



STAMFORD COLLEGE

SCHOOL OF HUMAN RESOURCE MANAGEMENT

DIPLOMA IN HUMAN RESOURCE MANAGEMENT

SEMESTER 1

DHRM 105: ENGLISH FOR ACADEMIC PURPOSES

Date : 03 August 2007 (Friday)

Time : 9.30 am –12.30 pm

Duration: 3 hours

Instructions to Candidates

Answer FOUR out of SIX questions.

Please ensure that this examination paper contains SIX questions on FIVE printed pages before you start the examination.

Books, papers and other written materials are not allowed to be brought into the examination hall. A candidate who violates the examination rules of Stamford College or commits a malpractice will be disqualified from the examination.

Candidates may use calculators provided the calculators give no printout, have no work display facilities, are silent and cordless.

Write your Examination Index Number on each page of your answer booklet.

Answer any FOUR out of SIX questions.

Question 1

Write an essay of about 300 words on ONE of the following:

- (a) Life in a large city: its advantages and disadvantages.
- (b) Fashions.
- (c) Malaysia in 2020.
- (d) Do money and possessions necessarily bring happiness?
- (e) Describe an occasion when you did something foolish that you regretted afterwards.
- (f) “Advances in technology have made the world a better place to live in.” Do you agree?
(25 marks)

Question 2

You work for the manager of City Taxis in the capital of your country. Over the last three weeks several of your taxis have had traffic accidents. Medical staff at the hospital reported that your drivers were ‘too tired to be driving cars’. You found out that some of your drivers have been moonlighting, working for another taxi firm at night.

Write a memorandum to all drivers, giving details of your findings. State clearly the firm’s policy on safety and working contracts. Give a clear warning of the penalty if the policy is ignored in future.

You may invent any details that you think are necessary. (25 marks)

Question 3

Prepare a **Notice and Agenda** for a staff meeting, which is to be held on 9th of August at the Meeting Room 3. The following are the details that you would like to discuss:

- i) Staff misusing the company’s telephone
- ii) Staff misusing the photocopy machine for personal purpose
- iii) Staff taking long lunch break during working hours (25 marks)

Question 4

Read the following passage carefully and then answer the questions that follow it.

Millennium Men

Makoto Ishitoko strutted, balanced and posed in the room surrounded by mirrors. His wife is no longer embarrassed because he has learnt to walk correctly through lessons that are aimed to improve one's confidence. Ishitoko is one of a growing number of Japanese men investing time and money to improve their appearance. For them, applying facial lotion and wearing nice clothes just aren't enough.

Many are trying beauty products once the preserve of women. Manicures, spa treatments and even underwear that enhance the body shape are gaining popularity. Yumi Komura, representative of Sparkles, which offers the walking class, says that it is a new era and Japanese men are pursuing a new kind of manliness. The class is a part of workshop called Total Men's Revolution. A full series of the workshop, including communication and table-manner lessons in a one-on-one setting, costs 555,000 yen or RM 16,470, although group and one-time courses are also available for lower fees.

They are hoping to become men who can escort women with great panache at restaurants and parties. More men, including business executives, politicians and doctors have been knocking on Sparkle's door for such classes. Males now account for about 35% of the participants. According to Japan's top cosmetics maker, Shiseido Co, more than half of all men think they should invest in their appearance. Even more women – over 70% agree.

Ikuo Daibo, professor of interpersonal and social psychology at Osaka University, cited three main reasons behind the recent trend: a wealthy society, individualism and women power. Men began investing more time in hobbies in the 70's, as Japanese society became wealthy and hard work didn't always yield success. Their children are even keener on self-improvement. He said that improving appearance is the easiest way to create unique, better self.

As women gain power, men became like a pet. Men started wanting to have good enough appearance to attract women. Women don't like authoritative men anymore. In February, Triumph International Japan launched a men's girdle to flatten hips. The product, aimed at fashion-conscious men in their 30s and 40s, has been flying off the shelf. The girdle was created because men's fashion market has been swelling in the last two or three years and because customers have said they wanted to dress up their body. It has been selling very well to the extent that many shops are sold out of the product.

Men are also buying seamless and beige underwear too, so they look better in tights or white pants. Men are expected to account for just over 7% of Japan's 400 hundred billion yen or RM 12.4 billion spa market in the year ending 31st March. But the growth is much faster for the men's market than for the women's.

While the overall market was estimated to have expanded 3.6% from the previous year, the men's market is expected to have grown almost 7% in 2005/06 according to Yano Research Institute. So if your husband is more conscious about his appearance nowadays, he must have taken it up from the Japanese. (25 marks)

Part A

Answer the following questions.

1. Name the three beauty products that were mainly used by women but are gaining popularity with men. (3 marks)
2. What is the name of the workshop that Sparkles organises? (2 marks)
3. What are the two main lessons taught in the workshop? (3 marks)
4. What does Yumi Komura say about the Japanese men? (2 marks)
5. What are the three main reasons stated for the recent trend? (3 marks)

Part B

Indicate whether the following statements are **TRUE** or **FALSE**. (1.5 mark each)

- (a) Group and on-line classes are more expensive than going to the workshop itself.
- (b) The clients of the Sparkles include businessmen, politicians and doctors.
- (c) There are 55% of male participants in the workshop.
- (d) Over 50% of all men agree that they should invest in their appearance.
- (e) Professor Ikuo Daibo mentioned four reasons behind this trend.
- (f) Japanese men in the 70's placed great importance on self-improvement.
- (g) Triumph International Japan has introduced girdles for 30 to 40 year old, fashion-conscious men.
- (h) Men's fashion market has been expanding in the past two to three years.
(8 points x 1.5 marks = 12 marks)
(Total = 25 marks)

Question 5

Study the given dictionary extract and answer the following questions.

1. What is the meaning of 'slenderize'? (2 marks)
 2. Find any five words that can be both a verb and a noun. (5 marks)
 3. What word class is 'sleepily'? (2 marks)
 4. Give the second meaning of 'sleight of hand'. (3 marks)
 5. How do you pronounce 'slew'? (2 marks)
 6. What is SLBM? (3 marks)
 7. Write the adverbial form of 'sleepless'. (1 mark)
 8. Expand OE. (2 marks)
 9. Find any three words that can be adjective, adverb and noun. (3 marks)
 10. From which dictionary is the given extract taken? (2 marks)
- (Total = 25 marks)

slay (sla) *vt.* **slaw** or for 2 **slayed**, **slain**, **slaying** [ME *slēan* < OE < **slahan*, akin to Ger *schlagen*, *Du schlagen* < IE base **slak-*, to hit > Mfr *slacc*, sword] 1 to kill or destroy in a violent way 2 [Slang] to impress, delight, amuse, etc. with overwhelming force 3 [Obs.] to strike or hit —*SYM.* KILL —*slay'er n.*

SLBM submarine-launched ballistic missile

sld 1 sailed 2 sealed

sleeve (slēv) *n.* [*<* OE *-slefan*, to separate; akin to *slifan*: see *sliver*] 1 [Obs.] a) a fine silk thread separated from a large thread b) untwisted silk that tends to mat or tangle; floss 2 [Rare] any tangle, as of twistings —*vt.* **sleeved**, **sleaving** [Obs.] to separate or pull apart (twisted or tangled threads)

sleaze (slēz) *n.* [back-form. < fol.] [Slang] 1 the quality or condition of being sleazy; sleaziness 2 anything cheap, vulgar, shoddy, etc. 3 a shady, coarse, or immoral person; also **sleaze/bag** (-bag') or **sleaze/bell** (-bōl')

sleazy (slē'zē) *adj.* -zier, -ziest [*<* *slesia*, var. of *SILESIA*] 1 flimsy or thin in texture or substance; lacking firmness [*a sleazy rayon fabric*] 2 shoddy, shabby, cheap, morally low, etc. Also [Slang] **sleazy** (-zō) —*sleazy'ly adv.* —**sleazy'ness n.**

sled (slēd) *n.* [ME *stedde* < MLowG or MDu, akin to Ger *schlitten*: for IE base see *sludge*] any of several types of vehicle mounted on runners for use on snow, ice, etc.: small sleds are used in the sport of coasting, large ones (also called *sledges*), for carrying loads —*vt.* **sled'ded**, **sled'ding** to carry on a sled —*vi.* to ride or coast on a sled —**sled'der n.**

sled-ding (-in) *n.* 1 a riding or carrying on a sled 2 the condition of the ground with reference to the use of sleds: often used figuratively (the work was hard *sled-ding*)

sledge (slēj) *n.*, *vt.*, *vi.* **sledged**, **sledging** [ME *slēgge* < OE *slēgge* < base of *slēan*, to strike, *SLAY*] **SLEDGEHAMMER**

sledge (slēj) *n.* [MDu *sleedse*, akin to *stedde*, *SLID*] a sled or sleigh for carrying loads over ice, snow, etc. —*vt.*, *vi.* **sledged**, **sledging** to go or take by sledge

sledgehammer (-ham'ər) *n.* [see *SLEDGE*] a long, heavy hammer, usually held with both hands —*vt.*, *vi.* to strike with or as with a sledgehammer —*adj.* crushingly powerful

sleek (slēk) *adj.* [var. of *SLICK*, with Early ModE vowel lengthening] 1 smooth and shiny; glossy, as a highly polished surface, well-kept hair or fur, etc. 2 of well-fed or well-groomed appearance [*flat, sleek pigeons*] 3 polished in speech and behavior, esp. in a specious way; unctuous 4 highly fashionable, or stylish; elegant —*vt.* to make sleek; smooth: also **sleek'en** —**sleek'ly adv.** —**sleek'ness n.**

sleekit (slēk'it) *adj.* [Scot var. of pp. of *SLICK*] [Scot.] 1 sleek, or smooth and shiny 2 sly, crafty, or sneaky

sleep (slēp) *n.* [ME *slēp* < OE *slēap*, akin to Ger *schlaf*, *sleep*, *schlaff*, loose, lax < IE **slab* < base *(s)leb-, *(s)lab-, loose, slack > LIP, LMP', L labor, to slip, sink] 1 a) a natural, regularly recurring condition of rest for the body and mind, during which the eyes are usually closed and there is little or no conscious thought or voluntary movement, but there is intermittent dreaming b) a spell of sleeping 2 any state of inactivity thought of as like sleep, as death, unconsciousness, hibernation, etc. 3 Bot. NYCTITROPISM —*vi.* **slēpt**, **slēep'ing** 1 to be in the state of sleep; slumber 2 to be in a state of inactivity like sleep, as that of death, quiescence, hibernation, inattention, etc. 3 [Colloq.] to have sexual intercourse (with) 4 [Colloq.] to postpone a decision (on) to allow time for deliberation [*let me sleep on it*] 5 Bot. to assume a nyctitropic position at night, as petals or leaves —*vt.* 1 to slumber in (a specified kind of sleep) [*to sleep the sleep of the just*] 2 to provide sleeping accommodations for [*a boat that sleeps four*] —**last sleep** death —**sleep around** [Slang] to have promiscuous sexual relations —**sleep away** 1 to spend in sleeping; sleep during 2 to get rid of by sleeping —**sleep in** 1 to sleep at the place where one is employed as a household servant 2 to sleep later in the morning than one usually does —**sleep off** to rid oneself of by sleeping —**sleep out** 1 to spend in sleeping; sleep throughout 2 to sleep outdoors —**sleep over** [Colloq.] to spend the night at another's home

sleep'er (slē'pər) *n.* [ME *slēpere* < OE *slēpere*] 1 a person or animal that sleeps, esp. as specified (a sound sleeper) 2 a timber or beam laid horizontally, as on the ground, to support something above it 3 [Chiefly Brit., etc.] a tie supporting a railroad track *4 **SLEEPING CAR** *5 a previously disregarded person or thing that unexpectedly achieves success, assumes importance, etc. *6 a) [usually pl.] a kind of pajamas for infants and young children, that enclose the feet b) BUNTING (sense 3). *7 **Bowling** a pin concealed by one in front of it, in bowling for a spare

sleep'ly (-pə lē) *adv.* in a sleepy or drowsy manner

sleep'ness (-pē nis) *n.* a sleepy quality or state

***sleeping bag** a large, warmly lined, zippered bag, often waterproof, in which a person can sleep, esp. outdoors

***sleeping car** a railroad car equipped with berths, compartments, etc. for passengers to sleep in

sleeping partner *Brit.*, etc. term for SILENT PARTNER

***sleeping pill** a pill or capsule containing a drug, esp. a barbiturate, that induces sleep

sleeping sickness 1 an infectious disease, esp. common in tropical Africa, caused by either of two trypanosomes (*Trypanosoma gambiense* or *T. rhodesiense*) that are transmitted by the bite of a tsetse fly: it is characterized by fever, weakness, tremors, and lethargy, usually ending in prolonged coma and death 2 inflammation of the brain, caused by a virus and characterized by apathy, drowsiness, and lethargy

sleep'less (slēp'lis) *adj.* 1 unable to sleep; wakeful; restless 2 marked by absence of sleep [*a sleepless night*] 3 constantly moving, active, or alert —**sleep'lessly adv.** —**sleep'less-ness n.**

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slay / slick

sleep-walking (-wōk'ŋ) *n.* the act or practice of walking while asleep; somnambulism —**sleep'walk' vi.** —**sleep'walk'er n.**

sleep-wear (-wēr) *n.* NIGHTCLOTHES

sleepy (slē'pē) *adj.* **sleep'ier**, **sleep'iest** 1 ready or inclined to sleep; needing sleep; drowsy 2 characterized by an absence of activity; dull; idle; lethargic [*a sleepy little town*] 3 causing drowsiness; inducing sleep 4 of or exhibiting drowsiness

SYM.—**sleepy** applies to a person who is nearly overcome by a desire to sleep and, figuratively, suggests either the power to induce sleepiness or a resemblance to this state [*a sleepy town*, song, etc.]; **drowsy** stresses the sluggishness or lethargic heaviness accompanying sleepiness [*the drowsy sentry fought off sleep through the watch*]; **somnolent** is a formal equivalent of either of the preceding [*the somnolent voice of the speaker*]; **slumberous**, a poetic equivalent, in addition sometimes suggests latent powers in repose [*a slumberous city*]

sleepy-head (-hed') *n.* a sleepy person

sleet (slēt) *n.* [ME *slēte* < OE **slēte*, akin to Ger *schlosse*, hail < IE base *(s)leu-, loose, lax > SLUR, SLUG'] 1 partly frozen rain, or rain that freezes as it falls 2 transparent or translucent precipitation in the form of pellets of ice that are smaller than 5 mm (.2 in.) 3 the icy coating formed when rain freezes on trees, streets, etc. —*vi.* to shower in the form of sleet —**sleet'y adj.**

sleeve (slēv) *n.* [ME *slēve* < OE *slēfy*, akin to Du *sloof*, apron: for IE base see SLIP'] 1 that part of a garment that covers an arm or part of an arm 2 a tube or plastic cover for fitting over or around another part 3 a thin paper or plastic cover for protecting a phonograph record, usually within a JACKET (n. 2b) 4 a drogue towed by an airplane for target practice —*vt.* **sleeved**, **sleeving** to provide or fit with a sleeve or sleeves —**up one's sleeve** hidden or secret but ready at hand

sleeved (slēvd) *adj.* fitted with sleeves: often in hyphenated compounds [*short-sleeved*]

sleeveless (slēv'lis) *adj.* having no sleeve or sleeves [*a sleeveless sweater*]

sleeve-let (-lit) *n.* a covering fitted over the lower part of a garment sleeve, as to protect it from soiling

***sleigh** (slā) *n.* [Du *slēe*, contr. of *slēde*, a SLED] a light vehicle on runners, usually horse-drawn, for carrying persons over snow and ice —*vi.* to ride in or drive a sleigh

***sleigh bells** a number of small, spherical bells fixed to the harness straps of an animal drawing a sleigh

sleight (slīt) *n.* [ME < ON *slēgth* < *slæg*, crafty, clever: see SLY] 1 cunning or craft used in deceiving 2 skill or dexterity

sleight of hand 1 skill with the hands, esp. in confusing or deceiving onlookers, as in doing magic tricks; legerdemain 2 a trick or tricks thus performed

slender (slen'dər) *adj.* [ME *slendre*, *sciendre* < ?] 1 small in width as compared with the length or height; long and thin 2 having a slim, trim figure [*a slender girl*] 3 small or limited in amount, size, extent, etc.; meager [*slender earnings*] 4 of little force or validity; having slight foundation; feeble [*slender hope*] —**slen'derly adv.** —**slen'der-ness n.**

slender-ize (-iz') *vt.* -ized', -iz'ing to make or cause to seem slender —*vi.* to become slender

slēpt (slēpt) *vi.*, *vt.* *pt.* & *pp.* of SLEEP

Sles-vig (slēs'vikh) *Dan.* name of SCHLESWIG

slenth (slōth) *n.* [ME, a trail, spoor < ON *slóth*, akin to *slóthra*, to drag (oneself) ahead: for IE base see SLUG'] 1 [Rare] a dog, as a bloodhound, that can follow a trail by scent: also **slenth'hound** (-hound') *2 [Colloq.] a detective —*vi.* to act as a detective

***slew** (slō) *n.* *alt. sp.* of SLOUGH (sense 4)

***slew** (slō) *n.*, *vt.*, *vi.* *alt. sp.* of SLUE'

***slew** (slō) *n.* [Ir *sluagh*, a host] [Colloq.] a large number, group, or amount; a lot

sliew (slō) *vt.* *pt.* of SLAY

slice (slis) *n.* [ME < OFr *eslice* < *eslicier*, to slice < Frank *slizzan*, akin to SLIT] 1 a relatively thin, broad piece cut from an object having some bulk or volume [*a slice of apple*] 2 a part, portion, or share [*a slice of one's earnings*] 3 any of various implements with a flat, broad blade, as a spatula 4 a) the path of a hit ball that curves away to the right from a right-handed player or to the left from a left-handed player b) a ball that follows such a path —*vt.* **sliced**, **slicing** 1 cut into slices 2 a) to cut off as in a slice or slices (often with *off*, *from*, *away*, etc.) b) to cut across or through like a knife 3 to separate into parts or shares [*sliced up the profits*] 4 to use a SLICE (n. 3) or slice bar to work at, spread, remove, etc. 5 to hit a ball in a SLICE (n. 4a) —*vi.* 1 to cut (through) like a knife [*a plow slicing through the earth*] 2 to hit a ball in a SLICE (n. 4a) —**slic'er n.**

slice bar an iron bar with a broad, thin end, used in a coal furnace to loosen coals, clear out ashes, etc.

slick (slik) *vt.* [ME *slīkien* < OE *slīcian*, to make smooth, akin to ON *slīkr*, smooth < IE *(s)leig-, slūmy, to smooth, glide < base *(s)lei-: see SLIDE] 1 to make sleek, glossy, or smooth 2 [Colloq.] to make smart, neat, or tidy; usually with *up* —*adj.* [ME *slīke* < the *v.*] 1 sleek; glossy; smooth 2 slippery; oily, as a surface 3 accomplished; adept; clever; ingenious 4 [Colloq.] clever in deception or trickery; deceptively plausible; smooth [*a slick alibi*] 5 [Colloq.] having or showing skill in composition or technique but little depth or literary significance [*a slick style of writing*] 6 [Old Slang] excellent, fine, enjoyable, attractive, etc. —*n.* *1 a) a smooth area on the surface of

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Question 6

Write a letter of application for ONE of the posts mentioned below. Compose your own CV to send with your application letter.

SCORPIO SDN BHD

Scorpio is one of the busiest retailers in KL today.
We currently have a number of vacancies at our head office.

**PERSONAL ASSISTANT
TO PROJECT DEVELOPMENT MANAGER**
Applicants should be suitably qualified, experienced and
computer literate.

**ADMINISTRATION ASSISTANT
HUMAN RELATIONS DEPARTMENT**
Applicants must have good communication and organizational
skills and be able to work under pressure.

**WORD PROCESSING OPERATORS
ADMINISTRATION DEPARTMENT**
Applicants must have excellent word processing qualifications
and an ability to work well as a member of a team in this busy
department.

IT ASSISTANT
Applicants must have relevant experience to join the IT team
which provides IT support to 150 technical and administrative
staff.

Applications with full CV should be sent to:

Tan Tai Chen
Human Resource Manager
SCORPIO SDN BHD.,
Off Jalan Tun Sambanthan 7, Brickfields.
50470 Kuala Lumpur, Malaysia

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