



UNIVERSITY COLLEGE TATI (UCTATI)

FINAL EXAMINATION QUESTION BOOKLET

COURSE CODE	: DGE 2212
COURSE	: TECHNICAL ENGLISH II
SEMESTER/SESSION	: 1-2023/2024
DURATION	: 2 HOURS

Instructions:

1. This question booklet contains 3 sections.
2. Answer **ALL** questions in the answer booklet.
3. Write legibly and draw sketcher wherever required
4. If in doubt, raise your hands and ask the invigilator

DO NOT OPEN THIS BOOKLET UNTIL YOU ARE TOLD TO DO SO
THIS BOOKLET CONTAINS 8 PRINTED PAGES INCLUDING COVER PAGE

SECTION A: READING COMPREHENSION (20 MARKS)

Read the following passage about “**Mastering the Art of Crafting an Impressive Resume: Five Essential Tips**” and answer the following questions. Answer all questions.

Title: Mastering the Art of Crafting an Impressive Resume: Five Essential
Tips

- 1 In today's competitive job market, a well-crafted resume can make all the difference in securing your dream job. A **resume** serves as your personal marketing tool, highlighting your skills, experiences, and qualifications. To help you stand out from the crowd, we present five essential tips that will elevate your resume to new heights and increase 5 your chances of landing that coveted interview.
- 2 **Tailor your resume to the job description:** Gone are the days of sending out generic resumes for every job application. Employers are seeking candidates who clearly demonstrate how their skills align with the job requirements. Carefully analyse the job description and customize your 10 resume accordingly. Highlight relevant skills, experiences, and achievements that directly relate to the position you're applying for. By tailoring your resume, you'll show employers that you're the perfect fit for the role.
- 3 **Structure your resume for clarity:** Recruiters often spend only a 15 few seconds skimming through a resume, so it's crucial to make a strong first impression. Organize your resume with clear headings such as "Summary," "Work Experience," "Education," and "Skills." Use bullet points to concisely showcase your achievements and responsibilities within each section. Additionally, consider using a clean and professional resume 20 template to enhance readability.
- 4 **Showcase your achievements:** While listing your job responsibilities is essential, emphasizing your accomplishments is what truly makes your resume shine. Quantify your achievements whenever

possible by using numbers, percentages, or other measurable outcomes. 25
For example, instead of saying, "Managed a team of employees," you could
say, "Successfully managed a team of 10 employees, resulting in a 20%
increase in productivity." Highlighting your achievements demonstrates
your ability to deliver tangible results, which is highly attractive to
employers. 30

5 ***Focus on relevant skills:*** In today's rapidly evolving job market,
employers are seeking candidates with specific skill sets. Tailor your
resume to include skills that are relevant to the job you're applying for.
Consider both hard skills (e.g., proficiency in software, data analysis, or a
foreign language) and soft skills (e.g., communication, leadership, or 35
problem-solving). Back up your skills with concrete examples from your
experiences, such as projects you've completed or challenges you've
overcome. This will help employers envision how you can contribute to their
organization.

6 ***Proofread and seek feedback:*** One small error on your resume can 40
leave a negative impression on potential employers. Before submitting your
application, proofread your resume meticulously. Check for spelling and
grammar mistakes, formatting inconsistencies, and factual errors. It's also
beneficial to seek feedback from trusted individuals, such as mentors,
friends, or professional contacts. Fresh eyes can often catch errors or 45
provide valuable suggestions to improve your resume's overall quality.

7 Crafting an impressive resume is an art that requires attention to
detail, customization, and a clear focus on showcasing your skills and
achievements. By tailoring your resume to the job description, structuring it
for clarity, highlighting your achievements, emphasizing relevant skills, and 50
thoroughly proofreading, you'll significantly increase your chances of
standing out from the competition and landing your desired job. Remember,
your resume is your ticket to an interview, so invest the time and effort
needed to make it exceptional. Good luck!

Adapted from <https://online.fliphtml5.com/glqnn/gakn/#p=1>

1. Define the following words as used in the passage:

a) Resume (Line 2) (2 marks)

b) Proofread (Line 39) (3 marks)

2. State two (2) purposes of tailoring your resume to the job description.

(2 marks)

3. According to the passage, there are several headings that are proposed to be included in the resume. List four (4) sections that you need to include on your resume.

(4 marks)

4. It is important to structure your resume for clarity. Write three (3) ways to organize your resume to leave a strong first impression on the recruiters.

(3 marks)

5. Based on the passage, there are two types of skills which include hard skill and soft skill. Give two (2) examples for each skill.

(4 marks)

6. How can you make your achievements stand out on your resume?

(2 marks)

SECTION B – SHORT ANSWERS (30 MARKS)**Part 1: Interview (19 marks)**

Questions 1 to 5 is on Haikal's Interview. Construct an answer to the following Interview Question to help him scouting his dream job.

Interviewer : Good morning, Mr. Haikal. Can you please tell us about yourself?

Haikal : (1) _____
(4 marks)

Interviewer : That's interesting. Now, can you tell us your greatest strength?

Haikal : (2) _____
(4 marks)

Interviewer : What about your biggest weakness?

Haikal : (3) _____
(4 marks)

Interviewer : One last question, where do you see yourself in the next five years?

Haikal : (4) _____
(4 marks)

Interviewer : Thank you. Before we let you go, do you have any question for us?

Haikal : (5) _____
(3 marks)

(19 marks)

Part 2: Preparation for Job Interview (11 marks)

Question 1 to 3 requires you to discuss on tips to help the graduates to ace the job interview.

1. Research the company

(3 marks)

2. Review your resume

(3 marks)

3. List (five) 5 documents in the interview file

(5 marks)

SECTION C - WRITING (50 MARKS)**MINUTES OF MEETING**

This section carries a total of 50 marks, with 30 marks allocated for the question and the remaining 20 marks assigned for the sentence's language proficiency.

As the secretary of Project Cyber in XYZ Corporation, it is your responsibility to prepare the minutes of the meeting. Illustrate a comprehensive and concise set of minutes for the following meeting.

Meeting Details:

Date : 15th June 2023

Time : 10.00 am – 11.30 am

Venue: Conference Room A

Meeting Attendees:

1. Ahmad bin Mohamad – Team Leader
2. Siti binti Abdullah – Project Manager
3. Mohammad bin Ali – Technical Leader
4. Noraini binti Hassan – Marketing Representative
5. Azman bin Ismail – Finance Representative

Apologies for absence

1. Nurul binti Ahmad due to Covid-19

Matters Arising:

- Discussion regarding the proposal to add team members.
- Selection of date for the next training session.

Agenda:**1. Project status update**

- Two weeks into the implementation phase
- Has conducted thorough testing,
- Minor delay in receiving Environmental Report

2. Budget review

- Have used 70% of allocated budget – includes expenses related to team salaries, equipment purchases and marketing activities
- 5% increase in in marketing due to additional advertisement placement

Any Other Business:

- Mohammad bin Ali suggested organizing a visit to the factory to gain a deeper understanding of the product manufacturing process.
- Siti binti Abdullah informed the team about changes in the project schedule and will share further details via email after the meeting.

Next Meeting: 3rd July 2023 (to be confirmed)

-----End of Question Paper-----