

(VY04)

THE SYLLABUS OF THE MICSS UNIFIED EXAMINATION
(TECHNICAL SUBJECT)
INDUSTRIAL ENGLISH PAPER
(2026)

Objective: The English Language examination is to test the students' competence in processing the type of technical information found in manuals and textbooks, and in conveying technical information.

Standard : The questions set should have some relevance to the technical field. The standard of the questions should be slightly lower than that of the SPM English but higher than that of the PMR English.

This subject comprises two papers:

Paper 1: Subject Questions (40%) Time allocated: 1 hour 40 minutes

- Section A: Composition (20%);
- Section B: Letter Writing (10%);
- Section C: Cloze Test (10%).

Paper 2: Multiple-choice Questions (60%) Time allocated: 1 hour 10 minutes

- Section A: Comprehension (30%);
- Section B: Structure and Usage (30%).

Paper 1

Subject Questions (40%)

Section A: Composition (20%)

- 5 topics will be set
- Students are required to write a composition of between 200 and 250 words in length.
- Students should be able to write reports, descriptions and explanations of processes procedures, etc.

Section B: Letter Writing (10%)

- 2 topics will be set.
- Students are required to write a formal/informal letter of between 120 and 150 words in length.
- The format of the letter should be based on the one provided by the Unified Examination Department.

Section C: Cloze Test (10%)

- A short passage containing 10 blanks will be provided. Students are required to fill each blank with only one word.

Paper 2

Multiple-choice Question (60%)

Section A: Comprehension (30%)

- Multiple choice.
- 1 extract of moderate difficulty
- The content should be related as far as possible to the students' field of studies.

Section B: Structure and Usage (30%)

- Multiple choice.
 - (1) Present, past, future tenses, present continuous, past continuous, present perfect, past perfect, future perfect, etc.
 - (2) Comparison of adverbs and adjectives
 - (3) Agreement of verb with subject
 - (4) Relative, reflexive & possessive pronouns
 - (5) Direct speech and indirect speech/reported speech
 - (6) Active and passive voice
 - (7) Countable and uncountable nouns
 - (8) Conjunctions
 - (9) Articles
 - (10) Infinitives
 - (11) Determiners
 - (12) Gerunds/Participles
 - (13) Vocabulary
 - (14) Sentences containing Nouns, Adjectives, Adverbs, Phrases/Clauses, Negative Forms, Question Form, Question Tags.
 - (15) Conditional tenses: Likely, Unlikely & Impossible events.

APPENDIX: OFFICIAL LETTER

1. Introduction

- (a) This format for an official letter is prepared for the purpose of the examination.
- (b) **Teachers are advised to follow this new format.** They, however, are encouraged, for the purpose of teaching, to expose pupils to other types of format other than the one given below.
- (c) Appendix A is a model of an official letter using this new format.
- (d) No indentation is needed for all official letters.

2. Important points in the format of an official letter

(a) Address of sender

- Should be written from the margin at the top left corner.

(b) Long horizontal line

- A horizontal line should be drawn below the address of the sender. Leave one line above and below the horizontal line.

(c) Name and address of recipient

- Should be written below the horizontal line from the margin on the left.
- The last line of the address of the recipient should be underlined. Leave one line before you write the salutation.

(d) Date

- Should be written on the right (i.e. below the horizontal line) and on the same line as the last line of the recipient's address.

(e) Salutation

- Common salutations used are 'Dear Sir', 'Dear Miss Tan', 'Dear Madam', etc.
- The salutation should be written on the left side, and one line below the recipient's address and in line with the addresses of the sender and recipient.

(f) Heading / Reference

- Should be written in line with the names and addresses of the sender and the recipient, and the salutation.
- Should be written one line below the salutation.
- Should be underlined.
- Do not punctuate it with a full stop at the end.
- Capitalize the first letter of every word used.
- Leave one line before starting the first paragraph.

(g) Paragraphing (contents written from left to right)

- The first paragraph (introduction) and last paragraph (conclusion) should not be numbered and should start from the margin and below the heading.
- The second and following paragraphs should be numbered and such numbering should be in line with the heading and salutation from the margin. A full stop should be put after each number. Indent slightly from each number before writing the first sentence.
- The gap between each paragraph should be only a line or two away from each other.

(h) Sub-division of paragraphs

- Should be indicated with small Roman letters in alphabetical order thus: (a), (b), (c), (d)...

(i) Signature of sender

- The complimentary close should be written two or three lines below the last paragraph and in line with the numbering above.
- The first letter of the complimentary close should be capitalized and punctuated with a comma, e.g. “Yours truly,” .
- Sign below the complimentary close.
- The sender's name should be written in block letters and enclosed in brackets.
- The sender's job title should be stated below his or her name if the need should arise.

(j) Telephone number

This is not required for the examination, but for the sake of information, could be written on the top right above the horizontal line and on the same line as the last line of the sender's address.

(k) Reference number

- (1) Recipient's reference
- (2) Sender's reference

Both reference numbers are not required for the examination but for information. They may be written on the right below the horizontal line and above the date.

Appendix A

(a) Address of sender	18, Jalan Cheras Indah, Taman Cheras Indah, Cheras, 56100 Kuala Lumpur.	Tel: 03—26989291	(a) Telephone number
(b) Long horizontal line	<hr/>		
(c) Name and address of recipient	Principal, Poi Chen Independent High School, Jalan Besar, 43000 Kajang, Selangor.	27 SEPTEMBER 2020	(k) Reference number (d) Date
(e) Salutation	Dear Sir,		
(f) Heading/Reference	<u>Application For The Post Of Temporary English Teacher</u>		
(g) Paragraphing (Content)	I wish to apply for the post of temporary English teacher as advertised in the “Malay Mail” dated 13 September 2018. 2. I am a Chinese male, nineteen years of age. Having just sat for my SPM Examination and Senior Middle Unified Examination, I am waiting for my results. 3. For the time being, I am helping my parents to look after our family business. 4. In school I was the chairman of the Senior English Language Society. In addition, I was a member of my school Senior English Debating Society. 5. I hereby enclose a certified copy of my forecast results, school leaving certificate as well as a copy of testimonial. 6. I look forward to hearing from you. Thank you.		
(i) signature of sender Name of sender (in block letters)	Yours faithfully, <i>Wong Ah Seng</i> (WONG AH SENG)		

(120 words)

UNOFFICIAL/FRIENDLY LETTER

1. Introduction

- (a) The old format of an unofficial letter is still maintained without any changes.
- (b) **For examination purposes, teachers are advised to follow the existing format.**
- (c) Appendix B is a model of an unofficial letter.

2. Important points in the format of an unofficial letter

(a) Address of sender

—— Should be written at the top right corner.

(b) Date

—— Should be written one line below the address of the sender.

(c) Salutation

—— Should be written on the left, a line or two below the date.

(d) Paragraphing

—— The first sentence of each paragraph must be slightly indented.

—— Begin the first paragraph a line or two below the salutation.

(e) Signature

—— The complimentary close should be written two or three lines below the last paragraph and on the right.

—— The first letter of the complimentary close should be capitalized and punctuated with a comma, e.g. “Yours sincerely,” .

—— Sign below the complimentary close.

Appendix B

	24, Jalan Abdullah, Taman Bintang, 31400 Ipoh.	(a) Address of sender
	14 April 2020	(b) Date
(c) Salutation	Dear Kim Ying,	
(d) Paragraphing (Content)	<p>Hi, how are you doing? Since we last met at Ipoh I have not heard from you. I miss you very much indeed.</p> <p>It's holiday now, what are you doing presently? Are you revising your school work or preparing for your Junior Middle Unified Examination at the end of the year?</p> <p>I'm rather weak in Additional Mathematics. I hope to see you soon to get some advice from you.</p> <p>By the way, are you free next weekend? We have a good harvest of mangoes in our house. I could bring you some next weekend if you are free.</p> <p>That's all for now. I hope to hear from you soon. My best wishes to you and all your family members.</p>	
	Yours sincerely, <i>Lee On Ban</i>	(e) signature of sender
	(120 words)	