



## Higher National Diploma in Information Technology

First Year, First Semester Examination – 2021

IT 1062 – Communication Skills

Instructions for Candidates:

Answer four (04) questions only.

All questions carry equal marks

No. of questions : 05

No. of pages : 05

Time : 2 hours

### Question No. 01 (compulsory)

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

- Tremendous benefits of computers to mankind and their negative impact on children
- Effect of advertisements of fast food and toys on children
- Government education versus private education

**(Total 25 Marks)**

### Question No. 02

- (i) Use the correct form of the verb given within brackets to make a meaningful sentence.

**(1 x 10 = 10 marks)**

- a) Mr. Perera usually ..... reading .....(read) the 'Daily News' every morning.
- b) Ravi ..... waiting .....(wait) for me when I arrived at the bus-stand.
- c) We couldn't afford to keep our car, so we ..... sold .....(sell) it.
- d) I'm tired. I ..... going .....(go) to bed. Good night!
- e) Nimali can't walk and her leg is in plaster. She ..... broken .....(break) her leg.
- f) My younger sister ..... learned .....(learn) English for two years.
- g) When I came to the lecture hall, the lecturer ..... started .....(start) the new lesson.
- h) We usually ..... grows .....(grow) vegetables in our home garden.
- i) Please be quiet! My baby ..... sleeping .....(sleep)
- j) 'Where is Kawaya?' 'She ..... went .....(go) to canteen in the tea break.'

(ii) Convert the following active voice sentences into passive voice.

( $1.5 \times 10 = 15$  marks)

- a) They will complete the building next year.
- b) People all over the world admire his paintings.
- c) Someone has stolen my pen.
- d) He had posted the letter immediately.
- e) The director is signing the official documents.
- f) They forbid smoking here.
- g) They are calling me for the interview.
- h) The police have arrested the thief.
- i) Somebody has found the missing boy.
- j) They passed the bill in the parliament yesterday.

(Total 25 Marks)

### Question No. 03

(i) Fill in the blanks with 'can/can't/could/couldn't/ may or might'

( $1 \times 10 = 10$  marks)

- a) I'm afraid. I ..... can't ..... come to your party next week.
- b) If you're very hungry we ..... can ..... have dinner now.
- c) 'Where's Nazmina?' 'I'm not sure. She ..... couldn't ..... have gone home.'
- d) 'Dear sir, ..... may ..... you grant us permission to leave from the lecture early today?
- e) Oh dear! I ..... could ..... come to see your performance yesterday. I was really busy with office work.
- f) The sky is blue. However, it ..... might ..... rain in the evening.
- g) My brother is very clever at music. He ..... can ..... play any musical instrument.
- h) 'Madam, ..... can I ..... I ask you a question?' Dilini asked her lecturer very politely.
- i) I am relaxed now. I ..... can ..... complete the task within three hours.

(ii) Complete the sentences by choosing the most suitable clauses from the box.

(1.5 x 10 = 15 marks)

- |                                   |   |
|-----------------------------------|---|
| (1) while they were asleep        | ✓(6) while she was walking along the road     |
| ✓(2) when they heard the news     | ✓(7) when you deal with strangers             |
| ✓(3) before they crossed the road | ✓(8) before he writes the cheque.             |
| ✓(4) after they got married       | (9) after he had his tonsils removed          |
| ✓(5) when I was a student         | ✓(10) while he was being bitten by mosquitoes |

- (a) They looked both ways ..... 3..... 3.....
- (b) My father always checks his bank balance ..... 8..... 8.....
- (c) They were very surprised ..... 2..... 2.....
- (d) Yugani accidentally happened to see a purse lying on the road. 6.....
- (e) You must be careful ..... 7..... 7.....
- (f) He was very healthy ..... 9..... 9.....
- (g) They went to live in New Zealand ..... 4..... 4.....
- (h) The child was crying ..... 10..... 10.....
- (i) Thieves had broken into their house ..... 9..... 1.....
- (j) I used to go to burn midnight oil.... 5..... 5.....

**Question No. 04**

- (i) Imagine that the department of Information Technology of your ATI has organized a volleyball match to be held in your ATI premises. You hope to invite all the other ATI students of the same department only. Write a letter to the Director of your ATI informing your purpose and asking for permission to hold the volleyball match in your ATI premises.

(15 marks)

- (ii) Imagine that the director of your ATI has permitted you to hold the above volleyball match in your ATI premises. Now, write an email to be sent to all the batch representatives of department of Information Technology of all the ATIs informing about the volleyball match and inviting them to participate in it. In your email you **must include** the following information.

Date, time, venue, and purpose

(10 marks)

**(Total 25 Marks)**

### **Question No. 05**

#### **1. Read this passage and answer the questions below.**

Water scarcity is a major threat in many parts of the world including India. The world over, two billion people are dying because of it. The situation would worsen in the future with increased demand for fresh water. The earth is 70 per cent water, as are our bodies. We can last for about two three weeks without food, but we would be dead within three days without water. What we do to our water we do to ourselves.

Humans are increasingly putting this essential resource in serious danger. We poison our ground and surface water. We burn fossil fuels that cause acid rain and global warming. We dam our rivers, interrupting the water flow and destroying delicate ecosystem downstream. We clear vegetation and pave massive land areas, decreasing the groundwater level and increasing flood and soil erosion. On top of all this, those with access to the most water are wasting vast amount of it.

In September 2020, the United Nations adopted a Millennium Declaration setting out targets to be reached in the coming years. One target is to reduce by half, “the proportion of people who are unable to reach or afford safe drinking water” by 2025.

The Millennium Declaration also aims, “to stop the unsustainable exploitation of water resource by developing water management strategies at the regional, national and local levels, which promote both equitable access and adequate supplies”. Our planet’s system, is delicate and balanced. We can protect it by preventing water pollution and by using only what we need. It is high time that each one of us takes positive decisions to conserve water, the ‘green gold’ essential for all life on earth.

1. Why is the problem of water scarcity a cause for such anxiety? (2 marks)

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.....

2. What is the goal or priority declared by the UN in the year 2020? (2 marks)

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3. What should be the twin objectives of all effective water management strategy? (2 marks)

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4. Are we justified in referring to water as ‘green gold’? Give reasons. (3 marks)

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.....

5. Mention four ways in which humans are putting water resource in danger. (4 marks)

.....  
.....

6. Suggest a synonym for each of these words from the passage. (4 marks)

(a) scarcity - .....

(b) essential - .....

(c) delicate - .....

(d) conserve - .....

7. find the word in the passage which means the same as – (3 marks)

(a) circumstances (para 1) - .....

(b) an object aimed at (para 3) - .....

(c) sufficient (para 4) - .....

8. Write five meaningful sentences using the words taken from the text. You **will not receive** marks for copied sentences from the original text. (5 marks)

(a) threat

(b) reduce

(c) massive

(d) poison

(e) fresh water

**(Total 25 Marks)**