

**FINAL**  
Examination Paper

(COVER PAGE)

Session : APRIL 2019

Programme : Diploma In Information Technology (DITN)

Course : COM2111: Writing Skills

Date of Examination : 28 July 2019, (Sunday)

Time : 11:00am – 1:00pm Reading Time : Nil

Duration : 2 Hours

**Special Instructions :**

Answer any **FOUR (4)** questions in the answer booklet provided.

Materials permitted : Nil

Materials provided : Nil

Examiner(s) : Wan Nur Ezzati, Francis Wong and Charlote Nalina Jothy

Moderator : Iris Madona D’Cruz

*This paper consists of 4 printed pages, including the cover page*

DIPLOMA IN INFORMATION TECHNOLOGY (DITN)  
COM2111: WRITING SKILLS  
FINAL EXAMINATION: APRIL 2019 SESSION

**Instruction:** This paper consists of **SIX (6)** questions. You are **ONLY** required to answer **FOUR (4)** questions. All questions carry equal marks.

**Question 1** (Memorandum)

You are the Head of Human Resource in your organisation and you have noticed frequent negative disagreements among your staff members. Your department has decided to conduct a team-building activity as a part of the effort to overcome this problem.

Write a **memo** to the staff announcing this upcoming event. Include necessary details.

(25 Marks)

**Question 2** (Adjustment Letter)

You are the Head of Programme at INTI College Subang Jaya. You received a letter from one parent complaining about frequent class cancelations by your academic staff.

Write an **adjustment letter** to the parent explaining the situation. Provide details of your next course of action.

Parent's Address:

Mr. Theodore Lee

T2-21-4, Persiaran Tujuan,

Bandar Sunway,

47500 Subang Jaya,

Selangor

(25 marks)

**Question 3** (Report)

Together with your group members, you paid a visit to the headquarters of Petronas. This was a class project. The Head of Programme has asked you to write a **short report** about the visit.

Write the report complete with headings and subheadings. Include any other necessary details about the visit.

(25 marks)

**Question 4** (Recommendation)

You are a lecturer at INTI College Subang Jaya. One of your final year students is applying for a scholarship to further his studies. He is planning to pursue a Master's Degree in Artificial Intelligence. Write a recommendation email to the Head of Enrollment at the University of Hertfordshire, Mr. Timothy Lordes, for the student. Provide supporting details why you believe this student should be awarded the scholarship.

Email: [tim.lordes@hertfordshire.ac.uk](mailto:tim.lordes@hertfordshire.ac.uk)

(25 marks)

**Question 5** (Notice & Agenda of Meeting)

You are the president of the Student Council at INTI College Subang Jaya. Prepare a **notice** and an **agenda** to announce a student committee meeting. The main objective of the meeting is to discuss an upcoming Teacher Appreciation Day event.

(25 marks)

**Question 6** (Enquiry Letter)

You and your classmates are interested in organizing a charity run as part of your final year project. You need an advisor for this project.

Write a letter to the Head of Programme enquiring about the possibility of having her as your project advisor. Include a brief description of the project and provide any other relevant details.

(25 marks)

~ **The End** ~

*COM2111(Final)April2019/formatted*