

Name: \_\_\_\_\_ Student ID \_\_\_\_\_

**Prince of Songkla University**  
**Faculty of Engineering**

**Exam: Mid Term, Semester II**  
**Date: February 19, 2010**  
**Subject: 230-468 – Technical English**  
**Communications for Engineers**

**Academic Year: 2009 – 2010**  
**Time: 9:00 –12:00 PM**  
**Room: A401**

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ทฤษฎีในการสอบโทษขั้นต่ำคือ ปรับตกในรายวิชาที่ทฤษฎี และพักการเรียน 1 ภาคการศึกษา

**Instructions: There are 2 sections to this exam: (1) an in-class Closed Book exam and (2) a Take Home section. The Closed Book section has 5 parts and students will have 3 HOURS to complete this section. For the Take Home Section, the student must turn in the Closed Book Section first before leaving the exam room and working on the Take Home Section. The Take Home Section is due on February 26, 2010. The points for each problem are not distributed evenly. Place your name and the student ID number on every page. Students are allowed to use only a pen or pencil and a calculator.**

Points Distribution (For Grader Only)		
Part	Points Value	Score
1	20	
2	20	
3	35	
4	20	
5	25	
6	30	
<b>Total</b>	<b>150</b>	

Exam prepared by  
Ram Yamsaengsung  
February 16, 2010

**PLEASE CHECK TO MAKE SURE THAT  
YOU HAVE ALL 11 PAGES OF THE EXAM BEFORE BEGINNING.  
GOOD LUCK!**

**Prince of Songkla University**  
**Faculty of Engineering**

**Exam: Mid Term, Semester II**  
**Date: December 23, 2009**  
**Subject: 230-468 – Technical English**  
**Communications for Engineers**

**Academic Year: 2009 – 2010**  
**Time: 9:00 –12:00 AM**  
**Room: A401**

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**CLOSED BOOK (3 hours)**

**Part I: Technical Presentation (20 Points)**

1. List 5 types of graphs that can be used in a Technical Report Presentation and give examples of each. **(10 points)**






**\*Hint: Think of your friend's presentation.**

2. Give 5 types of information that can be presented on a MAP. **(5 points)**

3. From your team presentation using Figures, Graphs, and Tables, give 5 examples of how your information was presented using these tools (i.e. Table of Retail LPG Prices). **(5 points)**

**Part II: Graphical Presentation (20 points)**

1. Write a summary of the following pictorial (3 sentences including the introduction and detail sentences). (10 points)

5 Day Forecast for New York from February 17 – 21, 2010				
Wednesday	Thursday	Friday	Saturday	Sunday
 2° C   -2° C	 4° C   -3° C	 4° C   -4° C	 4° C   -4° C	 3° C   -4° C
Partly Cloudy	Partly Cloudy	Partly Cloudy	Sunny	Sunny

2. Write a summary of the following table (3 sentences including the introduction and detail sentences). (10 points)

<b>English Premier League</b>					
<b>February 16, 2010</b>	<b>P</b>	<b>Pts</b>	<b>W</b>	<b>D</b>	<b>L</b>
<u>Chelsea</u>	26	58	18	4	4
<u>Manchester United</u>	26	57	18	3	5
<u>Arsenal</u>	26	52	16	4	6
<u>Manchester City</u>	25	45	12	9	4
<u>Liverpool</u>	26	44	13	5	8
<u>Tottenham Hotspur</u>	26	43	12	7	7
<u>Aston Villa</u>	25	42	11	9	5
<u>Birmingham</u>	25	37	10	7	8
<u>Everton</u>	25	35	9	8	8
<u>Fulham</u>	26	34	9	7	10

P = Games Played; Pts = Points; W = Wins, D = Draws, L = Loses

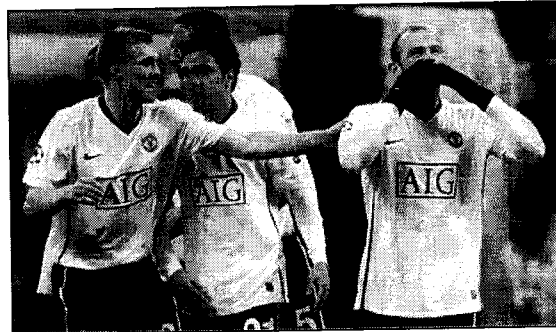
**Part III: Memo Writing (35 Points)**

1. List the 4 Step Approach to Effective Writing. **(4 points)**
2. List 3 purposes of a Memo. **(3 points)**
3. List 4 types of Memo's. **(4 points)**
4. Give 3 examples of "From Whom – To Whom" a Memo can be addressed to (sent to). **(6 points)**



8. Identify the following sections in the Memorandum (6 points)

- a. Request
- b. Introduction
- c. Cost
- d. Advantages
- e. Staff Opinion
- f. Background



**MANCHESTER UNITED  
MEMORANDUM**

To: Sir Alex Ferguson, General Manager  
 From: Wayne Rooney, Co-Team Captain  
 Date: 16 February 2010  
 Subject: Purchase of a Microwave Oven

At the monthly team meeting on Saturday, 13 February 2010, you requested information about the possible purchase of a microwave oven. I would now like to present these details.

Since the move to the new office in North Manchester, our players and staffs have difficulty in finding a nearby place to buy lunch.

Providing a microwave oven in the pantry would enable staff to bring in their own lunchboxes and reheat their food. Also, staff members are less likely to return to work late after lunch.

A survey found that staff would like to use the microwave oven.

Details of suitable models are given below:

Brand	Model	Price
Philip	M903	\$2,800
Sharpe	R-3R29	\$2,600
Sonny	6145 X	\$2,400

If this meets with your approval, we would appreciate it if you could authorize up to \$3,000 for the purchase of the microwave oven.

Wayne Rooney

Wayne Rooney

P.S. I will score 2 goals against AC Milan if you approve of the purchase.

**Part IV: Technical Innovation (20 Points)**

1. Give ONE advantage or usefulness of each of the following technical innovation presented by your classmates. **(10 Points)**

**1.1 Fission Vehicle –**

**1.2 Nokia Morph –**

**1.3 Adidas Predator/Nike Total 90 Laser II –**

**1.4 Speedo LZR Racer –**

**1.5 Audi E-Tron 2010 –**

**1.6 Invisible Car –**

**1.7 Nano- Crystal Glasses –**

**1.8 Nail Watch –**

**1.9 Fork Fan –**

**1.10 iPad -**

2. From your innovation that you presented in class, write a 2-3 sentences **CONCLUSION** to your presentation that is interesting and make the audience wanting to know more about your product. **(10 points)**



**Part V: Writing Exercises (25 Points)**

1. Write a Thank You Letter to Chevron after you have interviewed with them. **(10 points)**

2. Write a Memo to your colleagues informing them of a company trip to your choice of destination. Pick any place in Thailand or Asia.  
**(15 points)**

