



INFORMATICS INSTITUTE OF TECHNOLOGY
DEPARTMENT OF BUSINESS MANAGEMENT

Module Code: DOC311

Level: Foundation

Module Title: Academic Skills in Higher Education

Date: 22 December 2022

Time: 10.00 AM – 12.30 PM

Duration: 2 hours

INDEX NUMBER

INSTRUCTIONS TO CANDIDATES

1. This examination paper consists of 03 main questions which account for **100** marks.
You are required to answer all three questions.
2. You will not be penalized for wrong answers.
3. Late submissions will receive a zero mark.
4. Only one submission will be accepted. Multiple submissions sent later will be rejected.
5. If you experience any technical issues and cannot submit your exam paper, you must submit a Mitigating Circumstances Form, including screenshots of error messages and evidence, to the Registrar, within 5 working days of the assessment. The MC form and instructions are available on LMS.

Question 1

(02 x 25 = 50 marks)

MCQ: Click the most suitable answer from the 4 answers given.

1. Which of the following documents will have academic writing in it?
 - b) Reports
 - c) Magazines
 - d) Catalogues
 - e) Letters

2. Which of the following are the three parts of a paragraph?
 - a) Thesis statement, Introductory statement, Body
 - b) Body, Thesis, Conclusion
 - c) Topic sentence, Body, Closing sentence
 - d) Introduction, Body, Thesis

3. Which of the following is the purpose of the closing sentence?
 - a) It reminds the reader of the topic and keeps them thinking.
 - b) It re-defines the introduction.
 - c) It provides details about the topic.
 - d) It lets us know what the paragraph is going to be about.

4. Academic writing has to be
 - a) Formal and Unbiased
 - b) Informal and biased
 - c) Full of information
 - d) Unfocused, without structure

5. Academic writing is personal.
 - a. True
 - b. False

6. What should you **never** do when writing an essay?
- a) Not mention the research topic in the introduction.
 - b) Stray away from the question in a discussion.
 - c) Provide quotes that are not related to the main topic.
 - d) All of the above
7. What should you do to improve your academic writing style?
- a) Always write in an active voice.
 - b) Be clear and concise.
 - c) Avoid repetition
 - d) All of the above
8. A piece of academic writing should follow a standard structure: an introduction, body paragraphs, and a conclusion.
- a) True
 - b) False
9. Is excessive repetition good or bad in academic writing?
- a) Good
 - b) Bad
 - c) Good, only if it is used to emphasize specific points to the reader
 - d) Mostly good
10. In a reference list, references should be listed . . .
- a) In the order they appear in the text
 - b) By resource type under headings e.g. Books, Journals, Websites
 - c) In alphabetical order
 - d) From most recent to oldest
11. Where should references be included in the body of the text?
- a) At least three times per paragraph
 - b) At the end of every sentence

- c) Minimum seven times per 1000 words
- d) When using statistical or theoretical information

12. What do markers prefer to see in your work?

- a) More quotations than paraphrasing
- b) More paraphrasing than quotations

13. What is the purpose of referencing?

- a) To allow others to easily trace your sources
- b) To make your work more credible, objective and evidence-based
- c) To show breadth and depth of research and evidence of wider reading
- d) All of the above

14. In presentation slides, for better readability, it is preferable that bullet points are:

- a) Short phrases or partial sentences
- b) A complete sentence
- c) Long sentences
- d) Complete paragraphs

15. When delivering a presentation as part of a team it is important to:

- a) Make sure all the team members' names are listed in order on all the presentation materials
- b) Make sure all the team members have the same duration to present their portion
- c) Coordinate your portion of the presentation with others in the team and not duplicate their presentations
- d) Coordinate your portion of the presentation with others in the team so you can present first

16. When rehearsing a presentation, it is helpful to recognize and prevent:

- a) Criticism from friends in the room
- b) Fillers such as umm and ahh

- c) Possible gestures
 - d) Possible questions from the audience
17. It is generally **NOT** a good practice to deliver a presentation by:
- a) Paraphrasing what is on the presentation materials
 - b) Mentioning the highlights of what is on the screen
 - c) Reading the entire presentation line by line
 - d) Elaborating each bullet point on the presentation materials
18. The outline of a presentation is a:
- a) List of requirements and purpose of the presentation
 - b) List of external sources used in the presentation
 - c) List of technologies that will be used to deliver the presentation
 - d) List of major headings or topics to be covered in the presentation
19. What is scanning?
- a) Quickly reading over a text to get the general gist.
 - b) Quickly reading over a text to find some specific information which is focused upon.
 - c) Taking the time to understand the whole text in depth.
 - d) All of the above
20. What is skimming?
- a) Quickly reading over a text to get the general gist.
 - b) Quickly reading over a text to find a specific piece of information which is focused upon
 - c) Taking the time to understand the whole text in depth.
 - d) All of the above
21. What is a good way to describe the executive summary of a report?
- a) It's a way of organizing report information.
 - b) It's an example of an evaluation study.
 - c) It's a shorter version of the report.
 - d) It's a visually interesting way to present report findings.

22. What is the body of the report?
- a) It is the section where you present your research findings.
 - b) It is the section where you summarize the entire report.
 - c) It is the section where you give your recommendations.
 - d) It is the section where you make your conclusion.
23. Which statement is correct about the conclusion of a report?
- a) It focuses on the major findings of the report
 - b) It has more detailed information than the executive summary
 - c) It reviews all the sections of the research report
 - d) It contains the same information as the executive summary
24. What is one common time management mistake?
- a) Procrastination
 - b) Managing Distractions
 - c) Taking Breaks
 - d) Scheduling Tasks
25. Which of the following is a true statement?
- a) Time management means always doing more than one task at the same time.
 - b) Good time management means never taking breaks.
 - c) Time management is about planning to get tasks done and doing them.
 - d) One way to manage your time well is to ignore deadlines and focus on doing the most fun activities.

Question 2 – Comprehension [20 marks]

(03 x 6 = 18 marks)

Read the given passages carefully and answer the questions. Click on the most suitable answer.

Ever since Nobel prize-winner Dr Morris first advocated vitamin C as a common-cold war weapon more than 30 years ago, researchers have been busy trying to verify that claim. But so far, they've found little evidence that vitamin C prevents colds-in fact, there are more studies that say it doesn't. But there is evidence that it can keep coughing and sneezing to a minimum, and that low levels of vitamin C in the body may be related to bronchitis.

In the passage, we learn that Dr. Morris' view as regards vitamin C ...

- a) has greatly improved the treatment of bronchitis
- b) has caused a revolution in medical studies
- c) aroused very little interest among medical experts
- d) was based on the results of years of research
- e) has not been verified scientifically.

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As stated in the passage, coughing and sneezing ...

- a) should be taken seriously and treated accordingly
- b) are the early symptoms of Bronchitis
- c) are now being effectively treated without Vitamin C
- d) can be reduced with the help of Vitamin C
- e) do not respond to any treatment whatsoever

Ever since Nobel prize-winner Dr Morris first advocated vitamin C as a common-cold war weapon more than 30 years ago, researchers have been busy trying to verify that claim. But so far, they've found little evidence that vitamin C prevents colds-in fact, there are more studies that say it doesn't.

But there is evidence that it can keep coughing and sneezing to a minimum, and that low levels of vitamin C in the body may be related to bronchitis.

During the last three decades, there has been a great deal of scientific effort made to ...

- a) convince the public of the dangers of vitamin C
- b) prove that the common cold can be prevented by using Vitamin C
- c) establish a connection between coughing and bronchitis
- d) study the adverse effects of vitamin C
- e) demonstrate how the body reacts to low levels of Vitamin C

Since early times, it has been thought that the actions of animals are unconscious. Behavior, in this view, stems almost exclusively from instinct. If animals behave in ways that seem pretty clever, they do so without thinking about it. Animals can know things, the argument goes, but they don't know that they know. Or do they know? Recent research reports suggest an astonishing depth of intelligence among animals. Although no one can yet prove the existence of animal consciousness, the data offered make a compelling case for at least considering it.

It can be understood from the passage that traditionally, animals are believed to ...

- a) behave not instinctively but logically
- b) have intelligence comparable with humans
- c) imitate humans in many ways
- d) act on instinct
- e) know exactly what they are doing

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It is told in the passage that modern research forces one to consider ...

- a) why animals behave differently under different circumstances
- b) the possibility of intelligence in animals
- c) the means by which animal behavior can be improved
- d) how animals can be made to acquire new skills
- e) animals to be the equal of man in intelligence

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The passage says that in the light of modern research, our traditional assumptions about animal behavior

- a) have been totally disproved
- b) have been confirmed
- c) have to be reconsidered
- d) were indeed based on scientific fact
- e) should never have been questioned

(01 x 02 = 02 marks)

The first universities developed in Europe in the second half of the 12th century. By 1550, Europe boasted 115 institutions of higher learning, many of which had gained special privileges from existing regimes because of their close association with the Church. In most European countries, universities were designed mainly for the sons of nobility and gentry. Scholarly standards were low, and scholarship was irrelevant for most professions. Education for earning a livelihood in, say, medicine or law could be acquired after college by serving as an apprentice.

In the passage, we learn that in the early years of the universities ...

- a) most students wanted to train for a profession
- b) the Church disapproved of much of their teaching
- c) Western European Governments were not at all interested in education
- d) Medicine was the most popular subject for study
- e) The majority of the students came from upper-class families

Question 3 - Essay

(30 marks)

Write **ONE** essay on any of the following topics. Your essay should be between **200 to 250 words**.

Your essay will be marked for: Focus and details / Organization, format and word count / Voice (purpose and opinion) / Word choice and vocabulary / Sentence structure, grammar and spelling.

Do not use informal language like gonna, wanna, don't.

1. Among the most important decisions you make in life, there is a very mundane one, you make every day, "What should I wear today?" Describe in brief how you decide on what to wear on a daily basis. Or does someone else make that decision for you. Elaborate.
2. What is Punctuality? Why is it important? How has it affected your life? Discuss.
3. Right now "Brain Drain" is happening in Sri Lanka on a large scale. What can concerned citizens like you do to stop this Brain Drain? What steps would you take if you were in a leadership position? Discuss in brief.
