

Name: _____ Student ID _____

**Prince of Songkla University
Faculty of Engineering**

**Exam: Mid Term, Semester II
Date: December 22, 2010
Subject: 230-468 – Technical English
Communications for Engineers**

**Academic Year: 2010 – 2011
Time: 9:00 –12:00 AM
Room: S203**

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 December 27, 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	10	
2	20	
3	25	
4	40	
5	25	
6	40	
Total	160	

**Exam prepared by
Ram Yamsaengsung
December 15, 2010**

**PLEASE CHECK TO MAKE SURE THAT
YOU HAVE ALL 9 PAGES OF THE EXAM BEFORE BEGINNING.
GOOD LUCK!**

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CLOSED BOOK (3 Hours)

I. Company Research (10 Points)

You are applying for a job at a major international **Petroleum Company**. List the important information that you should “research” before you go to the interview. Don’t forget to mention CSR.

II. Resume Writing (20 points)

You are applying for a job as an **actor or actress for TV 7**. Prepare a one page resume listing all the major sections of the resume and all the important information that you think your new employer is looking for. You can **use your imagination** to fill in the details. You can **make up** any information as you like, but try to adapt them from your own experiences.

III. Writing Cover Letters (25 points)

- 3.1 List the 4 Strategies that you should use to prepare a cover letter and explain briefly what it means. **(10 points)**

- 3.2 Prepare a short **cover letter** for applying to work as an **Assistant Manager of a 5 Star Hotel in Phuket**. Make sure you include all of the major sections of a cover letter. **(15 points)**

IV. Interview Preparation (40 Points)

4.1 List 5 things that you should carry into the Interview (Portfolio). **(5 Points)**

4.2 List 4 things that you should practice for the interview (i.e. how should you speak, fast or slow) **(4 Points)**

4.3 How should you dress for an interview? (both males and females) **(4 Points)**

4.4 You are applying for a job as the **Host of a Cooking Show on TV**. In the table below, fill in on the left side what the qualities the company is looking for and on the right side, the qualities that you have that make you qualify for this job. **(12 points)**

HOST OF A COOKING SHOW

Qualities Company is Looking For	Your Qualities/Skills/Activities

- 4.5 You are applying for a job as the **Manager of the Thai National Football Team** (Men's or Women's Team). In the table below, fill in on the left side what the qualities the employer is looking for and on the right side, the qualities that you have that make you qualify for this job. **(15 points)**

HOST OF THAI NATIONAL FOOTBALL TEAM

Qualities Employer is Looking For	Your Qualities/Skills/Activities

V. The Interview (25 points)

5.1 Choose from the following companies below. And select the position that you want to apply for. Answer the following interview questions. Make sure your answers fit the company and the position you are applying for.

1. **Chevron** – Assistant Manager, Process Engineer, Plant Supervisor
2. **Nestle** – Assistant Production Manager, Process Engineer, R&D Manager
3. **CP** – Production Manager, Product R&D Manager
4. **IRPC** - Assistant Manager, Process Engineer, Plant Engineer

5.1.1 Tell me about yourself. (60 seconds or no more than half a page)
(5 points)

5.1.2 What are your strengths and weaknesses? You can list 5 strengths and 3 weaknesses and give a personal experience that shows one of your strengths and one of your weaknesses. **(5 points)**

5.1.3 What special skills, knowledge, or experience makes you a good fit for our company? (5 points)

5.1.4 Why should our company hire you? (5 points)

5.1.5 Do you have any question? (5 points)

Congratulations! End of Exam! Happy New Year's 2011!!!



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TAKE HOME SECTION (Due on December 27, 2010)

VI. The Live Interview (40 Points)

6.1 Video Tape Record yourself in a live interview. Answer the following interview questions.

Choose from the following companies below. And select the position that you want to apply for. Answer the following interview questions. Make sure your answers fit the company and the position you are applying for.

1. **Chevron** – Assistant Manager, Process Engineer, Plant Supervisor
2. **Nestle** – Assistant Production Manager, Process Engineer, R&D Manager
3. **CP** – Production Manager, Product R&D Manager
4. **IRPC** - Assistant Manager, Process Engineer, Plant Engineer

- 6.1.1 Tell me about yourself. (30-60 seconds)
- 6.1.2 What are your strengths and weaknesses? You can list 5 strengths and 3 weaknesses and give a personal experience that shows one of your strengths and one of your weaknesses.
- 6.1.3 What special skills, knowledge, or experience makes you a good fit for our company?
- 6.1.4 Why should our company hire you?
- 6.1.5 Do you have any question?