**UOB / DELL**

**ENGL 219**

**FINAL EXAM PRACTICE**

1. **Report Writing**

***Write a short formal report using the information provided in the interview and graphs that follow.***

Your report must include:

1. An introduction
2. Findings and discussion / analysis
3. Conclusions and recommendations

National Cinema is facing a decline in sales. The Board of Directors is keen to know the reasons. They decided to hire you, a research consultant, to write a report with recommendations.

**FINDINGS:**

**Interview with the Manager of National Cinema:**

Interviewer: “Good morning Sir. Firstly, we would like to know how often National Cinema purchases movies in one month.”

Manager: “It depends on the kind of movie. If the response is not good, we run movies for only a week. Most English and children’s movies run for at least a month.”

Interviewer: “Why do you think ticket prices have increased?”

Manager: “It is because we have to pay more for the movies ourselves.”

Interviewer: “…and the reason for a drop in sales?”

Manager: “I think it is because of the end of term and also because the movies are available on DVD.”

Interviewer: “Do you think the situation will improve soon?”

Manager: “Of course! It will be reversed as soon as the summer holidays begin. I have suggested to the Board to have special promotions or advertise in different media to improve sales.”

Interviewer: “I am sure you have many plans for the future.”

Manager: “Yes, I have already proposed that more cinema halls be opened in the country”

Interviewer: “Thank you for your time and best of luck.”

**Questionnaire**



**Figure 1: Movie Preference Figure 2: Viewer Satisfaction**

1. **Introduction**

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1. **Findings and Discussion / Analysis**

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1. **Conclusion / Recommendations**

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**2.** **Reported Speech**

***Rewrite the sentences below in reported speech***. ***Use contractions where possible.***

1. “I won’t put it in the sales because it’s selling well”, the marketing manager said.

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2. “I’m preparing the figures, but I won’t be long”, she said.

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3. “I’ve read your report, but I don’t understand section 4”, he said.

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4. “I found out about the problem last week”, the secretary said.

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5. “Why have the sales gone down?”, the general manager asked.

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**3.** **Grammar**

***Circle the correct choice to complete each sentence.***

1. Nothing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ before next week.

**a. will being decided b. will be decided c. will decided**

1. We guarantee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the goods next week.

**a. to deliver b. delivering c. to delivering**

1. Place the appendix section \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the end of your report.

**a. in b. at c. on**

1. Final exams started \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ yesterday.

**a. by b. after c. Ø (no preposition)**

1. When the manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the office, the client \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for him.

**a. arrived/was waiting b. arrived/has waited c. has arrived/waited**

1. I’m afraid Zainab \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the office an hour ago.

**a. has left b. leaved c. left**

1. Deena asked Zainab if she \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ all the graphs in their report.
2. **had included b. was including c. included**
3. Shaima asked Yakeen if she \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ her book.
4. **can borrow b. could borrow c. would borrow**
5. A: When \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your report?

B: Yesterday.

**a. do you print b. did you printed c. did you print**

**4**. **References**

***Organize the following reference list according to the APA system.***

1. **Title**: A Short Course in Intermediate Microeconomics with Calculus

**Author (s)**: Roberto Serrano and Allan Feldman

**Publisher**: Cambridge University Press

**Published in**: Cambridge

**Year**: 2012

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1. **Title**: The Practice of Management

**Author (s)**: Peter Drucker

**Publisher**: Harper Collins

**Published in**: Toronto

**Year**: 2006

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1. **Title**: Futuring: The Exploration of the Future

**Author (s)**: Edward Cornish

**Publisher**: World Future Society

**Published in**: Bethesda, Maryland

**Year**: 2004

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1. **Title of Page**: Children’s Alliance: Child Obesity

**Title of Site**: Children’s Alliance

**Date of access**: use today’s date

**URL (Web address)**: <http://www.childrensalliance.org/childfacts/childhood-obesity.cfm>

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