<table>
<thead>
<tr>
<th>KOD KURSUS</th>
<th>BZ1052 REPORT WRITING</th>
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<tbody>
<tr>
<td>TARIKH</td>
<td>18 OKTOBER 1992 (AHAD)</td>
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<tr>
<td>MASA</td>
<td>9:00 - 11:30 PAGI (2½ JAM)</td>
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<td>TEMPAT</td>
<td>DKG 2/1 - DKG 2/7</td>
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<td>DKG 1/1 - DKG 1/4</td>
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**ARAHAH**

1. Kertas soalan ini mengandungi DUA (2) Bahagian: I dan II dalam LAPAN (8) muka surat bercetak dan TIGA (3) muka surat kosong.

2. Anda dikehendaki menjawab SEMUA soalan.


4. Semua jawapan mesti menggunakan 'Format' atau 'Layout' yang lengkap sepertimana yang ditetapkan untuk kursus ini.

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NO. MATRIK: [ ] (dengan perkataan) [ ] (dengan angka)

NO. KAD PENGENALAN: [ ] [ ] [ ] [ ] [ ]

JANGAN BUKA SOALAN INI SEHINGGA DIBERI ARAHAH
Answer ALL questions in this booklet.

PART I

QUESTION 1

The Malaysian Restaurant Association wants information that will give its members a picture of its customers. The information will serve as a guide for a promotion campaign designed to promote restaurant eating. Specifically it will seek such information as who eats out, how often, where they go, how much they spend. Likewise, it will seek to determine who does not eat out and why.

Construct a questionnaire which consists of EIGHT (8) questions, including at least ONE (1) question for each of the following types: discrete-point, ranking, semantic differential, continuous rating and dichotomous. DO NOT write questions on biodata of respondents. (ANSWER IN THE SPACE PROVIDED BELOW AND THE FOLLOWING PAGES).

(20 marks)
QUESTION 2

DESCRIBE an example of data/information that could be best illustrated by the following visual aids. (DO NOT PROVIDE THE DATA) An example has been done for you below.

a) pie chart - to show the breakdown of a student's monthly expenditure on various things like food, books, clothes, entertainment, etc.

b) triple line graph

c) vertical multiple bar graph

d) special purpose table

e) flow chart

(2.5 marks each)
QUESTION 3

List the modes of data collection and the appropriate subjects or respondents that could be used to gather data for the following topics? (LIST ALL THE POSSIBLE MODES AND THEIR APPROPRIATE SUBJECTS IN THE SPACE BELOW EACH QUESTION)

a) Opinion of the public about TV commercials/advertisements in English.

b) How well do UUM graduates adapt themselves to the working environments of commercial banks in Malaysia?

c) Are traffic lights necessary at a cross-junction?

d) What are the most popular tourist destinations in Kedah?

e) The sales performance of a company for the past five years.

(2 marks each)
QUESTION 4

Besides deductive and inductive, name FOUR (4) other patterns of report organization.

a) ______________________

b) ______________________

c) ______________________

d) ______________________

(1 mark each)

PART II

QUESTION 1

Study the graph below carefully and INTERPRET IT (describe and explain) in not more than TEN (10) sentences. (WRITE ON THE NEXT PAGE)

(10 marks)
QUESTION 2:

Read the report below carefully and answer ALL the questions that follow.

Pemadam (the Malaysian National Association for the Prevention of Drug Abuse) will launch a mobile service unit to disseminate information on the drug problem. Under the programme, counsellors from the drug rehabilitation division of Home Ministry and Pemadam would go into areas where there is a concentration of drug dependants.

Deputy Home Minister Datuk Megat Junid Megat Ayob said today the counsellors would help increase awareness of the services available for the treatment and rehabilitation of drug dependants.

They would also disseminate information on how drug dependants, their families, friends and others could make use of the facilities provided by the Government and non-governmental organisations (NGO).

He said drug taking was essentially a social problem and as such a solution must come through social intervention.

Datuk Megat Junid was giving his keynote address at a plenary session of the 12th conference of the International Federation of Non-Government Organisations (IFNGO) for the prevention of drug and substance abuse in Singapore.

He said from Malaysian's experience, the combination of both government and non-government efforts in getting society to fight the most dreaded enemy today was beginning to bear fruit.

"Governments all over the world now recognise the need for political will and national commitment to win the war against the drug menace," he said. "The time is right," he said, "for NGOs to develop their own national strategies with their governments in facing the drug problem at the primary level."

Datuk Megat Junid, who is also chairman of IFNGO council of advisors, told the delegates that Pemadam had seen great strides since its inception in 1976 in providing drug prevention services. Over the years, it had been found that better results were achieved by NGOs joining forces with governmental organisations and agencies, he said.

He added that in 1987 Malaysia recorded a 35.2 per cent success rate among aftercare cases while the success rates for 1988 and last year were 35.6 per cent and 39.9 per cent respectively. "An independent research study by the Drug Research Center, Universiti Sains Malaysia has indicated a 40 per cent success rate among cases that have completed a period of aftercare," he said.
Prevention programmes in Malaysia had seen effective improvement over the years. For the five-year period from 1979, about 57,447 new drug dependants were reported while for the subsequent five-year period, the number decreased to 41,459 - a 28 per cent drop in the new cases.

Datuk Megat Junid said studies in Malaysia showed that drug dependants, on leaving rehabilitation centers, returned to the families where there was a high level of cohesion, low conflict, encouragement to participation in social activities and an organised and controlled daily life. Family environment becomes important in making drug dependants recover fully,” he said.

(Source: The Star. Tuesday, November 13, 1990)

a) WRITE a descriptive abstract for the report above in not more than 80 words. (USE THE SPACE PROVIDED BELOW)
b) State the possible methods that could have been used to collect the data for the report above.

(3 marks)

c) State THREE (3) findings from the report.

(3 marks)

d) WRITE a suitable title for the report.

(2 marks)
QUESTION 3

A. What do the following abbreviations mean? (WRITE ANSWERS IN THE SPACES PROVIDED)

a) et al. __________________________________________

b) f. _____________________________________________

c) n.p. __________________________________________

d) (Eds.) _______________________________________

e) vols. _________________________________________

f) op. cit. _______________________________________

(1 mark each)

B. Give TWO (2) examples for the following types of data. (WRITE ANSWERS IN THE SPACES PROVIDED)

Continuous data

a) _____________________________________________

b) _____________________________________________

Discrete data

a) _____________________________________________

b) _____________________________________________

(1 mark each)