

**FINAL**  
Examination Paper

(COVER PAGE)

Session : JANUARY 2018

Programme : Diploma In Business (DIB)  
Diploma In Information And Communication Technology (DICTN)

Course : COM2111: Writing Skills

Date of Examination : 6 March, 2018 (Tuesday)

Time : 8:00 am – 10:00 am Reading Time : Nil

Duration : 2 Hours

**Special Instructions :**

Answer any **FOUR (4)** questions out of **SIX (6)** in the answer booklet provided.

Materials permitted : Nil

Materials provided : Nil

Examiner(s) : Wan Nurul Ezzati

Moderator : Iris Madona D'Cruz

*This paper consists of 3 printed pages, including the cover page*

DIPLOMA IN BUSINESS PROGRAMME (DIB)  
DIPLOMA IN INFORMATION TECHNOLOGY AND COMMUNICATION  
PROGRAMME (DICTN)  
COM2111: WRITING SKILLS  
FINAL EXAMINATION: JANUARY 2018 SESSION

**Instruction:** This paper consists of **SIX (6)** questions. Students are required to answer **FOUR (4)** questions.

**Question 1** – Memorandum (25 marks)

You are the Head Librarian at INTI College Subang Jaya. Write a **memo** to the students to remind them of proper library etiquette. Include all **relevant** details about expected student behaviour when they are at the library.

**Question 2** – Request for Recommendation (25 marks)

You are a final year student at INTI College Subang Jaya. As part of your job application process, you are required to get a recommendation letter from one of your lecturers. Write an **email** to one of your lecturers to request for a recommendation letter. Provide the necessary details that you need them to include in the letter.

**Question 3** – Complaint letter (25 marks)

You are the president of the student council at INTI College Subang Jaya. Write a complaint letter to the management of the college to express your dissatisfaction with the cleanliness of the classrooms.

**Question 4** – Report (25 marks)

You were the project manager for a Teacher Appreciation Day event. Your Dean has requested you to write a short report on the event. Write a report on the event, using proper headings and sub-headings.

**Question 5** – Notice & Agenda of Meeting (25 marks)

You are the Head of Marketing at your organization. Write a **notice** and prepare an **agenda** to announce a department meeting. The main objective of the meeting is to discuss an upcoming roadshow to promote your company's latest product.

**Question 6** – Enquiry Letter (25 marks)

You and your fellow classmates are interested in visiting the Headquarters of Grab Malaysia for a class project. Write an **enquiry letter** to the General Manager of the company about the possibility of having an educational visit to their headquarters. Include any other necessary details.

Grab Malaysia's Address:

GRAB MALAYSIA

129 Offices (The School)

Jaya One, 72A Jalan Universiti

46200 Petaling Jaya, Selangor

~The End~

