

EASTERN UNIVERSITY, SRI LANKA

SECOND YEAR SECOND SEMESTER EXAMINATION IN ARTS AND CULTURE
2012/2013 – AUGUST/SEPTEMBER - 2015

OEN 2243 – ADVANCED READING AND WRITING

Time: Three (03) Hours.

Instruction to the candidates

- Answer the first question and any three (03) questions. Altogether answer four (04) questions.
- Each question carries equal marks.
- Marks will be deducted for wrong spellings and wrong grammar.
- This paper contains two (02) pages.

1. Write a précis of the following passage and give a suitable title for it:

In this machine age, most business correspondence and school written work is legible because it is typed; but a great deal of private correspondence, classroom testing and exams is still handwritten, and it should be written legibly, purely and simply out of courtesy to the reader.

School children, more especially boys, tend to forget this basic reason why their writing should be reasonably neat. It is not a matter of producing something beautiful for beauty's sake, a practice which some boys are likely to regard — quite wrongly — as effeminate or 'cissy'. It is not a question of obliging Mr. Smith, who happens to be a fussy type of teacher, although Mr. Smith, who has to spend forty or fifty years in reading by artificial light scores of thousands of essays and other written exercises, may reasonably claim to have some rights in the matter. The situation is much more important than many people realize: if you write, you write for someone to read; and you owe your reader the courtesy of offering him something that he can read rapidly, unhesitatingly, and without mistaking what you wanted to say.

Nor is it any excuse for handwritten rudeness for you to state plaintively, as so many people do, that you have always been a bad writer and that there's nothing you can do about it. There is something you can do about it: you can agree that bad, untidy, illegible writing is a form of rudeness to your reader, and you can begin now to eliminate it. You can practise for five or ten minutes a day — perhaps when you are writing up an experiment or summary - making one piece of work as neat as possible. You can, if necessary, begin to change your handwriting to a simpler style, adopting plainer l's and b's and g's and y's if you make poor loop letters, and moving on to add more legible capitals and o's and r's and s's later. You may even decide to change to printing or near-printing (keeping letters close together and words well spaced) if you find that no other device will serve. All this you will do, not because good writing is artistic (though that itself is a sufficient and praiseworthy motive), and not because

your teacher demands it (though he has every right to do so, for your sake and his own); but you will do it, if for no other reason than that a poorly scribbled letter is an impolite letter, that says plainly to client, employer, friend or relation, 'I don't care whether you find this difficult to read or not; I am too lazy to bother writing well enough to make myself readily understood.'

Some people claim to be able to tell character from handwriting; certainly, from poor handwriting we can tell a good deal.

(471 words)

2. Write a letter to the Secretary of the Ministry of Higher Education stating the delay in Mahapola payments and its consequences. Also imagine that you are the Secretary of the Ministry of Higher Education and write a reply to your letter.
3. Imagine that your name is Mr. James, 22 years old from Kensas Street, Bohavanthalawa. Based on an advertisement in a local news paper for a Manager of X CZ Company, prepare a resume and a covering letter to X CZ Company for the advertised job.
4. Write a proposal based on the following details:
 - a. It is about the waste water management.
 - b. The project must be done at the main hostels in the Eastern University, Sri Lanka.
 - c. The project period must be one year of duration on trial basis.
 - d. The cost of the project is Rs. 500,000/-.
5. Write a memo to the customers regarding the change of name and address of your shop.