

Eastern University, Sri Lanka
English Language Teaching Unit



Third Year - First Semester Examination in Arts & Culture 2009/2010

[September / October 2011]

ENG: 2201- General English

Index No:

Time: 03 hours

Answer all questions.

Write neatly and clearly.

For Examiner's use only.

Question Number	Maximum Marks	Marks Obtained
I	20
II	10
III	10
IV	15
V	10
VI	10
VII	10
VIII	15

Total

Examiner's Name :

Examiner's Signature :

Date :

5. How is the computer-based education helpful to the teachers?

d.

e.

6. What is the main negative aspect of computer education mentioned by the author?

.....

7. What are the difficulties that the students are liable to because of computer based education?

a.

b.

c.

8. What will be the final result of computer based education?

.....

9. Is computer based education important to you? Why? (Your own comments)

.....

10. Give a suitable title to the text given?

.....

(20 Marks)

II. Fill in the blanks with the suitable preposition given below you can use a preposition more than once.

(For, to, in, of, into, from)

Every parent aspires to give their children the best in life - be it their education, values and morals or a plan (1)..... their future, to ensure their children are geared (2)..... succeed in life.

Understanding this need NDB Bank recently re-launched the Children's Savings Account offering many gifts (3)..... addition to the rewards offered before as a means (4)..... encouraging children to save more.

NDB Bank firmly believes that the importance of saving should be instilled (5)..... children (6)..... the very beginning which makes the Children's Saving Account the ideal savings plan (7)..... children who are below 18 years of age.

The NDB Bank's Children's Savings Account requires a minimal deposit (8)..... Rs. 1000 for which the account holder will receive attractive gifts as the account balance increases. With gifts ranging (9)..... Mountain bicycles to MP3 and DVD players children will be justly rewarded (10)..... the saving they accumulate in their accounts.

(10 Marks)

III. Change the following sentences into passive voice.

(i). They are repairing the bridge.

.....

(ii).The principal supervises their work.

.....

(iii).They will repair the building soon.

.....

(iv).Someone has translated the book into English.

.....

(v).They had filled the vacancies already.

.....

(10 Marks)

IV. Fill in the application form with relevant details .Do not use your personal details.

ENGLISH LANGUAGE UNIT, EASTERN UNIVERSITY, SRI LANKA

APPLICATION FORM

Course Applied for:

Name with initials:

Name denoted by the initials:

Address [Permanent]:

Address [Present]:

Date of Birth:

Sex: Civil status:

Nationality:

Educational qualification:

Occupation [if any]:

Extra – curricular activities:

.....

The above particulars are true and correct to the best of my knowledge.

Date:

Signature:

Courses Available:

1. General English Proficiency
2. English for Communication
3. Translation Skills

(15Marks)

V. Fill in the blanks with suitable words given below.

meeting,	work relations,	progressive interviews,
co-operation,	telephone,	business letters,
companies,	share holders,	
business,	employees	

1. are a very important part of a country's economy.
2. A good manner not only makes an impression in business, but it also helps to make money.
3. In, planning and writing reports are important skills.
4. Over two billion are posted daily.
5. In very large firms the..... have very little to with the day – to – day running of the firm.
6. with other people at the place of work include relationships with fellow employees, workers or colleagues.
7. In larger firms,..... join a trade union and ask the union to represent them to the management.
8. The larger the, the longer it may take to reach a decision.
9. give the employees a chance to review the work they are doing and to set objectives for the future.
10. Diplomacy, friendliness and are important in selling.

[10 marks]

VI. Read the advertisement then prepare a Bio Data to apply for the Post. Do not write a letter.

Trainee Staff Development Manager for a leading firm in Colombo

Should have passed (O/L) in at least 6 subjects with credit passes in Mathematics or Accountancy and English Language.

Advantages of word processing in added advantages apply before 10th October 2011

Advanced Computer Solutions (Pvt) Ltd

2nd Cross Street

Colombo -12

(10 Marks)

VII. An English Day was organized by the ELTU for the first year students of Faculty of Arts and Culture. Imagine that you were in the Organizing Committee. Prepare the following task in view of the English Day.

Write out the **Vote of Thanks**, which was to be delivered by you at this function on behalf of the first year students.

(10 Marks)

VIII. Write a letter to the First Secretary, Overseas Educational Affairs, British High Commission Colombo to get printed guidelines/electronic guidelines to apply for student visa based on a scholarship offered by an organization in Sri Lanka.

OR

Write a letter to the Visa Officer, British High Commission, Colombo to hand over the visa issued to you to your brother for collection since you are hospitalized following an accident.

Guidelines:

1. Follow a proper format such as address, salutation heading etc.
2. be clear and to the point
3. Provide necessary information such as some details of scholarship or person authorized to collect documents, etc.
4. Use polite and formal language.

(15 Marks)