

SULIT



**BAHAGIAN PEPERIKSAAN DAN PENILAIAN
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI
KEMENTERIAN PENDIDIKAN MALAYSIA**

JABATAN PENGAJIAN AM

PEPERIKSAAN AKHIR

SESI 1 2018/ 2019

BUE1013 : PRESENTATION SKILLS

TARIKH : 03 JANUARI 2019

MASA : 9.00 PAGI – 12.00 TENGAH HARI (3 JAM)

Kertas ini mengandungi **SEMBILAN (9)** halaman bercetak.

Bahagian A: Struktur (4 soalan)

Bahagian B: Esei (2 soalan)

Dokumen sokongan yang disertakan : Tiada

JANGAN BUKA KERTAS SOALAN INI SEHINGGA DIARAHKAN

(CLO yang tertera hanya sebagai rujukan)

SULIT

SECTION A : 60 marks**INSTRUCTIONS:**

This section consists of **FOUR (4)** structured questions. Answer **ALL** questions. Write your answers in the answer booklet provided.

QUESTION 1 (15 marks)

CLO1

Read the impromptu speech text below and answer the questions that follow:

I remember the time when I was in Japan two years ago. I was alone in an unfamiliar country, unable to find my hotel at midnight, and I was completely unable to say anything in Japanese. I tried to approach people for help but some of them ignored me, others nodded their heads and started talking quickly, pointing their fingers in all directions but I could not understand them. Finally, I found a taxi driver who agreed to help me. It took only about two minutes, and the driver charged me a hundred dollars. I could have saved the money walking back to the hotel if I had learned Japanese. Ladies and gentlemen, as Frank Smith, a famous psycholinguist once said, "One language sets you in a corridor for life. Two languages open every door along the way." Today, I shall urge you to learn another language by talking about the advantages you will get.

Knowing more than one language is good for your career. Considering that nowadays there are many companies expanding their business abroad, the demand for qualified people speaking at least one foreign language is extremely high. Even if you will not be travelling around the world all the time, you will still be more valued at work. Besides, it will be easier for you to find a job in a different country.

I believe that learning foreign languages is extremely beneficial for personal development. Not only does it allow you to better understand other cultures and mentalities, but it also enriches your personality with new outlooks, makes you more open-minded – which is extremely valuable nowadays.

Being able to communicate in a foreign language helps you make new friends. Even if you are a reserved or introverted person, when abroad, you have to communicate with other people – otherwise, you will not be able to enjoy your travel and sustain yourself. Besides, if

you are staying in a hotel or a guest house, the atmosphere of numerous strangers from all over the world gathered at one place often disposes and inspires communication. Sometimes, connections you make when travelling can last for years, transforming into friendships, business contacts, or even romantic relationships. All this is not possible or would be much harder to achieve if you do not speak a foreign language.

Ladies and gentlemen, knowing a foreign language has so many advantages and today I've only discussed three – it can help your career, enhance your personal development and make you new friends. Knowing a foreign language does open doors for you. So don't wait, sign up for a foreign language class now. Thank you.

Adapted from: <https://academichelp.net/samples/academics/essays//start-learning-foreign-language.html>

C2

- i) Based on the above impromptu speech,
 - a. state the general purpose of the speech. (1 mark)
 - b. state the attention grabber used. (1 mark)
 - c. identify the thesis statement. (1 mark)
 - d. give a suitable title for the speech. (2 marks)

C2

- ii) What does “reserved or introverted” in paragraph 4 mean? (2 marks)

C2

- iii) What does Frank Smith's quotation, “One language sets you in a corridor for life. Two languages open every door along the way.” mean? (3 marks)

C2

- iv) State ONE advantage of knowing a foreign language BESIDES the advantages already mentioned in the speech. (2 marks)

C2

- v) Explain what an impromptu speech is and give ONE (1) example of a situation in which you may have to deliver it. (3 marks)

CLO2 QUESTION 2 (15 marks)

- C2 i) Briefly explain ONE (1) similarity and ONE (1) difference between giving a speech and making a presentation. (4 marks)
- C3 ii) What organizational pattern would you use for the following presentations? Give ONE (1) reason for each of your choices. (4 marks)
- a. Make English language the medium of instruction in primary schools.
 - b. The development of computer technology.
- C2 iii) Explain 'Action' in the Monroe's Motivated Sequence. Give an example. (3 marks)
- C3 iv) Read the speech text below and answer the questions that follow:

"Apart from that, being a celebrity is often difficult. Celebrities have to look almost perfect all the time. There's always a photographer ready to take an unflattering picture of a famous person looking dumpy in old clothes. They have to make sure that they are camera-ready all the time. Celebrities also sacrifice their private lives. Their personal struggles, divorces, or family tragedies all end up as front-page news. Privacy is no longer in the book if you are a celebrity. Everything about their lives makes a great reading for magazine and tabloid readers."

Adapted from

http://www.townsendpress.com/uploaded_files/tiny/mce/writing%20and%20motvn/RWC_chapter4.pdf

- a. Identify the TWO (2) main ideas in the above speech extract. (2 marks)
- b. Identify TWO (2) supporting details for each of the main ideas. (2 marks)

CLO 3 QUESTION 3 (15 marks)

C3 i) You have been asked to give a presentation entitled 'Smoking will kill you.' State a suitable visual aid that could be used in your presentation. Explain why it would help you deliver an effective presentation. (4 marks)

C4 ii) In NOT more than 25 words, present the following text in the slide template below. The slide should have an appropriate title. Marks will be deducted for exceeding the word limit. (6 marks)

Being overweight is a problem facing many people nowadays. The best way to lose weight can vary from one person to another to some degree, but there are some common denominators that will work for everyone. The first is to take fewer calories than you burn. It sounds easy, right? Secondly, exercise five times a week. You could run, jog or simply go swimming. Finally, you should remove all unhealthy food from your kitchen. If you follow these tips, you are on the road to weight loss success.

C3 iii) Make sentences with the following Transitional Markers. You will need to make more than one sentence to show how each transitional marker is used. (5 marks)

- a. Besides
- b. Consequently

CLO 3 QUESTION 4 (15 marks)

- C3 i) As the Master of Ceremony (MC) of an executive talk, you have been asked to introduce a guest speaker who has given you his details as below. Write a FULL introduction script in around 60 words to introduce him to the audience. (6 marks)

Name: John Carter

Occupation: Civil Engineering Consultant

Qualifications: Chartered Civil Engineer with the U.K. Institution of Civil Engineers

Experience: 20 years in bridge construction

Projects: Penang Bridge, Hong Kong-Macau Bridge, Melbourne Bridge

Topic of Executive Talk: Bridge Construction in the 21st Century

- C5 ii) Critically evaluate the statements below and answer the questions that follow. (5 marks)

Boys are lazier than girls.

Azmin is a boy and Fatimah is a girl.

Therefore, Azmin is lazier than Fatimah.

- a. What type of reasoning is this?
- b. Is it good or bad reasoning? Why? Give your reason(s).

- C5 iii) Critically evaluate the validity of the speaker's argument. (4 marks)

Don't listen to Dave's argument on gun control. He's not the smartest guy around. He doesn't even have a college degree.

SECTION B : 40 marks**QUESTION 1 (20 marks)**

Prepare an **INFORMATIVE** speech outline for **ONE (1)** of the following topics:

- a) The advantages and disadvantages of social media
- b) How to overcome the fear of public speaking
- c) Time management

Your outline **MUST** follow the guidelines below:

C3 **A) INTRODUCTION (4 marks)** – Write the introduction using the following guidelines:

1. Using at least **ONE (1)** technique as Attention Grabber – Write in complete sentences
2. Background information – write in point / note form
3. A Thesis Statement – Write in **ONE (1) COMPLETE** sentence

C3 **B) BODY (6 marks)** – Write **TWO (2)** main points with **TWO (2)** relevant sub-points for each main point:

Main Point 1: (In Complete sentence)

- Sub-point 1: (In point / note form)
- Sub-point 2: (In point / note form)

Main Point 2: (In Complete sentence)

- Sub-point 1: (In point / note form)
- Sub-point 2: (In point / note form)

C6 **C) CONCLUSION (10 marks)** – Write the complete text of the conclusion in about **80 WORDS**.

QUESTION 2 (20 marks)

Prepare a **PERSUASIVE** speech outline for **ONE** of the following topics:

- a) Don't trust news in social media
- b) Smartphones should be allowed in schools
- c) Work-based learning should be introduced to all polytechnic diploma programmes

Your outline **MUST** follow the guidelines below:

Use **ONE** of the following organization patterns:

- Monroe's Motivated Sequence
- Problem-Solution Order
- Problem-Cause-Solution Order
- Comparative Advantages Order

You must state the organization pattern used.

C6

A) INTRODUCTION (10 marks) – Write the **COMPLETE TEXT** of the introduction in about **80 WORDS**.

1. Use at least **ONE** Attention Grabber
2. Background information
3. A Thesis Statement

C3

B) BODY (6 marks) – Write **TWO (2)** main points with **TWO (2)** relevant sub-points for each main point:

Main Point 1: (In Complete sentence)

- Sub-point 1: (In point / note form)
- Sub-point 2: (In point / note form)

Main Point 2: (In Complete sentence)

- Sub-point 1: (In point / note form)
- Sub-point 2: (In point / note form)

C3

C) CONCLUSION (4 marks) – Write the conclusion in point / note form.

SOALAN TAMAT