Asdari Beluot stops and points towards the trees. I see nothing at the sand. Thrilled I quietly move closer until I can make out the rounded shape of a creature whose lineage is as old as dinosaurs. Grinning with delight, I whisper to Beluot, "Brilliant".

I have come to the tiny Malaysian island of Pulau Selingaan, located on the north-eastern coast of Sabah, so as to witness on a first-hand basis one of the world's most effective conservation programmes. Year-round and especially from July to October thousands of turtles haul themselves up onto the beaches of these and eight nearby islands to lay their eggs under cover of darkness. As a species in danger, sea turtles are hunted for their shells, flesh and eggs, and their nesting places are devastated by coastal developments. As a result, world-wide numbers have plummeted this century. The western Caribbean, where turtles green in colour once swam in their millions, only three nesting sights remain and all are threatened. Some 26 green turtle nesting places remain in South-east Asia, though many now host only a fraction of the turtles that once hauled up on it.

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But Pulau Selingaan is a thriving nesting place for the green turtle which when it is an adult has a weight of 200 to 300 pounds, is the largest hard shelled sea turtle, and for smaller numbers of the more threatened hawksbill, once hunted for its lustrous shell. In 1996, the peninsula became the site of the first turtle hatchery in Sabah. Eleven years later the Sabah government acquired Pulau Selingaan and two neighbouring islands,

designating them Turtle Island Park. The islands are small-Pulau Selingaan is just 2000 acres in area. Besides the park staff, the only people on the islands are a police unit and a few tourists. Two years ago park linked with six nearby Philippine Islands to become the Turtle Island Heritage Protected Area --- the world's first marine turtle conservation area straddled national boundaries.

Scientists at the Kota Kinabalu headquarters of Sabah Parks collate data and interpret data from Pulau Selingaan and its neighbouring island, but park Warden Kasitah Karim heads the vital field work. At night he and his sixteen rangers, who work in 2 shifts, patrol on their feet nearly 2 miles of beaches. On this October night, Karim and Beluot, the ranger in charge of Pulau Selingaan, were taking me with them.

We soon come across three females. One is digging a hole close to the trees, and three others have emerged from the water. While Beluot who is cheery and sociable and Karim who is soft spoken checks on the first

turtle, I crawl towards one of the others. I can hear her digging, and as I inch closer, sand spraying vigorously behind her. Karim and Beluot join me, and we sit on the brim of the shallow hole turtle had dug itself into. Karim shines a flashlight into the hole. I see a wrinkled, leathery neck, a small head and a visage as old as time itself.

Ranger James Agit arrives. He checked the left front flipper of the turtle to see if she has a number metal tag. It does, and Agit writes down the identification number 50514. Later, her file tells that she was tagged in sixth, August 1997, during the of first three recorded visits to Pulau Selingaan. In that time she lied a total of 265 eggs. If the turtle did not have a tag from Turtle Islands park, Agit would expertly punched one through her leathery slipper using a pair of plier.

Fifty one thousand turtles have been tagged in Turtle Park since 1972, only 69 have been reported. Most were found nearby in the Philippines, but othrs reached Luzon, Southern and Eastern Indonesia, Papua New Guinea and even Palau, 1100 miles to the east. One female green turtle logged 390 miles in 27 days, a average daily swim of just over 4 miles. No one knows what strange yearning lures these anceint creatures back to the same beach where they were born. And how do they navigate back. Some scientists speculate that they are helped by chemicals in the

water, such as pheromones, that blend to give each beach a special “signature.” This signature may drift from nesting zones to the feeding grounds and signpost the way home. Some research suggests turtles have a

built-in compass and use lines of magnetic force to hone in on nesting places.

[70 marks]

[b] Comment on the unedited text in [a].

[30 marks]

4. **Answer [a] and [b].**

[a] Proofread the following text:

When the lights went out at the Rajasthan Stores clothing factory in new Delhi one day last summer, owner MADhu Sahai muttered “Here go we again. Air conditioners and fans humed too a stop, and the production floor, where 40 worker were sowing designs onto to chiffon gowns design for export, was plunged into darkness. that particular black out lasted for days, long enough to convince sahai that electristory cuts and brown outs had become the norm than rather the esception. As she lamentted last weak, “we had only power for *about* 30% of the time each day, and our orders are behine. What happens to factories that are full automated.”

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India's capital is becoming fast uninhabitable. A few weeks ago, hundreds of residents, frustrated by constant power cuts during the summer months — and 40° C plus temperatures stoned the offices of the Delhi Electricity supply Undertaking, demanding better service. The overloaded power system is only part of the problem however. Unplanned rapid growth New Delhi's population has increased twenty fold, to 10.3 millions, in 46 years since independence has overburdened the capital's entire infrastructure.

Nearly six million people live in slums on conditions that R.K. Thakkar, the chief secretary of city administration calls sub human even by Indian standards." The City of red stone architecture and wide, tree lined streets had 11,000 vehicles in 1947. now its streets are clogged with 2.2 millions cars and trucks, a number of that is expected to double by the end of the century. The World Health organisation has classified New Delhi as one of the ten most polluted cities in the world --- along with Mexico City, Seoul and Beijing.

By the year 2000 says Jag Parvesh chandra, a former chief executive of city council and leader of the ruling Congress Party, New Delhi will be 'a atmospheric gas-chamber'; if current trends continue, he suggests, the government may have to move and "New Delhi will slide into a coma.

The sighs of strain are every where Spreading out to the edges of the Rajasthan dessert, New Delhi suffers from an acute water-shortage every Summer. Foreign Missions, wealthy and even middleclass Indians have tankers deliver water to there homes, but than more two million

resident are force to drink untreated water. Last Julai nearly 40000 of the city 700000 phones wen dead after a few days' of heavyrain. Say's Khushwant Singh, a comentator and author who has written extensively about Delhi's fobles and failings: 'Even 10 years ago, living in Delhi was glacious. Now it has degenerated into a choatic experience'.

[70 marks]

[b] Discuss briefly the roles of editors and proofreaders.

[30 marks]