

UNIVERSITI TEKNOLOGI MARA

RITING
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CODE : EET699

DATE : JUNE 2016

TIME : 1½ HOURS

INSTRUCTIONS TO CANDIDATES

- 1. This question paper consists of two (2) tasks.
- 2. You are advised to spend 40 minutes on Task 1 and 50 minutes on Task 2.
- 3. Answer **ALL** questions in the Question Paper. Write your answer clearly within the space provided for each question.
- 4. Fill in the details below:

UiTM STUDENT CARD NO.	· · · · · · · · · · · · · · · · · · ·	
PROGRAMME/ PART	·	
FACULTY	#	
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5. Do not bring any material into the examination room unless permission is given by the invigilator.

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO.

This test paper consists of 4 printed pages.

TASK 1

Your colleague e-mailed you the following message.

Congratulations to you for organising a successful event! I would like to organise a similar event. Based on your experience, can you share with me the challenges you faced in organising the event and how you handled them?

pond to your colleague's er	man in about 130	words.	
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TASK 2

When you return to the office after attending a seminar, your head of department asks you to write an article of about **250 words** on what you gained from the seminar. The article is to be published in your company's newsletter. Include the following details:

- topic of seminar
- who the organiser and attendees were
- what you gained from the seminar

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END OF QUESTION PAPER