



Higher National Diploma in Information Technology

First Year First Semester Examination – 2023

HNDIT1062– Communication Skills

Instructions for Candidates:

No. of questions : 05

Answer four (04) questions only.

Question 01 is compulsory.

No. of pages : 05

All questions carry equal marks

Time : 2 hours

Question 01

Write an essay using **200** words on **one** of the following topics.

- Is modern society capable of functioning without social media?
- Causes of Environmental Pollution.
- Effective strategies for preventing suicide among young people in Sri Lanka

(Total 25 Marks)

Question 02

(I) Complete the sentences by filling in the blanks with the correct form of the verbs within brackets.

1. She ...leaves..... (leave) for Canada tomorrow.
2. He is a clerk. Heworks..... (work) in a firm.
3. We ...watched..... (watch) an interesting film yesterday.
4. We ...will expect.... (expect) some friends for dinner tonight.
5. He(work) in a company for the last five years.
6. The servant (sweep) the room daily.
7. He buys and (sell) cars.
8. He(visit) his aunt once a month.
9. By the end of this year, we(finish) our syllabus.
10. He(buy) a TV set next week.

(1x10=10 Marks)

(II) Transform the following sentences into passive voice.

1. They were interviewing her for the job.
2. Tom is writing the letter.

3. Everyone understands English.
4. The employees brought up this issue.
5. The fire has destroyed the house.
6. She will reject the offer.
7. Somebody has stolen his car.
8. Anna has seen the Queen.
9. The government will introduce new measures.
10. The police have arrested the burglar.

measures

(1.5x10=15 Marks)
(Total 25 Marks)

Question 03

- (I) Fill in the blanks using the given modal verbs

~~4~~ (can, could, may, might, must, should, shouldn't, will, would)
~~10~~

1. You _____ speak to the teacher if you have any questions.
2. She _____ have left her phone at home, but I'm not sure.
3. We _____ wear a helmet while riding a bike for safety.
4. I _____ help you with your homework if you want.
5. The students _____ submit their assignments by next Friday.
6. He _____ be at the office right now; I saw him leave earlier.
7. You _____ eat so much junk food; it's not good for your health.
8. _____ you like some coffee?
9. They _____ arrive by 6 p.m., but it depends on traffic.
10. I _____ visit my grandmother tomorrow if I finish my work.

(1x10=10 Marks)

- (II) Complete the following sentences with the most appropriate clauses given in the table.

1. after I rest for a little bit	10	6. before I realized who he was really.	4
2. when I get home back.	7	7. after they had finished their work.	4
3. while the leader was speaking.	2	8. before I had said anything.	9
4. before he attends lectures.	6	9. while he was playing football.	5
5. while you are away from Japan.	9	10. when they have summer break.	✓

1. The family will go on vacation
2. The people were listening
3. She became angry
4. They went home

5. He injured his foot.....
6. He prepares his lessons
7. I will wash the dishes
8. I worked with him
9. I will take over your duties
10. I will be fine

(1.5x10=15 Marks)
(Total 25 Marks)

Question 04

- (I) As the president of the HNDIT circle, you have planned to organize the Annual Talent Show at the end of this semester with the participation of all the students in your ATI. Write a letter requesting permission to the Director of the ATI notifying the purpose, venue, time, guests and events.
- (15 Marks)
- (II) Imagine that you are the Manager of XYZ company. You have planned to hold the Annual General Meeting at the end of this year. Write an email to the Heads of the Departments in your company in order to make them aware of the meeting in advance. In your email, you should include date, time, venue and purpose of the meeting.
- (Total 25 Marks)**

Question 05

Read the following passage and answer the questions given below.

The Coliseum is an ancient stadium in the center of Rome. It is the largest of its kind. It is very old. They started building it in the year 70. It took ten years to build. It is still around today.

The Coliseum has been used in many ways. In ancient Rome, men fought each other in it. They fought against lions, tigers, and bears. Oh my! It was dreadful. But most of the people loved it. As many as 80,000 Romans would pack inside to watch. These gruesome events went on until 523.

The Coliseum has been damaged many times over the years. It was struck by lightning in the year 217. This started a fire. Much of the Coliseum is made of stone. But the fire damaged the upper levels. They were made of wood. This damage took many years to repair. It was not finished until the year 240.

The worst damage happened in 1349. A mighty earthquake shook Rome and the Coliseum. The south side of the building collapsed. Pieces of the arena were all over the ground. Many

people took the fallen stones. Others took stones from the seating areas. They used them to repair houses and churches.

The Romans of those days were not connected to the Coliseum. It had last been used as a castle. Before that it was a graveyard. It has been hundreds of years since the games. The damage to the Coliseum was never repaired. It's a good thing the outer wall of it still stands strong.

Today the Coliseum is one of Rome's most popular attractions. People from all over the world come to Italy to see it. The Pope leads a big march around it every Good Friday. It is a symbol that many know. It has even appeared on the back of a coin. I guess that makes it a symbol that many people want too.

1. Which happened first?

- a. An earthquake damaged the Coliseum.
- b. The Coliseum was struck by lightning.
- c. The Coliseum appeared on the back of a coin.
- d. The Coliseum was used as a castle.

2. When did the Romans finish building the Coliseum?

- a. The year 70
- b. The year 523
- c. The year 80
- d. The year 240

3. What caused the fire that damaged the upper levels of the Coliseum?

- a. A bolt of lightning
- b. Rowdy people who came to watch the events
- c. An attacking army
- d. An angry mob

4. For which purpose was the Coliseum **not** used?

- a. People fought other people in it.
- b. It was a private castle.
- c. People fought animals in it.
- d. It was a meeting place for the government.

5. Which caused the most damage to the Coliseum?

- a. Fires
- b. Earthquakes
- c. Wars
- d. Hurricanes

6. What did the people do with the stones that they took from the Coliseum?

- a. They repaired buildings.
- b. They sold them.
- c. They used them as weapons.
- d. They used them as tombstones.

7. Which best defines the word *gruesome* as it is used in the second paragraph?

- a. Exciting
- b. Funny
- c. Horrifying
- d. Boring

8. Which best describes the main idea in the last paragraph?

- a. This is about all the things the Coliseum has been used for throughout history.
- b. This is about how the Coliseum is a popular place to visit today.
- c. This is about how the Coliseum is a symbol that many people know.
- d. This is about how the Coliseum is used today.

9. Which was **not** a way in which the Coliseum was damaged over the years?

- a. Earthquake
- b. Tornado
- c. Lightning
- d. Fire

10. Which statement would the author most likely **agree** with?

- a. The Coliseum should be replaced with a building that is not damaged.
- b. The Coliseum has its place in history but it is not useful today.
- c. The Coliseum should be used for fighting once again.
- d. The Coliseum is very old and has been used for many purposes.

(2x10=20 Marks)

11. Construct meaningful sentences using the words given. (Do not copy from the passage.)

1. stadium
2. event
3. wood
4. earthquake
5. popular

(1x5=5 Marks)
(Total 25 Marks)