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**EASTERN UNIVERSITY, SRI LANKA**  
**FACULTY OF AGRICULTURE**  
**FINAL YEAR FIRST SEMSTER EXAMINATION IN AGRICULTURE – 2008 / 2009**  
**(September / October – 2009)**  
**CC 4103 – CAREER DEVELOPMENT (2: 30/00)**

**Answer All Questions**  
**Time allowed: 02 hours**

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- 1) Describe
  - a) How do you get yourself prepared to face an interview?
  - b) What do you need to observe while facing an interview?
  
- 2) a) “Speaking in public is a very useful and effective form of communication, if done competently” justify this statement.  
b) How do the following factors influence the skeletal framework of your report?
  - i) Custom and Convention
  - ii) Your objective (s) and your readership,
  - iii) Common sense
  
- 3) a) Explain the good practices followed in an organization for effective time management strategies  
b) What are the main roles of Human Resource (HR) manager in an Organization and how he could be helped to their subordinators for their career development?
  
- 4) You assume that you are going to apply for the post of “Agriculture Business Management Co-ordinator”, called by Director, ABM Farm, Colombo.  
You think that you have relevant qualification and skills to apply for the above post. Write the following neatly and correctly.
  - a) Cover letter
  - b) Curriculum Vitae / resume