



Eastern University Sri Lanka

English Language Teaching Unit

Certificate Course in General English Proficiency (Extension Course)

Final Examination in General English Proficiency - 2007/2008
[March 2011]

Communicative English Written & Assignment : ELP - 05

Index No:

Time: 03 hours

Answer all questions on this paper itself.

Note: Write neatly and clearly.

For Examiner's use only.

Question Number	Maximum Marks	Marks obtained
1	20
2	25
3	20
4	35
Total	100

Examiner's Name :

Examiner's Signature:

Date :

01. (a) 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

- (b) 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:

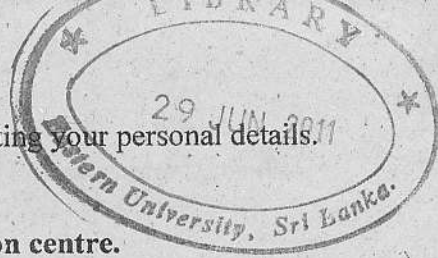
1. Follow a proper format such as address, salutation heading etc.
2. be clear and to the point
3. Provide necessary information such as some details of scholarship or person authorized to collect documents, etc.
4. Use polite and formal language.

(Marks: 20)

02. Write an Essay on one Of the topics given below:

1. English as a global Language
2. Youth unrest in the Universities in Sri Lanka
3. Education as lifelong learning
4. Information Technology and quality of life
5. The impact of the recent floods in the Batticaloa District
6. Caring the elders in the society

(Marks: 25)



03. Fill in the following form with suitable details. Refrain from writing your personal details.

**You assume that you are applying for a loan to set up a tuition centre.
Complete the loan application form.**

Loan Application Form

- (1) Full name :
- (2) N.I.C.No : only
- (3) Address :
.....
.....
- (4) Amount of loan you require (in words) :
- (5) Re – payment period (in words) ;
- (6) Bank A/C No :
- (7) Name of Bank and branch :
- (8) Purpose of loan :
- (9) Signature :
- (10) Date :

(20 marks)

04. Read the following advertisement found in the Sunday Observer and prepare a covering letter and a suitable curriculum vitae accordingly.

VACANCIES IN IT

We are a newly established IT Company looking for dynamic individuals for the following posts. (MALE/FEMALE)

SALES EXECUTIVES

FREELANCE SALES EXECUTIVES

- Experience and command of the English language will be an advantage.
- School leavers will also be considered
- Training will be provided

Please apply with complete CV to:

The Manager
Advanced Automation Systems
168/5, Gothatuwa New Town, Gothatuwa

Curriculum vitae and covering letters should be prepared separately and carry separate marks.

(Marks: Covering Letter: 15 Curriculum Vitae: 20)