



UNIVERSITY COLLEGE TATI (UCTATI)

**FINAL EXAMINATION QUESTION BOOKLET**

COURSE CODE	: BGE 1212
COURSE	: TECHNICAL COMMUNICATION I
SEMESTER/SESSION	: 1-2022/2023
DURATION	: 2 HOURS

Instructions:

1. This question booklet contains 3 sections.
2. Answer **ALL** questions in the answer booklet.

**DO NOT OPEN THIS BOOKLET UNTIL YOU ARE TOLD TO DO SO**

**THIS BOOKLET CONTAINS 9 PRINTED PAGES INCLUDING COVER PAGE  
ANSWER ALL QUESTIONS IN THE ANSWER BOOKLET PROVIDED.**

---

**SECTION A: READING COMPREHENSION (20 MARKS)**

Answer all questions. Questions 1 to 14 are based on the following passage.

**Malaysia : New Minimum Wage – What are its impacts?**

- 1        The Prime Minister of Malaysia on 19 March 2022 announced that the quantum of the national minimum wage would be increased from RM1,200 to RM1,500. The Minimum Wages Order 2022 (“MWO 2022”) was subsequently gazetted on 27 April 2022, implementing the new minimum wage effective from 1 May 2022. The decision to increase the national minimum wage has drawn significant attention from employers from a variety of sectors, with some lauding the decision and some others protesting and disagreeing with the same due to its potential far-reaching impacts on the Malaysian employment and commercial ecosystem. 5
- 2        Up to one-third of the Malaysian workforce would benefit from the new minimum wage, which would play an important role in addressing labour market inefficiencies and improving the social welfare of low-paid workers. The increase may also encourage greater participation in the labour market and improve the utilisation of labour in the economy. While this is certainly a positive development for the betterment of employees within the Malaysian employment ecosystem, there are potential far-reaching effects which could ensue from the decision to increase the minimum wage. 10 15
- 3        For employers, the 25% increase of the minimum wage would see a drastic rise in the cost of employing workers. While well-to-do businesses or large corporations with global presence may be able to comply without batting an eyelash, smaller local businesses or those which have experienced the significant adverse effects of the Covid-19 pandemic may find it difficult to comply with the MWO. 20

## TECHNICAL COMMUNICATION (BGE 1212)

- 4            However, employers who are unable to cope with the increase in minimum wage may find themselves turning to workforce reduction methods to keep their businesses afloat, including but not limited to retrenchment. Many sectors have voiced out concerns that the increase in minimum wage may lead to mass retrenchment and an increase in national unemployment rates as a result. Surveys conducted by Bank Negara Malaysia in 2012 regarding the minimum wage increase at the time indicated different sentiments of employers at the time, which largely leaned towards avoiding retrenchment and reducing intake of workers instead. Unemployment rates following the minimum wage increase at the time were relatively low as well. 25 30
- 5            Some sectors are concerned that an inflation in prices of goods and services may also **ensue** in line with the increase in the minimum wage. These concerns are supplemented by the views of some Malaysian economists, in that the increase of the minimum wage is likely to bring an increase of price of goods, as employers often pass additional costs on to consumers, in an attempt to offset their increased costs. Effectively, an increase minimum wage could result in no change to the low-income earning workers as their spending would be hiked up as well due to the increase in pricing. Some Malaysian economists have opined that the increase of a minimum wage provides consumers or individuals with higher income, helping to generate the economy because such income will be spent as well. In the current Malaysian context, given that there is a 25% increase in the minimum wage, we could be seeing a general inflation to the pricing of goods and services in the country as a result. 35 40 45
- 6            Notwithstanding the **exemption** to employers with five or fewer employees, employers would still need to consider implementing the new minimum wage on a sooner-rather-than-later basis. Non-compliance with the MWO 2022 vis-à-vis non-payment of the new minimum wage is an offence under Section 43 of the NWCCA 2011, where a convicted employer may be liable to a fine of not more than RM10,000 for each employee who is not paid the new minimum wage. Additionally, if convicted, the outstanding difference in wages between the 50

## TECHNICAL COMMUNICATION (BGE 1212)

---

minimum wage rate and the affected employees' received wages and any other payments accrued therefrom (e.g. Employees' Provident Fund contributions, commissions, etc.) may be payable. Employers who have been convicted under Section 43 of the NWCCA 2011 can also be further convicted of a continuing offence with a daily fine of up to RM1,000 per day for each day the offence continues after conviction, and if an employer repeats an offence under Section 43 of the NWCCA 2011, the employer may be liable to an additional fine not exceeding RM20,000.

- 7 Therefore, applicable employers (who are not subject to the exemption described above) who have yet to implement the new minimum wage should therefore immediately take steps to effect the same, including consulting with their legal advisers on their potential liabilities in view of the MWO 2022, communicate with their employees regarding the implementation of the new minimum wage, record any wage increments in writing, and work with payroll personnel or providers to effect the increase as soon as possible to potentially mitigate the applicable punishment if the employers are convicted. 65
- 8 The Covid-19 pandemic has caused heavy stress to employers causing lower profit and income for many businesses, and the ongoing Russia-Ukraine conflict only adds to this stress, with an increase in costs of production and essential materials **anticipated** as a result. In view of the same, many Malaysian employers have voiced concerns that the new minimum wage came at the wrong time, with a large number of them suggesting that employers would benefit from being provided some form of accommodation of time or an incremental implementation method to address the increase in the minimum wage and to allow for employers to make adjustments to their overall operations to align with current market situations. 70 75
- 9 It is therefore encouraging to see that the Malaysian Government has taken some of the concerns of employers into account in issuing the MWO 2022, with the grace period afforded to businesses with 5 or fewer employees a welcome measure by affected employers. However, given the breadth of employment 80

TECHNICAL COMMUNICATION (BGE 1212)

sectors which have experienced the significant adverse effects of the Covid-19 pandemic, it remains to be seen whether further leeway or exemptions will be granted to other categories of employers who struggle to comply with the MWO 2022. 85

10 The MWO 2022 could have far-reaching effects, in both the short term and long term. While many of these effects generally benefit employees, the impact on Malaysian employers and the economy in general are viewed with heavy **scrutiny** from industry players and there is still hope that the government may look into taking additional measures to curtail the potential adverse effects of the minimum wage increase on employers and the Malaysian economy in future. 90

*Adapted from :*

<https://www.lexology.com/library/detail.aspx?g=013c3bf2-c81b-49a0-98e1-f492118f0bba>

1. List three (3) negative impacts of the increase of the national minimum wage.

\_\_\_\_\_ (3 Mark)

2. List two (2) positive impacts of the increase of the national minimum wage.

\_\_\_\_\_ (2 Mark)

3. What type of businesses will be negatively impacted by the increase? Why?

\_\_\_\_\_ (2 Mark)

4. Why does the increase of the minimum wage is likely to cause inflation in the prices of goods?

\_\_\_\_\_ (2 Mark)

5. List three (3) actions that should be taken by the employer in regard to the implementation of the new minimum wage.

\_\_\_\_\_ (3 Mark)

TECHNICAL COMMUNICATION (BGE 1212)

---

6. What do the following words and phrases in bold refer to?

a. **Ensnare** (Paragraph 5, line 35)

\_\_\_\_\_ (2 marks)

b. **Exemption** (Paragraph 6, line 47)

\_\_\_\_\_ (2 marks)

c. **Anticipated** (Paragraph 8, line 73)

\_\_\_\_\_ (2 marks)

d. **Scrutiny** (Paragraph 10, line 91)

\_\_\_\_\_ (2 marks)

## TECHNICAL COMMUNICATION (BGE 1212)

---

SECTION B – SHORT ANSWERS (30 MARKS)

Answer all questions.

1. Identify **TWO** drawbacks of using email. (4 marks)
2. One of the advantages of using email is **easy upward communication**, explain this advantage. (2 marks)
3. **References** provide further evidence to a potential future employer that you are who you say you are.
  - a) Explain **ONE** of the importance of reference. (2 marks)
  - b) Whom should you choose as your referee? (2 marks)
  - c) Discuss the importance of getting permission for your reference. (2 marks)
4. Identify the type of tenses and explain the differences in meaning between the sentences in pairs.
  - a. I worked overseas for about ten years (3 marks)
  - b. I have worked overseas for about ten years. (3 marks)
5. Improve the choppy sentences by combining them into a compound sentence or a complex sentence.
  - a. Manga look like American comics. Manga have sequential panels and word balloons (2 marks)
  - b. Modern manga are related to ancient illustrated scrolls. They are also related to ancient humorous woodblock prints (2 marks)
  - c. The manga process has roots in American comics. In the 1920s, American comics were first translated into Japanese. (2 marks)

TECHNICAL COMMUNICATION (BGE 1212)

---

6. Change the following sentences into passive voice.
- a. The company has promoted two members of staff (2 marks)
  - b. Someone else will sign off the invoices while Jack is on leave (2 marks)
  - c. The organization launched the new Inspire me DVD yesterday (2 marks)



