

**ARIEF AZARAZ'S NOTES  
ADVANCED AVIATION ENGLISH  
(AVD30302)**

FORMAT FINAL EXAM THAT WE GOT FROM OUR LECTURER:

**SECTION I**

**30 MARKS**

***Part A (20 Marks)***

- Words And sentence transformation
- 20 questions

***Part B (10 Marks)***

- Paraphrasing
- MCQ (10 Questions)

**SECTION II (Technical Procedure Report)**

**40 MARKS**

***Part A (20 Marks)***

- Structured questions
- About report writing (VLE)

***Part B (20 Marks)***

- Technical Procedure Report
- Consist of:
  1. Introduction
  2. Preparation
  3. Procedure
  4. Conclusion

Total marks 70 marks. Percentage Distribution of Final Exam 40%

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**ALLOCATED TIME TO ANSWERS THESE QUESTIONS IS 1 HOUR 15 MINUTES**

**ARIEF AZARAZ'S GERAK GEMPUR FINAL EXAM**  
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**Answer ALL questions**

**SECTION I: TECHNICAL WRITING (20 MARKS)**

**Part A: Word & Sentence Transformation (20 Marks)**

Complete the second sentence so that it has a similar meaning to the first sentence, using the word given.

1. Why are you interested in taking up a new hobby? (**want**)  
Why **do you want to take** up a new hobby?
2. "Have you seen my gloves anywhere, Eric?" asked Mrs Noble. (**seen**)  
Mrs Noble asked Eric **whether he had seen / if he had seen** her gloves anywhere.
3. Suzanne was too excited to sleep. (**that**)  
Suzanne was **so excited that she could not** sleep.
4. Robert has not had a job for two years. **out**  
Robert has **been out of work / been out of job** for two years.
5. "I will complete the work only if you pay me 500 pounds extra," said Frank. (**not**)  
"I will **not complete the work unless** you pay me 500 pounds extra," said Frank.
6. The thief ran past you so I'm sure you saw his face. (**must**)  
The thief ran right past you so **you must have seen** his face.
7. The clients demanded to stay in a first-class hotel. (**staying**)  
The clients **insisted on staying** in a first-class hotel.
8. I don't object to the council building a new road here. (**objection**)  
I **have no objection against** the council building a new road here.
9. The author wrote her latest novel while she was staying in Majorca. (**was**)  
The author's latest novel **was written during her** stay in Majorca.
10. The newspaper offered Lynda 5,000 pounds for her story, but she refused. (**turned**)  
Lynda **turned down the offer** of 5,000 pounds from the newspaper for her story.

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11. Because it snowed heavily during the night the motorway is closed. (**due**)  
The motorway is closed **due to the fact that** that there was heavy snow the night before.
12. Did you manage to get in contact with the boss today? (**getting**)  
Did you **manage in succeed in getting** in contact with the boss today?
13. I don't care what you do. (**concerned**)  
As **far as I am concerned** you can do what you like.
14. The meal we had in the restaurant was so nice. (**such**)  
It **was such a nice** meal in the restaurant.
15. He was ordered to leave the field for arguing with the referee. (**sent**)  
The referee **sent him off the field** for arguing.
16. Do you and your brother have the same looks? (**like**)  
Does **your brother look like** you?
17. That's the garage where I left my car last week. (**repair**)  
That's where I went **to have my car repaired** last week.
18. You can't bring food into this room. (**supposed**)  
You **are not supposed to bring** food into this room.
19. What do you think Steve is doing in the garden? (**wondered**)  
She **wondered what is Steve doing** in the garden.
20. I've tried again and again but I just can't do it. (**often**)  
No **doubt that I have often** try, I still can't do it.

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21. They published this book in England. (**came**)  
This book ...**came from**... England.
22. Mr Jones needn't go if he doesn't want to. (**obliged**)  
Mr Jones ...**is not obliged to go**... if he doesn't want to.
23. They worked very little last week. (**hardly**)  
They ...**hardly worked**... at all last week.
24. Can you understand what this paper means? (**Sense**)  
Can ...**you make sense of**... this paper?
25. It wasn't necessary to meet me at the airport yesterday. (**needn't**)  
You .....**needn't have met**... me at the airport yesterday.
26. It was unkind of you to talk to her like that. (**not**)  
You ...**should not have talked**... to her like that.
27. I saw the film although I strongly dislike thrillers. (**spite**)  
I saw the film in ...**spite of my strong dislike**... of thrillers.
28. It's not possible to play tennis because of the rain. (**makes**)  
The rain .....**makes it impossible**.... to play tennis.
29. I've never tasted such good food before. (**ever**)  
It is the ...**best food I've ever**.. tasted.
30. Do your parents allow you to watch TV late at night? (**let**)  
Do your parents ...**let you watch**.... TV late at night?
31. "Did you write a note for Anna?" I asked my mother. (**she**)  
I asked my mother ...**whether/if she had written**.... a note for Anna.
32. He gave me the money first, and then he left. (**After**)  
He left .....**after he had given me/after giving me**..... the money.
33. I don't find it difficult to get up early any more. (**used**)  
I .....**am used to getting**.... up early.
34. The two boys have been waiting here since half past ten. (**for**)  
The two boys have been waiting ...**here for half**... an hour.
35. "You should start a new hobby, Ahmad", the doctor said. (**take**)  
The doctor advised ...**Ahmad to take up**... a new hobby.

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36. She doesn't have enough money to buy the shirt. **(too)**  
The shirt ... **is too expensive for her** ... to buy.
37. The Prime Minister is opening the new university tomorrow morning. **(opened)**  
The new university ... **is being opened by** ... Prime Minister tomorrow.
38. I was made responsible for foreign sales. **(charge)**  
They put ... **me in charge of** ... foreign sales.
39. I think Fattah Amin really likes Neelofa. **(keen)**  
Fattah Amin ... **is really keen on** ... Neelofa.
40. The army were treating the prisoners well. **(were)**  
The prisoners ... **were being treated well** by ... the army.
41. I walked quietly because I didn't want to wake the baby. **(so)**  
I walked quietly .... **so that they didn't** ... wake the baby.
42. I think they will arrive at 10 pm if the weather remains good. **(should)**  
They ... **should arrive at 10 pm** ... if the weather remains good.
43. "Remember to give Sheila the birthday card," Ahmad shouted at me. **(reminded)**  
Ahmad ... **reminded me to give Sheila** ... the birthday card.
44. The guarded locked the door so to prevent the prisoner from escaping. **(so)**  
The guarded locked the door ... **so that the prisoner wouldn't** ... escape.
45. You press the green button to start the machine. **(starts)**  
If you press the green .... **button, the machine starts** ....
46. Nina and Fadhilah really enjoyed themselves in Italy last summer. **(time)**  
Nina and Fadhilah really ... **had a wonderful time** ... in Italy last summer,
47. They started the restaurant in 1994. **(set)**  
The restaurant ... **was set up in** ... 1994.
48. Do you own the stereo? **(yours)**  
Is ... **that stereo yours** ...?
49. No breakfast for me, thanks. I ate half an hour ago. **(already)**  
Thanks, but I ... **have already eaten** ....
50. My advice to you is to talk to your parents **(would)**  
If ... **I were you I would** ... talk to my parents.

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**PART B: Paraphrasing (10 Marks)**

Circle the correct answer.

1. Fatma worried about passing the very difficult test.
  - a. **Receiving a passing grade on the difficult exam concerned Fatma.**
  - b. Fatma was worried about receiving good marks on the test, which was very hard.
2. Three issues are especially crucial to understanding the possible uses of the human genome.
  - a. Three things are especially crucial to understanding the possible uses of the human genome.
  - b. **Understanding potential uses of the human genome is linked to three vital issues.**
3. While most people are aware of such medical possibilities, they are less aware of the fact that genes can also uncover a great deal about humankind's history and culture.
  - a. Many persons are aware of such medical possibilities, but they are less knowledgeable about people's history and culture.
  - b. **Most people know that genes are linked to potential medical advances. However, what they do not realize is genes can also tell us about a society and its past.**
4. On June 26 Francis Collins, head of the Human Genome Project, and Craig Venter, head of Celera Genomics, announced that they had completed the reading of a "rough draft" of the human genome - the complete set of human DNA.
  - a. **On June 26 two scientists stated they had finished the initial reading of the human genome.**
  - b. It was announced by two researchers that they had read the first reading of the complete set of human DNA.
5. The fact that adult Europeans are twice as likely as Asians to tolerate lactose in milk reflects a much longer history of dairy farming in the West.
  - a. **In comparison to Europeans, adult Asians have an inability to tolerate lactose in dairy products such as milk. This is because Europeans have had dairy farms longer than Asians.**
  - b. Twice as few Asians can tolerate lactose in milk. However, the Europeans, who have a long history of dairy farming, can better tolerate the lactose.

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6. It is not **ethical** to cheat on tests.
  - a. okay
  - b. **moral**
7. He felt **uneasy**, but he didn't know why.
  - a. fearful
  - b. **anxious**
8. Eyes **pained** by dust secrete a lot of tears.
  - a. hurt
  - b. **irritated**
9. The cell was so distorted that it was extremely abnormal **looking** .
  - a. grotesque
  - b. **deranged**
10. There is a lot of **moisture** in the air.
  - a. **wetness**
  - b. humidity
11. The kidneys filter out glucose in the blood.
  - a. **Glucose in the blood is filtered out by the kidneys.**
  - b. Glucose is in the blood, and the kidneys filter it out.
12. Kidneys have a vital role in the process of filtration of the body.
  - a. **The kidneys, playing a vital role in the body, are involved in filtering.**
  - b. A vital role in the process of filtration of the body is played by the kidneys.
13. Lack of calcium can result in malformed teeth.
  - a. Misshapen teeth are caused by an insufficient intake of calcium.
  - b. **Insufficient calcium can result in malformed teeth. One effect is is misshapen teeth.**
14. Bringing home the Prisoners Of Wars (POW) is supported by the people of Kuwait.
  - a. **The people in Kuwait support that the POWs be returned.**
  - b. The Kuwait public supports the return of its POWs.
15. Anxiety is a feeling. It occurs when someone dreads something unknown.
  - a. Anxiety, which is a feeling, is felt by people who do not know why they are uneasy.
  - b. **The feeling of anxiety results when someone is uneasy but doesn't know why.**

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**SECTION II: TECHNICAL PROCEDURE REPORT (40 Marks)**

**Part A: Technical Procedure Report (20 Marks)**

**1. What is report writing?**

A report writing is written for a clear purpose and to a particular audience. Specific information and evidence are presented, analysed and applied to a particular problem or issue. The information is presented in a clearly structured format making use of sections and headings so that the information is easy to locate and follow.

**2. What is Technical Report Writing?**

A technical report writing is explaining on how to do something. In addition, it is also describing a more complex process. Thus, it contains more detail. The emphasis will be on how to do something. It is also to show an effective way to set up a procedure requiring discussion and detail. It is only straightforward steps and no simple.

**3. State three functions of writing technical procedure report.**

1. To explains on how to do something. Example: A prototype glider.
2. To describe a more complex process.
3. To show an effective way to set up a procedure requiring discussion and details.

**4. List TWO purpose of technical procedure report?**

1. To be able to perform the procedure.
2. Various steps using direct command.

**5. What should be include in report writing? List three.**

1. The purpose
2. Audience and problem or issue that report must address
3. Any specific requirements for format or structure.

**5. Good writing is a direct result of good planning. What will be the process will start off with?**

Outline.

**6. What are the elements for have a good working outline?**

1. Introduction
2. Brainstorm ideas
3. Organize ideas
4. Rank ideas
5. Copy from correct format
6. Conclusion



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**7. How to brainstorm ideas for having a good working outline?**

1. Work from a topic.
2. Consider anything that comes to mind.
3. Don't worry about organizational or repetition at this point.

**8. How to organize ideas for having a good working outline?**

1. Find major headings.
2. Group ideas.
3. Eliminate repetition
4. Throw out stray ideas.

**9. How to rank ideas for having a good working outline?**

1. Chronological order.
2. Order of importance
3. Spatial order.

**10. How to copy from correct format for having a good working outline?**

1. Roman Numerals
2. Capitals
3. Periods
4. Alignment

**11. List down three characteristics of report writing.**

1. Accuracy of facts
2. Simple Language
3. Grammatically accuracy

**12. What is accuracy of facts in report writing?**

Information contained in a report must be based on accurate fact. Since decisions are taken on the basis of report information, any inaccurate information or statistics will lead to wrong decision. It will hamper to achieve the organizational goal.

**13. What is simple language in report writing?**

This is just another essential features of a good report. A good report is written in a simple language avoiding vague and unclear words. The language of the report should not be influenced by the writer's emotion or goal. The message of a good report should be self-explanatory.

**14. What is grammatical accuracy in report writing?**

A good report is free from errors. Any faulty construction of a sentence may make its meaning different to the reader's mind. And sometimes it may become confusing or ambiguous.

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**15.** Write down three differences between general report writing and technical procedure report writing.

Answer source 1: <https://www.enotes.com/homework-help/difference-between-general-writing-technical-190689>

One form of "**technical writing**," is writing that concerns technical subjects and technical fields (professions) but is written for an audience who may not be educated in those fields. It is writing in any field of technology (from TVs, to computers, to aerospace engineering) for any audience.

Another way of explaining **technical writing** as compared to general writing however, could simply be writing at a level that is more "professional" in tone and style. While **general writing and technical writing both** adhere to the same rules of grammar, spelling, and punctuation, technical writing tends to be drier, less conversational (if at all), and as factual as possible. There isn't room for opinion in **technical writing**. Professional communication is not narrative writing, which includes more than just stories - but articles, editorials, letters, etc. These have a place in the professional world (like journalism), but do not fit the "technical writing" category.

**Technical writing** is more like reporting facts, details, statistics, etc, without room for emotion. It is often very formulaic (which ends up being very easy when mastered) and somewhat boring compared to more expressive writing.

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Answer source 2: <http://www.differencebetween.com/difference-between-technical-writing-and-vs-general-writing/>

#### **General Writing**

While writing on general subjects, the writer must place himself in the shoes of a reader to see the effect of his own writing. Writing a weak piece of prose is not that serious when compared to a piece full of errors. This is when the readers get confused and distracted. People respect high quality writing and tend to take the writer seriously when the piece is error free and the message comes out clearly.

Spelling and grammar mean a lot to a reader. He gets irritated when he sees such mistakes as he expects nothing less than perfect from a printed piece of paper. This is where spell check and editing after you have finished writing comes handy. After this of course is the content, it should be logical and sequential so that there is no reason for ambiguity and obscurity in the minds of the readers. Another important ingredient is life. The content should be lively to keep the reader interested.

#### **Technical Writing**

Technical writing is a form of writing that is more seen than any other type of writing with people not even realizing the fact. The essence of all technical writing is HOW. At a simple level, you can take the examples of a cookbook full of recipes or an instruction manual on how to operate a mobile as technical writing. A good part of technical writing is not meant for general public. This includes business writing to communicate with management, employees and other businesses and is full of jargons related to the world of business.

In a wider sense, textbooks of science subjects are also examples of technical writing. If you are a student of photography, any book containing information that is valuable to you is a form of technical writing as it contains words that common public may not understand or appreciate.

Whether intended for general audience or for specific readers, technical writing should be clear and concise. It should be helpful for the readers it is intended for. Although technical writing is certainly different from writing a story or a poem, any technical writing must have content presented in as such a manner that it has the ability to engage the reader. It should have material arranged in a manner that the reader gets the information that he is seeking and also understands the subject matter easily.

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In brief:

**General writing vs Technical writing**

- General writing and technical writing are two different styles of writing
- Though the basics remain the same (both need to engage the reader and must be free from spelling mistakes and grammatical errors), technical writing is considered a little more difficult than general writing as it needs to provide information in a clear cut manner that the reader is able to assimilate and understand.
- General writing is more about arousing the interest of the reader whereas technical writing has the sole objective of making the reader understand a topic in an interesting manner.
- Technical writing has general guidelines to follow and it has to be clear and concise. It has to be in first person and avoid passive voice.

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#### **Part B: Technical Procedure Report (Glider Project) (20 Marks)**

In technical procedures report is divided into four main sections: introduction, preparation, procedures and conclusion. Explain Briefly each section. (20 Marks)

**Below is ARIEF AZARAZ'S ANSWERS. The answer is up to you.**

#### **Introduction**

This section specifies the important facts on the glider which covers the definition of glider. These definitions are taken from various sources which will be stated in that particular section. According to National Aeronautics and Space Administration (NASA), a glider is a special kind of aircraft that has no engine. In its simplest form, a glider is an unpowered aircraft, an airplane without a motor.

It is also portrays the history and background on how the glider achieve the developments. The purpose and objective of the glider is also discussed in this introduction. The first and foremost objective is to obtain knowledge on the method to build a simple glider. Besides, the glider construction allows to strengthen the understanding on the flying principles of glider. The next aim is to test the functionality of the glider on how far it flies with the particular construction technique.

Research questions for this glider are stated in the introduction to allow a proper process is carried out and the result can be compared. As an example, 'How far the glider flies from the starting point to the ending point?'. Another example is 'How effective is the construction technique towards the glider's performances?'

There will be more info on the prototypes of glider and the design for the own glider.

#### **Preparation**

This section tells about the requirement for the construction of the glider. This is to ensure the process of making the glider will always be in order and does not halt in anyway. The materials needed to make the glider is stated including the reason for choosing those materials. There are several tools utilized during the making of glider. They are also listed down in this chapter.

Examples of materials are; Cello foam board, Needle Pin and Plasticine. Examples of tools are; Scissors, Ruler, Pencil, Penknife, Sandpaper, Measuring Tape, Hot Glue Gun And Hot Glue Sticks

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**Procedure**

The method of building the glider consist of four major steps which will be explained in detail in this section. The four major steps are; measuring, cutting, sanding and joining and pasting. They are further divided into many sub processes to ensure the work done is in order. They are needed to be well prepared and no steps should be skipped since these actions can cause interruptions in the constructions process. This section highlights the important tools that need to be used at the right locations so that the result obtained is near to perfect.

The measurement process must be carried out on the foam board for the fuselage, wings, horizontal stabilizers and vertical stabilizers. The accuracy of the measurement had been taken into high consideration for better performance of the glider.

These parts had been cut according to the measured value using a penknife. The cutting process had been done with high precession to avoid misalignment of the glider during joining process

The sanding process had been carried out on all the parts stated above. This process had been continued until an aerodynamic shape is formed.

The wing, horizontal stabilizer and vertical stabilizer had been joined with the fuselage. Place the plasticine on the aircraft for the stability of glider.

**CONCLUSION**

This section covers the summary, the importance of procedures and results including the answers for the research questions. The results of the pre-flight check is considered and taken into account before the real flight is done. As an example, the joining and positioning was not good at first as the glider was just unstable enough to accelerate. Then, the final adjustment was made. On the other hand, the results of the flight are noted and final summarization is made on the parts that are need to be improved for future construction of the glider.

“SEMOGA KITA SEMUA BERJAYA DI DUNIA DAN DI AKHIRAT,  
AMIN INSHAALLAH”

SEMOGA BERJAYA PADA  
9 JUN 2017

**SEGALA KEKURANGAN DI DALAM NOTA INI AMATLAH DIKESALI.**