

**English 206
Final Exam
Fall 2005- 2006**

Name: _____

Section: _____

Instructor: _____

Time Allowed: 2 ^{1/2} Hours

1. You are an engineer at Savannah River National Laboratory working on the implementation of robotics in the military. Take the initiative and write an **unsolicited proposal** to the Chief Engineer, Andrea Smith, recommending the use of Saphion batteries (instead of the currently used older lead-acid type batteries) to power a fleet of military vehicles, Andros Mark V-A1.

Use the relevant ideas in passages A, B, and C to write your report. Use your discretion to supplement this information with needed details from your general knowledge. Pay attention to format, content, organization, and language.

Write your report in the memo format on pages 2 and on. (Use the rest of this page and the back of the sheets for drafting if needed. You will **not** be given extra sheets of paper for drafts.) **(50 pts.)**

[illegible]

[illegible]

[illegible]

[illegible]

2. This is a form letter sent as a cover letter for a questionnaire. Note that form letters do not usually have specific addresses and use a general form of address like the one used here (i.e. Dear Fellow Students). However, in this first draft many aspects of the format, content, organization, and language need revision.

October 22, 2005

Dear Fellow Students:

I am Spencer Reid. I am taking the initiative to find solutions to the crazy parking problem all students have. Thus, this is a modest attempt on my part to explore solutions to the parking problem on our great campus. Would you be willing to take a few insignificant minutes of your precious time to answer the enclosed questionnaire? This valuable questionnaire as you will soon find out is about alternative solutions to the parking problem on campus. In other words, more specifically the questionnaire investigates different options that could be implemented as solutions to the parking problem. You will also discover that the questionnaire asks you to respond to questions about car pooling and other possible solutions to the problem of finding a parking place on campus. If you would like to suggest any alternative solution yourself, please do so as soon as possible to include it in the questionnaire.

Well, maybe I should have started first by explaining the problem, which I am sure you are all aware of. Finding a parking place on campus has become an increasingly vexing problem. Many of the poor students arrive on campus hours before their classes to ensure they will find a place to park. Lines of waiting cars queue up in parking lots with each student offering to take a departing student to his car so that he can have his parking lot.

The report of my survey will be sent to the Department of Physical Facilities with wonderful recommendations on how to resolve this tedious problem. To receive the results of this survey, the separate form attached to the enclosed questionnaire should be filled in, and the collected data will be mailed to you. Your answer will remain confidential.

Your response will provide valuable information about solving this serious problem. Your response is expected by November. Your completed questionnaire should be mailed in the enclosed return envelope no later than the specified date. Late responses will not be taken into account.

Gratefully yours,
Spenser Reid
Spenser Reid

CC: Department of Physical Facilities

2.1. Before rewriting the letter, analyze the situation by answering the following briefly. Note that there are many points of strength and weakness in this draft. Mention two strengths and two weaknesses. (5 pts.)

Strengths

1. _____

2. _____

Weaknesses

1. _____

2. _____

2.2.

paragraph three. Based on your understanding of the context, what kind of report do you expect it to be and what basic parts (i.e. conventional elements or main headings) should it have? (5 pts.)

2.3. Edit and rewrite this letter on page 9 to make it clear, correct, consistent, courteous, concise, etc. Make sure to analyze the situation and to consider your audience well; use the appropriate approach, style and tone, including all necessary details.

(Use the rest of this page and the back of the sheets for drafting if needed. You will **not** be given extra sheets of paper for drafts.) **(40 pts.)**

[illegible]

[illegible]