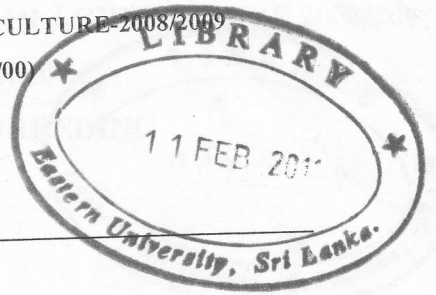


EASTERN UNIVERSITY, SRI LANKA
FINAL YEAR FIRST SEMESTER EXAMINATION IN AGRICULTURE-2008/2009
CC 4103 – CAREER DEVELOPMENT (2: 30/00)



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

04)

- 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?