



SLIATE

SRI LANKA INSTITUTE OF ADVANCED TECHNOLOGICAL EDUCATION

(Established in the Ministry of Higher Education, vide in Act No. 29 of 1995)

Higher National Diploma in English

First Year, Second Semester Examination-2016

EN 1216- Professional Writing II

Instructions for Candidates:

Answer any four (4) questions

All questions carry equal marks.

No. of questions : 05

No. of pages : 03

Time : 02 hours

Question 01.

Match each clause given under Heading I with the clause given under Heading II in order to make a meaningful sentence. Put the relevant letter against the number. First one is done for you.

($2.5 \times 10 = 25$ marks)

Eg:

1) – J

Heading I

- 1) In spite of extremely bad road conditions
- 2) Despite his illness
- 3) As I've very little money
- 4) Neither we have seen him nor
- 5) He drove from Colombo to Jaffna
- 6) He bought six bars of chocolate
- 7) While she sorted out her clothes
- 8) Instead of finishing her essay
- 9) No matter how loud she spoke
- 10) Unless I put my glasses on
- 11) Susanthika is such a popular athlete that

Heading II

- a) the old man still couldn't hear her.
- b) she realized that she needed some new ones.
- c) he refused to see a doctor.
- d) in order that each child have one.
- e) several foreign newspapers have published articles about her.
- f) I can't afford a holiday this year.
- g) she watched a film on television.
- h) I won't be able to see very well.
- i) heard from him for over a year.

- j) there were no accidents.
- k) without stopping anywhere on his way.

Question 02.

Imagining that you are a travel writer writing to a leading newspaper about interesting places you have visited, write an article describing a place you have visited. Include following information in your description

Which city/ town/ village it is and where it is.

What it is like and why it is special to you.

What is there to see and do.

How are the people, weather and food etc.

OR

Write a play let on the theme "Selfie mania".

(25 marks)

Question 03.

- (i) You have a Savings Account in a reputed bank and recently you attempted to withdraw Rs.10000 from an Automatic Teller Machine of that bank. However, the transaction was not completed and no cash came out of the slot. Instead, you received an error message conveying "your transaction could not be completed this time". Recently, as you updated your passbook, it was found that the amount was debited via ATM on that date. Write a letter to the manager of the bank requesting to refund the money that was debited.

(12 marks)

- (ii) As the manager of TMP Company Pvt. Ltd you ordered 20 laptops for your employees from Abans. You requested the goods to be delivered within two weeks from the date of placing the order, but the delivery of goods was not done accordingly. Write a letter of complaint to Abans requesting them to take prompt action regarding the matter.

(13 marks)

Question 04.

Write an argumentative essay on one of the following topics.

- (i) Working women have positive effects on the family
- (ii) The most important aspect of a job is the money a person earns.
- (iii) Telephone and email have made communication between people less personal.

(25 marks)

Question 05

You notice the following advertisement online and you wish to apply for the post of Lecturer in English.

(i) Write the CV including all the relevant information. (15 marks)
(ii) Write the Covering letter to be sent along with the CV. (10 marks)

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Age : 20-40
Qualification : Relevant qualification in English
Experience : Previous experience will be an added advantage

lecturer in - IT (Thihariya)

Web designing
Graphic designing
Ms Office

Age : 20-45
Experience : Previous experience will be an added advantage
Qualification : Relevant qualification in IT (Graphic Designing, Web Designing, MS Office)

How to apply

Send us your completed CV within 7 days of this advertisement to
goldencollege.lk@gmail.com
(mention the post applied for and branch clearly)

GOLDEN COLLEGE
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