



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

**BSc in Applied Sciences  
BSc in Information Technology  
Second Year – Semester I Examination – June/July 2022**

**IDC 2201 - ENGLISH FOR PROFESSIONAL PURPOSES**

**INDEX No:** \_\_\_\_\_

**Time: Two (02) hours**

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

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**Section I – Structure, Comprehension and Professional Expression.**

**01. FILL IN THE BLANKS of the following sentences using a word from List A and a word from List B. You need to use some words more than once. [10 marks]**

<i>A:</i>	<i>away</i>	<i>back</i>	<i>forward</i>	<i>on</i>	<i>out</i>	<i>up</i>
<i>B:</i>	<i>at</i>	<i>of</i>	<i>to</i>		<i>with</i>	

*E.g.: You're walking too fast. I can't keep ..... up with... you.*

- 1 My holidays are nearly over. Next week, I'll be.....,.....work.
- 2 We've nearly run ..... money. We've got very little left.
- 3 Martin isn't very happy in his job because he doesn't get.....his boss.
- 4 I love to look ..... the stars in the sky at night.
- 5 Are you looking ..... the party next week?

02. 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."

03. 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 FILL IN THE BLANKS of the two emails below with words from question 03.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
<b>Subject:</b> Enquiry regarding golf products	
<p>Dear Mr. Perera,</p> <p>I am writing to 1 <u>enquire</u> 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.</p> <p>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.</p> <p>As I will be out of the office from 2 to 6 December, please 6 _____ my assistant, Nishi Ekanayaka, directly.</p> <p>Best regards,</p> <p>Simon Gunathilaka</p>	

**Email No. 02**

From: t.rajapaksha@adidas.lk	To: n.ekanayaka@rajarataleisure.lk
<b>Subject:</b> Delivery delay	
<p>Hi Nishi,</p> <p>Just a quick note to say we are very 7 <u>sorry</u> 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.</p> <p>I'll 12 _____ asap, but please let me know the latest date for the goods.</p> <p>Despite this, have a nice day!</p> <p>Rgds,</p> <p>Tharu</p>	

04. The following is an excerpt of an interview that a candidate called 'Amali' faced. Complete Amali's answers using THE CORRECT FORM of the verbs given in the box: Write only the answers in the answer script. Some words can be used more than once. [10 marks]

apply	communicate	develop	gain	get
lead	make	meet	study	work

**Interviewer:** can you tell us something about yourself?

**Amali:** 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 netball 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?

**Amali:** 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?

**Amali:** 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?

**Amali:** 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.

**Section-II – Writing**

**05.** Select one of the following situations and write the TELEPHONE CONVERSATION that would take place at the situation. Each person should speak at least 05 times.

[10 marks]

- a) Imagine that you have to call the Manager of your company to inform him/her about the upcoming workshop organized by your department. Include such details as date, time, venue and other important arrangements of the workshop in your conversation.

**OR**

- b) You need to call your best friend to inform him/her that the assignment is due in two days. Remind him/her about the expected content and other important detail/s.

**06.** Write a brief description on the FIVE MEETING TOOLS that should be used when conducting an effective formal meeting.

**OR**

The Science Club of the Rajarata University of Sri Lanka has organized a workshop on ‘Conducting Undergraduate Research.’ Imagine that you are the President of the club and write a short 1–2-minute WELCOME SPEECH that you would deliver in order to welcome the resource person, members of the academic staff and the students.

[10 marks]

**07.** Students’ Union of the Faculty of Applied Sciences has decided to organize a ‘Science Fair’ to celebrate the National Science and Technology Day. Pawan Damsara, the secretary to the Science Society, wants to call a meeting of the the executive committee of the society to discuss the arrangements for the fair.” Write a NOTICE including the necessary details (date, time, venue etc,) for the above situation.

**OR**

Assume that you are going to form a new club in your department. Prepare a suitable AGENDA for the inaugural meeting of the new society.

[05 marks]

**08.** The following is an excerpt of a Job Interview. Imagine that you are the interviewee and COMPLETE the missing parts of the dialogue. Write only the answers in the answer book.

[15 marks]

- Interviewer : Welcome to ABC Controls, David. I am Tom.
- Interviewee : 1. Hello, .....
- Interviewer : Nice to meet you too, how are you doing today?
- Interviewee : 2. .....
- Interviewer : Great. David, Shall we start?
- Interviewee : Yeah, sure.
- Interviewer : First of all, let me introduce myself. I am the manager of our Engineering department here and we have an open position, so we have been interviewing applicants to fill the position of Computer Engineer as quickly as possible. So, tell me about yourself.

- Interviewee : 3.....
- Interviewer : What kind of experience do you have related to this field?
- Interviewee : 4.....
- Interviewer : Tell me about the projects that you have handled when you were in the university.
- Interviewee : 5.....
- Interviewer : What are your expectations from this job?
- Interviewee : 6.....
- Interviewer : Great. There is plenty of room for advancement in our company. What are your strengths? Why should we hire you?
- Interviewee : 7.....
- Interviewer : Very well. Now, do you mind working overtime?
- Interviewee : 8.....
- Interviewer : David, it is nice to meet you. Expect to hear from us within a week.
- Interviewee : Nice meeting you too. Thank you for your time.

**09.** You have worked in Data World, a software developing company, which is situated at No 50, Galle Road, Bambalapitiya for five years. You had to resign from your job due to personal reasons. Write A LETTER OF REQUEST to the Managing Director of the company asking for a service letter.

***OR***

Imagine that you possess the required qualifications for the post in the following vacancy advertisement which appeared in the Lanka Jobsnet recently and prepare an attractive COVER LETTER to be sent along with your CV. (Do not write the CV).

**VACANCY**

A vacancy exists in a highly reputed foreign company for the post of Public Relations Officer. Candidates who wish to apply should be below 35 years and above 20 years of age. He / She should be fluent in both English and Sinhala/Tamil with a minimum experience of one year in similar capacity. Should possess at least two passes at the GCE (A/L) and possess a pleasing personality.

Managing Director  
 Global Nets Work Company  
 Colombo 04

[15 marks]

-END-