

ACADEMIC YEAR 2023 – 2024

Program	Year	Semester	Paper
ME	3	1	MAIN 1

MODULE NAME:	TECHNICAL WRITING
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MODULE CODE:	MENG-IV	EXAM DATE:	02/01/2024
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TEACHER'S NAME:	MARTIN	DURATION:	2 hrs.
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Questions to be answered on:	Allowed requirements	Number of pages
Space provided on the question paper	Pen	9

Points of Attention:

- For each question, the maximum earned points are mentioned between brackets at the end of each question.
- Write very clearly! Answers that are not readable are not marked and don't get points!
- Make sure your answers are written to the point.
- All answers should be written **in English**.
- Write all the answers **in blue or black pen only**.
- When finished, submit the question paper together with the answer scripts and the signed cover page to the invigilator.
- Any cheating/copying may result in an instant failing of the examination.

FINAL MARKS

STUDENT NAME:	
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STUDENT ID:	
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	45
	10

Number of answer scripts:

Invigilator:

Student's signature:

Time of receipt:

READING

[10 Marks]

Read the text and answer the questions that follow.

Safety on board a ship is a fundamental right which SOLAS protects. Ensuring human rights on board ships is a paramount concern in the maritime industry. Seafarers' rights, who often spend months at sea, must be protected. However, a multitude of challenges persist in achieving this goal.

Human rights are fundamental, encompassing personal freedom, fair treatment, and decent working conditions. Despite international efforts, such as the Maritime Labour Convention (MLC), issues still plague the industry. Let's delve into the problems related to human rights on board ships.

1. **Working Hours and Rest:** The MLC mandates minimum rest hours for seafarers. However, in reality, many still endure exhausting work hours. The pressure to meet schedules and commercial demands can lead to overwork, affecting physical and mental health.
2. **Accommodation:** Substandard living conditions can be a severe infringement of human rights. Cramped cabins, inadequate ventilation, and limited personal space are common issues faced by seafarers.
3. **Crew Changes:** Delays in crew changes due to visa issues or crew members being held hostage by pirates can result in extended contracts. Seafarers are often forced to work beyond their agreed terms, impacting their rights to rest and leisure.
4. **Wages and Payment Delays:** Some ship owners fail to pay their crew members on time or provide lower wages than agreed upon. Seafarers have the right to receive fair compensation for their work.
5. **Safety and Health:** Inadequate safety measures and lack of proper medical care can jeopardise the health and well-being of seafarers. Many are not provided with necessary safety equipment or proper medical facilities.
6. **Discrimination and Harassment:** Human rights violations can extend to discrimination and harassment. Some seafarers may be subject to racism, bullying, or unfair treatment by their colleagues or superiors.
7. **Abandonment:** In rare but distressing cases, shipowners abandon their vessels, leaving the crew stranded without pay, adequate food, or essential provisions.
8. **Lack of Communication:** Staying in touch with loved ones is a basic human right. However, limited access to communication facilities can result in isolation for seafarers, negatively impacting their mental health.
9. **Social Welfare:** Some seafarers may not receive access to social welfare benefits or be adequately covered by insurance, leaving them vulnerable in emergencies.
10. **Legal Redress:** Obtaining justice for human rights violations can be challenging. Seafarers may fear retaliation if they report abuses or lack access to legal support.

In conclusion, the maritime industry has significantly addressed human rights issues on board ships, but challenges persist. The responsibility lies with ship owners, governments, and international organisations to work together in enforcing and upholding human rights at sea (OpenAI, 2023).

Question 1. Choose which of the following statements are True / False or Not Given.

- Write T if the statement agrees with the information in the text, F if the statement contradicts the information or NG if there is no information in the text. (5 marks)

1. Seafarers working long hours is in line with the MLC regulations. _____
2. Substandard accommodation is a common problem for seafarers. _____
3. Crew changes often lead to extended contracts due to piracy issues. _____
4. Delayed payment of wages is a violation of seafarers' rights. _____
5. Cross-cultural misunderstandings are rare occurrences in the maritime industry. _____

Question 2. Circle the correct answer

(5 marks)

1. What international convention requires minimum rest hours for seafarers?
 - a) SOLAS
 - b) ISM Code
 - c) MLC
 - d) IMDG Code
2. In the context of the text, what does "abandonment" refer to?
 - a) crew members leaving the ship without notice
 - b) shipowners leaving the ship without notice
 - c) crew members deserting their duties on the ship
 - d) shipowners failing to provide for the crew's needs and leaving the ship
3. What is a common consequence of inadequate safety measures on ships?
 - a) increased efficiency
 - b) improved morale
 - c) jeopardized health
 - d) higher wages
4. What may some seafarers fear when reporting human rights abuses?
 - a) promotion
 - b) legal support
 - c) retaliation
 - d) salary increase

5. According to the text, why is a lack of communication facilities a concern for seafarers?
- a) It hinders their ability to perform their job duties.
 - b) It negatively affects their physical health.
 - c) It can lead to isolation and harm their mental health.
 - d) It helps them focus better on their tasks.

VOCABULARY

[20 Marks]

Question 1. Refer to the text and answer the following questions.

(5 marks)

1. What does "infringement" mean in the context of the text?
 - a) an agreement
 - b) a violation or breach
 - c) a reward
 - d) a celebration
2. What is the meaning of "retaliation" as used in the text?
 - a) A form of celebration
 - b) A response involving harm or punishment
 - c) A reward for good behaviour
 - d) An agreement between parties
3. In the text, "seafarers" is a term used to refer to _____.
 - a) shipowners
 - b) pirates
 - c) crew members working on ships
 - d) legal professionals
4. Discrimination" in the context of the text means _____.
 - a) fair and equal treatment
 - b) unjust or prejudicial treatment
 - c) rewarding hard work
 - d) collective agreement
5. What is the synonym for "delve", as used in the text?
 - a) surface
 - b) dive
 - c) explore or investigate deeply
 - d) rest

Question 2. Write the correct word in the gap to complete the dialogue. There are TWO EXTRA words. (6 marks)

liberty	authoritative	compliance	entitled
treaty	freedom	universal	privileges

Person A:
Have you ever
read the
1. _____
declaration of
Human Rights?

Person B: Yes, I
have. It's a powerful
document that lays out
the 2. _____
of human rights.

Person A: Absolutely,
it's an 3. _____
statement on the
freedoms and
entitlements every
person should have.

Person B: I
couldn't agree
more. It emphasises
the importance of
4. _____ and
freedom.

Person A: And it's not
just a 5. _____;
it's a declaration that
promotes compliance
with these universal
values.

Person B: That's
right, and it
underscores that
human rights are
not privileges but
something to
which everyone is
6. _____

Question 3. Write the correct word in the gap to complete the text.

(9 marks)

territorial / commence / rigged / inbound / disembark / accident / slip / outbound /embark

Every ship approaching a new 1. _____ area must ensure a local pilot is on board before they 2. _____ their journey. The process of pilot embarkation is a crucial step in ensuring safe navigation.

The pilot's ladder is carefully 3. _____ and secured to the ship's side to allow the pilot to 4. _____ on the vessel. It is essential that the ladder is not too steep so that the pilot does not 5. _____, as this could lead to a serious 6. _____ while boarding.

As the vessel arrives 7. _____ the harbour, the pilot boards, and once the required formalities are complete, the ship can 8. _____ its journey into port. At the end of the voyage, the pilot will 9. _____ the ship and the crew can resume their regular duties (OpenAI, 2023b).

WRITING

[15 Marks]

Question 1. Read the scenario and then write an appropriate response in an email.

You are a Third Engineer aboard the container ship "Ocean Voyager," currently on a transoceanic voyage from Singapore to Los Angeles. During your routine engine check, you discover a significant issue with the vessel's main engine. The cylinder liner and a piston ring are malfunctioning, causing a drop in engine performance and increased fuel consumption. These parts are critical for the vessel's operation, and their replacement is essential. You're aware that the next scheduled port of call is Tokyo, Japan, where you might have an opportunity to obtain the necessary spare parts. You've realised the situation's urgency and need to inform your organisation and request that the spare parts be available in Tokyo to facilitate the repair.

In your email:

- You should detail the problem.
- Specify the parts needed. Maintain an objective and professional tone.
- Explain why replacement is vital.
- Describe how you detected the issue during routine maintenance.
- Use the correct email conventions such as To: / From: / Subject:
- Word Limit: 150 – 200 words

Rubric

Criteria	5 Points	4 Points	3 Points	2 Points	1 Point
Task Achievement & Organisation	The email effectively addresses all aspects of the task.	The email addresses most requirements but may lack clarity or specificity in some areas.	The email partially addresses the task but is lacking in some key respects.	The email briefly touches on the task's requirements and lacks clarity or organisation.	The email does not effectively address the task's requirements.
Grammar and Spelling	The email demonstrates excellent command of grammar and spelling throughout.	The email contains a few minor grammatical or spelling errors that do not impede understanding.	The email has several noticeable grammatical and spelling errors but remains comprehensible.	The email contains frequent and significant grammatical and spelling errors that hinder comprehension.	The email is riddled with severe grammatical and spelling errors, making it difficult to understand.
Tone and Formality	The email maintains a consistently professional and objective tone, adhering to appropriate formal language for this context.	The email maintains professionalism and objectivity but occasionally lapses in tone or formality.	The email sometimes lacks professionalism or objectivity, with notable lapses in tone and formality.	The email often lacks professionalism and objectivity, with significant lapses in tone and formality.	The email is consistently unprofessional, lacks objectivity, or fails to adhere to formal language, making it inappropriate for the context.

(OpenAI, 2023a).

References:

OpenAI. (2023). ChatGPT. [online] Available at: <https://chat.openai.com/c/9612785b-f03c-409f-8bbf-34fe91ca1eb9> [Accessed 29 Oct. 2023].

OpenAI. (2023a). ChatGPT. [online] Available at: <https://chat.openai.com/c/9612785b-f03c-409f-8bbf-34fe91ca1eb9> [Accessed 2 Nov. 2023].

OpenAI. (2023b). ChatGPT. [online] Available at: <https://chat.openai.com/c/9612785b-f03c-409f-8bbf-34fe91ca1eb9> [Accessed 9 Nov. 2023].

MLO & Bloom's Level of Complexity

Q #	MLO Addressed	Complexity Level	Mark	Remark
Reading Section				
1.	2, 3, 4 & 6	Understanding	5	
2.	2, 3, 4 & 6	Application	5	
Vocabulary Section				
1.	2, 3 & 6	Understanding	5	
2.	2, 3 & 6	Application	6	
3.	2, 3 & 6	Understanding	9	
Writing Section				
1.	1, 2, 5 & 6	Application and creating	15	