# EASTERN UNIVERSITY, SRI LANKA STORY University

SECOND YEAR / FIRST SEMESTER EXAMINATION IN BUSINESS ADMINISTRATION / COMMERCE / ECONOMICS 2002/2003

&: 2002/2003(A) [JUNE/JULY'03].

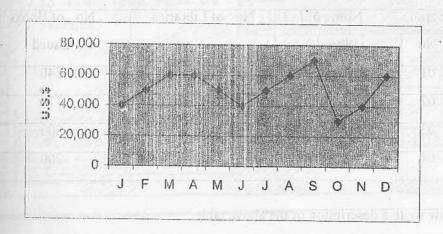
### COC 2013: ENGLISH FOR COMMUNICATION

dex No :		Time :02 Hours		
W. CHANG	wer all questions on this paper itself.			
For Exammer's use only.				
Question Number	Marks Obtained	Maximum Marks		
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Examiner's Name				
Examiner's Signature				

Date

House of Fashion is one of the best Garment outlets in Trendy Ready-made wear in the capital of Sri Lanka.

The graph above shows the sale of garments at House of Fashion last year. Write a description of the graph.



The sale of ready-made wear at House of Fashion in Jan amounted to U.S.\$ 40.000
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10

Study the following table.

#### BOOKS ISSUED TO LIBRARIES:

#### 1.1.1999 to 31.12.2000.

Serial	Nome of	No . of Libraries	No of Books
No	Library		Issued
01	Sarvodaya	13	540
02	Red Cross	06	170
03	Urban Council	18	800
04	Others	05	200

Now write a description of the above table.
Use sale of ready-made wear at Horne of Fashion in Jan amounted to U

Study the credit card receipt below and answer the questions.



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Alwäys leesp your card senage, thôm your cheque. Books 1.	
What is the name of the cardholder?	
······································	• • • • • • • • • • • • • • • • • • • •
You can use it to will draw cash from any bruk world, ide	_3
How much did the card holder spend?	14
When was the money spent? do an area was to the was the money spent?	
Montanize your PNV and never keep at whis votal card.	[sl
Where was the money spent?	

Put the following sentences under the correct heading to complete the information 5. summary Notify the bank immediately. a] Insert your card. 6] Never leave your card un-attended in a car. cl Tap in your Personal Identification Number. d'I Always keep your card separate from your cheque book. e Confirm in writing within 7 days f You can use it to withdraw cash from any bank worldwide. g If you find your card again, cut it in half and return it to the bank. h You can use it to withdraw cash from cash dispensers. You can use it to order over the phone. j] Memorize your PIN and never keep it with your card. k] Collect money and card. 1]

# CHARLES AND CALS

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Level & Carilloo Folice, Et, (snadhleets) Nave Se, Solombo S. Prodret 074-73398761 Paxt 074-75,455 a) The following advertisement has appeared in your favourite news paper and you decided to apply for the job. Write a letter of application to the advertiser.

"When you are making a SUCCESS out of something, its **not work,**TT'S A WAY OF LIFE.

You enjoy yourself because you are making your contribution to the world."

- Andrew Granatelli

## Ceylinco International Investments (Pvt) Ltd.

Member of Ceylinco Consolidated



We source longing investment for large-scale projects in the Asia Pacific region. We partner select multinational companies with proven international track records. Our joint ventures undertake projects on a build, own, operate and/or transer basis (SOC/BOT/BOOT) for a period of 10 years or more.

A unique opportunity avvaits you as:

### PROJECT MANAGER

You are solely responsible for your project's successful growth.

You are expected to think strategically and act competitively in a global setting.

You will be encouraged to drive a dedicated team to constantly achieve higher targets and better standards.
 You shall be innovative in your approach, committed in your attitude and dynamic in you

performance.

If you are between 25-35 years of age,

and have the ideal mix of capability, qualifications and experience, we offer you exceptional prospects.

We prefer:
Project appraisal and project management experience
A graduate degree or equivalent professional qualification
Foreign exposure

Please forward your resume and contact details of two non-related referees to reach us within 7 days of this advertisement.

Caylinco international investment (Pvt) Ltd.
Laval 6, Caylinco House, 69, Janadhipathi Mawatha, Golombo 1.

b) Prepare a detailed Curriculum Vitae [CV] to send along with your letter to the advertiser.

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You have just moved into a new house.
Write a letter to your friend about it.
Gire him /her necessary directions to come to your house.
You may include the following in your letter.
- the date on which you moved into the house.
- the distance from the nearest railway station or bus-stand.
- some description of the house and its location.
- the days and times when you are at home.
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