

EASTERN UNIVERSITY, SRI LANKA

SECOND YEAR FIRST SEMESTER EXAMINATION IN BACHELOR OF BUSINESS
ADMINISTRATION/BACHELOR OF COMMERCE 2017/2018

Proper/Repeat (July/August 2019)

BUSINESS COMMUNICATION – II

ENG 2022

Index No:

Time: 02Hours

Instructions to the candidates:

1. Answer all the questions on this paper itself.
2. Marks will be deducted for spelling errors and grammatical mistakes.
3. This paper consists of **EIGHT (08)** pages.

For Examiner's use only

Question Number	Maximum Marks	Marks Obtained
01	25	
02	10	
03	10	
04	10	
05	20	
06	25	
Total	100	

Section 1 Reading Skills

A. Reading Comprehension

Question 1.1

Read the text given below and answer the questions that follow:

Today, millions of people want to learn or improve their English but it is difficult to find the best method. Is it better to study in Britain or America or to study in your own country?

The advantages of going to Britain seem obvious. Firstly, you will be able to listen to the language all the time you are in the country. You will be surrounded completely by the language wherever you go. Another advantage is that you have to speak the language if you are with other people. In Sri Lanka, it is always possible, in the class, to speak Italian if you want to and the learning is slower.

On the other hand, there are also advantages to staying at home to study. You don't have to make big changes to your life. As well as this, it is also a lot cheaper than going to Britain but it is never possible to achieve the results of living in the UK. If you have a good teacher in Sri Lanka, I think you can learn in a more concentrated way than being in Britain without going to a school.

So, in conclusion, I think that if you have enough time and enough money, the best choice is to spend some time in the UK. This is simply not possible for most people, so being here in Sri Lanka is the only viable option. The most important thing to do in this situation is to maximise your opportunities: to speak only English in class and to try to use English whenever possible outside the class.

(Adopted from: <http://www.esl-lounge.com>)

1. What is the given text about?
.....
2. Give a suitable title for the passage.
.....
3. Mention one of the advantages of going to the UK to learn English?
.....
4. What is one of the advantages of staying in your country to learn English?
.....
5. What should people who don't have a lot of time and money do to learn English?
.....


(Marks: 05 x 02= 10)

6. Give similar words for the following

- a) improve
- b) method
- c) advantage
- d) choice
- e) maximize

(Marks: 05 x 01= 05)

Question 1.2



The Chairman and the Governing Council of
The National Human Resources Development Council of Sri Lanka together with
The Institute of Chartered Accountants of Sri Lanka
CareerMe
The Chartered Institute of Personnel Management Sri Lanka
The International Chamber of Commerce Sri Lanka
and
The Daily Financial Times
Cordially invite

to the forum on
"Emerging Careers For The Future"

on 18th July 2019 from 9.30 am to 11.30 am
at The Institute of Chartered Accountants of Sri Lanka,
30A, Malalasekara Mw, Colombo 07

under the patronage of

Hon. Sagala Ratnayake
Cabinet Minister of Ports, Shipping & Southern Development & Youth Affairs
Chief Guest

Mr. Thomas Kring
Officer in Charge, International Labour Organization, Sri Lanka
Guest of Honour

and

Prof. Mohan De Silva
Chairman, University Grants Commission
Keynote Speaker

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Dress Code: Office Attire

Agenda

- 8.30 Registration and Refreshments
- 9.30 Lighting of the Oil Lamp and National Anthem
- 9.35 Keynote Speech by Prof. Mohan De Silva, Chairman, Commission
- 9.45 Special Address by the Guest of Honour, Mr. Thomas Kring, International Labour Organization, Sri Lanka
- 9.55 CareerMe app Launch
- 10.05 Address by the Chief Guest Hon. Sagala Ratnayake, Shipping, Southern Development & Youth Affairs
- 10.15 Panel Discussion With,
 1. Dr. Nihal De Silva, Dean/Chairman, IIHS
 2. Mr. Jagath Perera, President, ICASL
 3. Mr. Reyaz Mihular, Managing Partner, KPMG
 4. Mr. Bingumal Thewathanthri, Chief Executive Chartered Bank
 5. Ms. Louise Cowcher, Director - Education and Council
 6. Mr. Peeyush Arya, Partner, Deloitte
 7. Mr. Charles Conconi, Project Director, YOULEAD
 8. Ms. Anjana Kulasekara, Founder/CEO, CareerMe
 9. Mr. Dinesh Weerakkody, Chairman, NHRDC and
- 11.30 Conclusion

Answer the following based on the invitation given above.

1. Explain the nature of the event presented in the invitation/

.....

2. Who is the chief guest of the event?

.....

3. Identify the keynote speaker of the event.

.....

4. What is the title of the forum being presented in the invitation?

.....

5. How many personalities are being listed to make their presentations in the forum mentioned?

.....

(Marks: 05 x 02 =10)

(Total: 25 Marks)

B. Summary Writing Skills

Question2: Read the text given below and write the summary in about 60 words

“Reading makes a perfect man”. Every person must read. Reading plays an important role in a person’s life. By reading newspapers, we gain knowledge on current topics and come to know day to day events and activities occurring locally and globally.

There are many kinds of newspapers we could read every day. They contain different types of news and articles, providing variety of valuable information. Therefore it is very important for all of us to read newspapers.

By reading newspapers we can learn about the political situations, environmental issues, developments in the educational field and other areas, the condition of weather, economic status, social development and also sports news in the local and foreign arena. There are newspapers printed in different language by different organization in Sinhala, Tamil and English in Sri Lanka. Some are daily newspaper and others are weekend papers.

There are newspapers for children too. Some of the children’s newspapers are in three languages. The Sunday Observer, and the Sunday Times are two mainstream English newspapers, providing information to every section of the society including children. Especially, children improve their language ability through reading these newspapers.

Section 2 English Language Structure

Question 03: Fill in the blanks with the correct form of the verbs given in brackets.

1. Farm workers [clean] the farm area next weekend.
2. We [get up] early in the morning every day.
3. My sister was cooking while my friend [read] English newspaper.
4. Though the rich man had enough money, he [not help] the most vulnerable.
5. The English Language Teaching Unit [arrange] an English Talent Show next year.
6. My friend [not sleep] last night because of English Assessment Examination.
7. We [go] to the University Library every day.
8. My faculty seniors [read] journal articles every day.
9. We [study] English Language from childhood.
10. Undergraduates [do] good service for the country in future.

(Total: 10 x 01 = 10 Marks)

Question 04: Change the sentences given below into passive voice:

1) The Head of the department thanked the Vice Chancellor.

.....

2) The secretary proposed the vote of thanks.

.....

3) The members discussed the details of the programme.

.....

4) The secretary prepared the agenda in consultation with the advisor.

.....

Blank lined page with horizontal dotted lines for writing.

