



**Eastern University, Sri Lanka**

**Fourth Year First Semester Examination in Agriculture 2003/2004**

**CC 4102 Career Development**

**Answer All Questions**

**Time Allowed: Two Hours**

1. a. What do you understand by inter-personal conflict?  
b. What are the common reasons for inter-personal conflict among scientists?  
c. Suggest ways to overcome inter-personal conflict.
  
2. a. Assume that you are facing an interview for the post of research officer in Biotechnology. How would you prepare yourself for this interview?  
b. Given below are the main items found in the Agenda of the 23<sup>rd</sup> meeting of the Standing Committee on Teaching of English held on 7<sup>th</sup> April 2004 in the Board Room of the UGC Secretariat. But they are not in the right order. Arrange them in order and Re-write the Agenda.
  - Matters arising from the Minutes-
    - (a) Proposed Schemes of Recruitment.
    - (b) New Policy Directions
    - (c) A new Postgraduate Institute for English
    - (d) An Analysis of UTEL Pilot Test
  
  - Confirmation of Minutes of the 22<sup>nd</sup> Meeting of the Standing Committee on Teaching of English held on 7<sup>th</sup> April 2004.
  
  - Model for English language Teaching Departments
    - i. Request for the establishment of an English Language Teaching Department – Sabaragamuwa University.

- Reading of minutes of the 23<sup>rd</sup> Meeting of the Standing Committee on Teaching of English held on 7<sup>th</sup> April 2004.
- Any Other Matters
- Address by the Chair
- Vote of thanks
- Next Meeting
- Title
- Date

3. a. What are the possible “DO’S” and “DON’TS” you should know, in completing a job application form?

b. Briefly write an account on “How to give a good seminar presentation”.

4. Discuss;

a. Attributes expected from job seekers by private employers.

b. Contribution of public relations towards the development of an organization.

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