

**FINAL
ALTERNATIVE ASSESSMENT**

(COVER PAGE)

Session : APRIL 2021

Programme : Diploma In Information Technology (DITN)
Diploma In Computer Science (DCS)

Course : COM2111: Writing Skills

Date of Examination : July 26, 2021 (Monday)

Time : 12.00pm – 2.30pm Reading Time : Nil

Duration : 2 Hours : 30 Minutes

Note: 30 minutes is added into the duration of the examination to factor in any connectivity matters and for you to scan and upload your scripts.

Special Instructions :

Answer all **FOUR (4)** questions in the answer sheet.

Materials permitted : Nil

Materials provided : Nil

Examiner(s) : Wan Nurul Ezzati, Yegnese Raja and Charlote Nalina Jothy

Moderator : Mr Seevalingam Ramasamy

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

DIPLOMA IN INFORMATION TECHNOLOGY PROGRAMME (DITN)
DIPLOMA IN COMPUTER SCIENCE PROGRAMME (DCS)
COM 2111: WRITING SKILLS
FINAL ALTERNATIVE ASSESSMENT: APRIL 2021 SESSION

INSTRUCTIONS: This paper consists of **FOUR (4)** questions. Students are required to answer **ALL** questions.

QUESTION 1 (25 marks)

You work for the corporate office at INTI College. You are the person-in-charge of this year's team-building event that was initially scheduled in July. However, due to an increase in the number of Covid-19 cases, the corporate office has decided to postpone the event.

Write a memo to all INTI staff informing them of the cancellation. Include all necessary details. Your memo should be about 150-200 words.

QUESTION 2 (25 marks)

You purchased a laptop two days ago and it stopped working today.

Write a complaint letter to the shop owner to request for your laptop to be replaced immediately. Include all necessary details.

Company's Address:

Advanced Technology Services,

G183, Court Tower,

Jalan PJU 1/3,

43100, Petaling Jaya,

Selangor.

Your letter should be about 200-250 words.

QUESTION 3 (25 marks)

You are the Head of IT Department at a local college. You received feedback from students and lecturers that the current online platform used by the college is not effective and slows down their computer. You would like to explore other online educational platforms to replace the current one.

Write an email to a recently launched online platform to enquire about their product. Include all necessary details.

Email: info@edurevamp.com

Your email should be about 150-200 words.

QUESTION 4 (25 marks)

You are currently working at Konikon as a Software Engineer but you are interested in a position of Senior Software Engineer at Alpha Holdings. To apply for this job, you are required to submit a recommendation letter from your immediate head.

Write an email to Ms. Sharon, who is your boss, to request for the recommendation letter. Include details required in the recommendation.

Email address: sharon@konikon.com.my

Your email should be about 150-200 words.

~ The End ~

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