EASTERN UNIVERSITY, SRI LANKA

FINAL YEAR FIRST SEMESTER EXAMINATION IN AGRICULTUPE-2008/2009

CC 4103 - CAREER DEVELOPMENT (2: 30/00)

Answer ALL Questions Time allowed: 02 hours

01)

- a) How do you prepare to face an interview?
- b) Briefly explain the main areas of knowledge that an extension agent must have.

02)

- a) List out the characteristics of an office
- b) Point out the functions of office management
- c) Explain the qualities that make a good office manager
- d) Give some factors that should be considered when you select an office accommodation.

03) 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.

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

- a) Describe briefly the major/key process/steps involved in developing a research proposal.
- b) What is the importance of preparing a budget for research?