COURSE CODE/COURSE : SBLE2103/ PROCESS WRITING
DATE : 5 FEBRUARY 2014 (WEDNESDAY)
TIME : 9.00 AM – 11.30 AM (2 ½ HOURS)
VENUES : UUM DTSO, UUM KL, UUM KK, UUM JB, UUM KUCHING, UUM SIBU

INSTRUCTIONS :

1. This question booklet consists of TWO (2) sections in SIXTEEN (16) printed pages excluding the cover page.
2. Answer ALL questions.
3. ALL answers must be written in the question booklet.
4. Use PEN to write your answers.
5. The rules on academic dishonesty shall apply in this examination.

Name of Examiner: ____________________________

(please leave blank)

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SECTION ONE /50
SECTION TWO /50
TOTAL /100

MATRIC NO. : ____________________________ (in words) ____________________________ (in numbers)
IDENTIFICATION CARD NO. : 
INSTRUCTOR : ____________________________
GROUP : [ ] DESK NO. : [ ]

DO NOT OPEN THIS QUESTION BOOKLET UNTIL INSTRUCTED

CONFIDENTIAL
SECTION ONE (50 MARKS)

PART A (25 marks)

You are advised to spend about 45 minutes on this section. Read the essay below and answer the questions that follow.

Wealth-building strategies that work

Becoming rich is often closely associated with a successful life. The faster you get rich, the higher your chances of being seen as successful. In Malaysia, there are cases whereby people, in their zeal to get rich, fall for scams. Therefore, many financial advisors in Malaysia have proposed numerous wealth-building methods. Therefore, some practical wealth-building strategies that Malaysians can put on practice are expenditure review, minimal loans commitment and cash reserve.

First, it is best to review your expenditure to get to know your spending pattern. Ideally, you should aim to save 35 percent of your gross income. So, if you are yet to achieve this target, it is probably a sign that your spending patterns should be reviewed. There are various ways to reduce your personal expenditure. For instance, you can eliminate membership fees to clubs or societies that you rarely go to and you can stop excessive shopping or eating out. In other words, spending on only necessities and cutting down on inessentials may help you save. Concisely, reviewing your expenditure helps to reorganise your spending pattern.
There is no doubt that a loan is a part of just about everyone's life. There is no harm in opting for a loan. However, it is advisable to commit yourself only to few loans or low amount loans. According to Yap Ming Hui, the managing director of Whitman Independent Advisors Sdn. Bhd., loan or debt repayment should only amount to less than 30 percent of your income. In other words, the total debt should be less than 50 percent of your assets. If you over-spend on your loans such as taking up to 80 or 90 percent of your salary, you might be in difficulty when the interest rates increase. Briefly, avoid going to extremes and limit yourself to few loans only.

Lastly, your cash reserve has to be more than your investments and other savings. Ideally, set aside at least 6 months of monthly spending to create a cash reserve. Cash reserve does not apply for times when you need some extra cash for branded items. Keep in mind that this is only for emergency situations. For instance, when there is a sudden illness in the family, you have sufficient amount of cash that enables you to pay for the treatment without taking an emergency loan. Therefore, having sufficient cash reserve is important as it protects you from debts.

To sum up, it is not about becoming rich and wealthy, it is all about working towards achieving financial security and freedom. The three proposed methods are expenditure review, minimal loans commitment and cash reserve. These methods should be among the main priorities before taking other steps in building wealth.

Adapted from:

1. a) In general, what strategy does the writer use in the introductory paragraph?

(1 mark)

b) State the relevant sentence(s) to justify your answer to question 1 (a).

(2 marks)

2. Write down the thesis statement of the essay.

(1 mark)

3. Write down the THREE (3) main ideas of this essay.

a) _________________________________ (1 mark)

b) _________________________________ (1 mark)

c) _________________________________ (1 mark)

4. Write down the topic sentence and the concluding sentence for each of the body paragraph.

a) First body paragraph

i) Topic sentence

(1 mark)
ii) Concluding sentence

(1 mark)

b) Second body paragraph

i) Topic sentence

(1 mark)

ii) Concluding sentence

(1 mark)

c) Third body paragraph

i) Topic sentence

(1 mark)

ii) Concluding sentence

(1 mark)
5. Name **ONE (1)** type of supporting detail used by the writer in the following paragraphs and cite **ONE (1)** relevant sentence from the respective paragraphs to justify your answer.

a) First body paragraph

Type of supporting detail: ______________________________ (1 mark)

Relevant sentence: ____________________________________________

__________________________________________________________

(2 marks)

b) Second body paragraph

Type of supporting detail: ______________________________ (1 mark)

Relevant sentence: __________________________________________

__________________________________________________________

__________________________________________________________

(2 marks)

c) Third body paragraph

Type of supporting detail: ______________________________ (1 mark)

Relevant sentence: __________________________________________

__________________________________________________________

__________________________________________________________

(2 marks)
6. a) What is the type of final comment used by the writer in the concluding paragraph?

(1 mark)

b) State the relevant sentence to justify your answer to Question 6 (a).

(2 marks)

(_____/ 25 marks)
PART B (25 marks)
You are advised to spend about 45 minutes on this section. Read the essay below and answer the questions that follow:

Healthy eating is the best practice to reduce cancer risk

Many people believe that getting cancer is purely down to genes, fate or bad luck. Nevertheless, through scientific research, it is clear that the risk depends on a combination of genes, environment and aspects of life. Experts estimate that 40 percent of cancer cases could be prevented by lifestyle changes like keeping healthy body weight, eating a healthy diet and keeping active. This clearly shows that healthy eating is only a part of the preventive measures. Thus, I strongly disagree that healthy eating is the best practice to reduce cancer risk as exercising and having quality sleep are also the best practices to reduce cancer risk. However, some people believe that greens help to combat cancer.

First and foremost, exercise could reduce the risk of developing various types of cancer. Being physically active isn’t just good for your heart. Research has shown that it can also reduce the risk of developing breast, bowel or womb cancer. The National Cancer Institute states that people who exercise regularly have a 40 to 50 percent lower risk of colon cancer, compared to those who do not exercise regularly. This is because exercise helps to avoid the factors which lead to cancer like obesity, insulin resistance and inflammation, while boosting the immune system. Concisely, being physically active is a great way to reduce the risk of developing cancer and other diseases.
Besides that, quality sleep helps to reduce cancer risk too. However, living in a busy and fast-paced society makes it easier said than done. According to the journal *Brain, Behaviour, and Immunology* (October 2002), having a regular circadian rhythm may be necessary in order for the body to defend against cancer, and sleep or wake rhythms that are disrupted due to stress or other issues may promote cancer growth. A new paper published in the journal *Cancer, Epidemiology, Biomarkers and Prevention* (December 2007) also reported that men who have trouble sleeping were up twice as likely to develop prostate cancer as those who slept well. This clearly explains that quality sleep contributes in reducing cancer risk.

Opponents argue that healthy eating may reduce the risk of cancer by eating more greens. Plant foods consist of components which combat cancer by eliminating excess oestrogen, extinguishing free radicals, boosting immunity, activating detoxification and promoting DNA repair. Nevertheless, eating more greens and neglecting other food components are not the best solutions. Much evidence has confirmed that eating enough fibre reduces the risk of bowel cancer. Incorporating an olive-oil rich diet, such as the Mediterranean cuisine, has a lower incidence of cancer too.

In conclusion, regular exercise and quality sleep play a vital role in reducing cancer risk too. Practicing them not only reduces cancer risk, but assures a healthy and quality life too. Therefore, I strongly disagree that eating healthy is the only practice to reduce cancer risk. As the saying goes 'prevention is better than cure'.

Adapted from:
1. Who is the most appropriate audience for this essay?

(1 mark)

2. What is the purpose of this essay?

(2 marks)

3. a) What is the proponent’s stand on this issue?

(1 mark)

b) What are the proponents’ supporting arguments based on the thesis statement?

(2 marks)

c) What is the opponent’s supporting argument regarding this issue?

(1 mark)

4. Write down the thesis statement of this essay.

(2 marks)
5. What is the refutation/rebuttal given by the writer?

________________________________________________________________________

________________________________________________________________________

(1 mark)

6. Identify ONE (1) strategy the writer uses to develop EACH supporting argument and state ONE (1) relevant sentence from the respective paragraphs to justify your answer.

a) First supporting argument: ____________________________ (1 mark)

Relevant sentence: ______________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(2 marks)

b) Second supporting argument: ____________________________ (1 mark)

Relevant sentence: ______________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(2 marks)
7. Give an example of a transitional expression (a word or phrase) from the paragraphs indicated in parentheses to show the following logical relationships.

a) Introducing a contrast idea or exception (Paragraph 1) : _______________

b) Indicating sequence or order (Paragraph 2) : _______________

c) Introducing an additional idea (Paragraph 3) : _______________

d) Introducing an example (Paragraph 4) : _______________

e) Introducing cause and effect (Paragraph 5) : _______________

f) Introducing a conclusion (Paragraph 5) : _______________

(6 marks)

8. a) State the type of final comment used by the writer in the concluding paragraph.

________________________________________________________________________

(1 mark)

b) State the relevant sentence to justify your answer to Question 8 (a)

________________________________________________________________________

________________________________________________________________________

(2 marks)

(______/ 25 marks)

Total score for SECTION ONE: __________/ 50 marks
SECTION TWO (50 MARKS)

You are advised to spend about 60 minutes on this section.

Choose ONE (1) of the topics below and write an expository essay of about 350 words in FIVE (5) paragraphs using the indicated pattern of organisation.

1. Topic : Ways to maintain motivation at one’s workplace.
   Pattern of organisation : Exemplification

   OR

2. Topic : Similarities and/or differences between traditional games and video games.
   Pattern of organisation : Comparison and contrast

Use pages 12 and 13 for your draft
Write your essay here.