

EASTERN UNIVERSITY, SRI LANKA
FACULTY OF AGRICULTURE
FINAL YEAR FIRST SEMSTER EXAMINATION IN AGRICULTURE – 2007 / 2008
CC 4102 – CAREER DEVELOPMENT (2: 30/00)



Answer All Questions

Time allowed: 02 hours

- 1) a) List out the factors which provide a good office environment.
b) What are the main functions of an office management?
c) Briefly explain the characters of an office.
d) Briefly describe the qualities which make a good office manager.

- 2) a) What are the criteria to be followed while writing a report to identify and assess the readership? Briefly explain.
b) Discuss the types of knowledge that an extension agent must have and the personal skills required of him to do his job effectively.

- 3) a) "Personal mismanagement is the prime cause of time wastage" comment on this statement.
b) Describe the good practices which are found in organizations to promote effective time management.
c) Briefly discuss the performance at an interview.

- 4) Write a composition on any one of the following topics. Use 250 – 300 words.
 - a) How does English language influence your development progress in your academic career?
 - b) Assume that you are the chairman for an "Agricultural Development Organization" and you are invited for a national conference to deliver a speech. Briefly write down the speech that you would make at the conference.
 - c) Write an article on "Farmer's Problem" to the AGRIEAST magazine published by your faculty.
 - d) Write an article on "Global Warming" to a newspaper.