



**RAJARATA UNIVERSITY OF SRI LANKA
FACULTY OF APPLIED SCIENCES**

**B.Sc. (General) Degree in Applied Sciences
B.Sc. (General) Degree in Health Promotion
B.Sc. (General) Degree in Information & Communication Technology
Second Year – Semester I Examination – September/October 2019**

IDC 2201 - ENGLISH FOR PROFESSIONAL PURPOSES

INDEX No: _____

Time: Two (02) hours

Answer all questions: Answer Section-I on this paper itself; to answer Section-II, use the book provided.

Section I – Structure, Comprehension and Professional Expression.

01. Write the following sentences in INDIRECT SPEECH.

[05 marks]

I. The Director said, “This is a very important project for our company.”

.....
.....

II. Our father said, “Children I will take you to the book fair today”

.....
.....

III. The scientist said, “Measure the water level and report it.”

.....
.....

IV. Cashier asked the customer, “How much do you have?”

.....
.....

V. The Manager asked, "Mr. Silva what is the progress of our project?"

.....

.....

02. Read the following Curriculum Vitae and answer the given questions.

[10 Marks]

James Sharp

123,Anystreet, Anytown AT1 0BB

Tel: 020 8123456, james@anyaddress.co.uk

Professional Profile

A seasoned, highly motivated senior executive with a successful track record in international operations and project management. Recognized for exceptional problem solving and motivational skills as well as the ability to **negotiate, deal and close successfully across cultural barriers**. Extensive experience in management consulting in diverse industries, ranging from unit construction and milling/drilling operations to industrial equipment procurement, sales and distribution. **Bilingual with extensive international experience**, including Africa, the Middle East, South Asia and Western Europe.

Areas of Impact

| | | |
|-----------------------------------|--------------------------------|-----------------------|
| New Business Development | International Law | Recruitment/ Training |
| International Conflict Resolution | Worldwide Corporate Security | |
| Global Emergency Planning | International Public Relations | |
| Operations and Project Management | Risk Assessment | |

Career Highlights

- ★ Successfully providing diplomatic, risk management and crisis resolution services to a board range of blue chip companies, ambassadors, heads of state, cabinet ministers and senior government officials, UK and foreign.
- ★ Successfully negotiated on behalf of OCL oil, with an East African Government to resolve a cross-cultural crisis and avoid closure of a £1 billion distribution facility.

- ★ Developed and implemented logistics and training programmes involving several thousand UK and foreign personnel and a £40 million annual budget. Effectively achieved all objectives with a budget saving of 12%.
- ★ Directed Smith & Jones Trucks Ltd, and Haulage International in the successful negotiation of more than £15 million capital equipment sales to a West African government.
- ★ Conducted numerous feasibility studies and risk assessments, both political and economic forecasts, for a variety of projects including gold, platinum and diamond mining, nuclear energy development, port, railroad and packaging facilities.

Employment History

International Affairs Consultant

Professional Services provided to: Whitway International, Vella Properties International, OCL Oil, OACH petroleum, Haulage International, Smith & Jones Trucks Ltd, Flight Airlines, Technology Co Ltd, MSC International Ltd, National Telecommunications Co Ltd, OX Technologies.

National Security Agency

Near East and Africa Referent ...Chief of Station ...Chief of Operations ...Chief of Branch, Counterterrorism ...Deputy/ Chief of Station.

Education

Doctorate, International Law, University of London

Master of Art, History, University of the South

Bachelor of Arts, History, New College, Oxbridge

I. List 03 adjectives that the candidate uses to describe himself.....

II. What is the highest educational qualification that the candidate possesses?
.....

III. Write the names of 04 firms to whom the candidate has provided professional services as International Affairs Consultant?
.....

IV. Mention 01 career highlight for each of the following areas of activity of the candidate:

A. New Business Development.....

.....

B. Recruitment/Training.....

.....

C. International Conflict Resolution.....

.....

03. The following is an excerpt of an interview that a candidate called 'Anjelo' faced. Complete Anjelo's answers using THE CORRECT FROM of the verbs given in the box:

[10 marks]

| | | | | |
|-------|-------------|---------|-------|-------------------------|
| apply | communicate | develop | gain | get (can be used twice) |
| lead | make | meet | study | work |

Interviewer: can you tell us something about yourself?

Anjelo: Well, I'm motivated and I put a lot of effort into everything I do, whether I'm (e.g.) studying at university, at work or even when I'm playing sport. During my last year at university I was captain of the basketball team. I had to organize matches and motivate the players. As captain it was essential that I was able to (1)effectively and get along with everybody in the team ...and for the first time in years our team managed to reach the regional final. We didn't win, unfortunately, but (2) the team to the final was a big achievement for me.

Interviewer: What did you learn during your time at university?

Anjelo: Oh, lots of things. My Economics degree was very practical, and there were many elements of the degree that could be (3)to the business world. I had a number of challenging assignments, which often had to be completed within a short period of time. This helped me to (4) my prioritizing skills and ability to (5) to tight deadlines.

Interviewer: what kinds of things do you worry about?

Anjelo: *I worry about normal things, the same as everybody else, I think. I worry about (6)deadlines and (7)everything done on time. I used to worry about data on my computer quite a bit. Now I back up all my data on an external hard drive, so that everything is protected. This way I've got one less thing to worry about.*

Interviewer: *Would you say you're an ambitious person?*

Anjelo: *Yes, I would say that I'm ambitious. I'm very keen to (8)a job with a company such as yours where I can (9) full use of my degree and professional experience. I am a dedicated worker and would hope to (10) internal promotion based on my performance at work.*

04. Read the following passage, which gives information on how to use the telephone in Diyadahara Hotel. Then, read the next passage and fill in the blanks in it using PHRASAL VERBS/PHRASAL VERB PARTICLES from those given below so that it gives the same information as the first passage in more Idiomatic English.

[10 marks]

[back, cut off, get put through, hang up, hold on, look up, pick up, puts, through, up]

Diyadahara Hotel-Information: How to use the telephone

“When you want to make a telephone call to someone, lift the receiver and press 0. Ask the operator to connect you to the number you want. He may tell you to wait for a short time. If you are not connected immediately, call the operator again and ask him to try the number again. When he connects you to your number, press 1. If your call is disconnected while you are speaking, replace the receiver and wait before trying again. You will find a phone directory in your desk in case you need to check a number.”

“When you want to ring someone (1)....., (2)..... the receiver and press 0. Ask the operator to put you (3)..... to the number you want. He may tell you to (4)..... If you don't (5)..... immediately, call the operator (6)..... and ask him to try the number again. When he (7)..... you through to your number, press 1. If you are (8)..... while you are speaking, (9) and wait before trying again. You will find a phone directory in your desk in case you need to (10) a number.”

05. I. Match the following vocabulary items 1 to 10 used in formal emails with the less formal vocabulary in the box by writing the matching less formal vocabulary items in the blanks.

[15 marks]

- | | | | | |
|-------------|--------------|--------------------------|-------------|-----------|
| ● to answer | ● to ask | ● to get in touch (with) | ● help | ● to need |
| ● ok | ● to put off | ● to be sorry | ● to set up | ● to tell |

- | | |
|----------------------|-----------------------|
| 1 convenient = _____ | 6 to contact = _____ |
| 2 assistance = _____ | 7 to postpone = _____ |
| 3 to inform = _____ | 8 to arrange = _____ |
| 4 to reply = _____ | 9 to enquire = _____ |
| 5 to regret = _____ | 10 to require = _____ |

II. Now complete the two emails below with words from question I above. Be careful of the (formal/informal) register. One example has been done in each email.

Email No. 01

 **From:** s.gunathilaka@rajarataleisure.lk  **To:** n.perera@adidas.lk

Subject: Enquiry regarding golf products

Dear Mr. Perera,

I am writing to 1 enquire about your range of less exclusive products. Our company has diversified recently and, in addition to the professional equipment we have previously purchased, we now 2 _____ products for the hobby golfer.

Could we 3 _____ a meeting to see one of your sales reps who can 4 _____ us about your products? The week of 19 December would be 5 _____ for us.

As I will be out of the office from 2 to 6 December, please 6 _____ my assistant, Nishi Ekanayaka, directly.

Best regards,

Simon Gunathilaka

Email No. 02

From: t.rajapaksha@adidas.lk

To: n.ekanayaka@rajarataleisure.lk

Subject: Delivery delay

Hi Nishi,

Just a quick note to say we are very 7 sorry for the delivery delay. I'm afraid we'll have to
 8 _____ the delivery date for 10 days because of the truck drivers' strike.
 When exactly do you 9 _____ the goods? If it's very urgent I'll
 10 _____ the manager of the forwarders whether we can
 11 _____ a special delivery somehow.

I'll 12 _____ asap, but please let me know the latest date for the goods.

Despite this, have a nice day!

Rgds,

Tharu

Section-II – Writing

06. The students of the Faculty of Applied Sciences are planning to form a language society in the faculty. Discussing the activities of the society and electing the office bearers are the main goals to be accomplished in the very first meeting. As the convenor of the meeting, prepare a suitable **AGENDA** for the inaugural meeting of the above society.

[05 marks]

07. As the Managing Director of ASP Brothers at No 27/5, Main street, Kandy, write a **MEMO** to the Manager of the Advertising Department expressing your displeasure about the services of the department. While expressing your displeasure, request him to arrange a meeting with all the staff of the department on December the 15th at 2.30 p.m in the boardroom. Use about 100 words.

OR

Imagine that you are an executive working at CRS company Ltd, 28/6, Cross street, Weligama, and you want to make a reservation for you and two other executives at Lakeside Hotel, Jaffna Junction, Anuradhapura. Write a **FORMAL LETTER** to the reservation department of the hotel requesting three single rooms for the nights of December 10th and 11th. Include the following in your letter:

- You will be arriving at 7.30 p.m on the 10th of December.
- You want to know the check-out time and the room rate.
- A list giving the names and addresses of the three executives is enclosed.

Use about 100 words.

[15 marks]

08. Imagine that your 'dream job' has been advertised and you possess the required qualifications. Write a **COVER LETTER** to be sent along with your CV to apply for the job. Use about 100 words.

[15 marks]

09. Write a **PROJECT PROPOSAL** for a project on any topic of your choice relevant to your field of study in your degree program. Use about 150 to 200 words.

OR

The second-year students of the Faculty of Applied Sciences have conducted a seminar series for the O/L students of five rural schools in Anuradhapura district. As the batch representative, write a **SHORT REPORT** to be presented to the Faculty Board meeting giving the details of the seminar series. Use about 150 to 200 words.

[15 marks]

-END-