



EASTERN UNIVERSITY, SRI LANKA
FACULTY OF COMMERCE AND MANAGEMENT
SECOND YEAR / FIRST SEMESTER EXAMINATION IN BUSINESS
ADMINISTRATION / COMMERCE / ECONOMICS 2002/2003
& 2002/2003(A) [JUNE/JULY'03].
COC 2013 : ENGLISH FOR COMMUNICATION

Index No :

Time :02 Hours

Answer all questions on this paper itself.

For Examiner's use only.

<u>Question Number</u>	<u>Marks Obtained</u>	<u>Maximum Marks</u>
I	20
II	20
III	20
IV	20
V	20
	=====	=====
Total		100
	=====	=====

Examiner's Name :

Examiner's Signature :

Date :

Study the credit card receipt below and answer the questions.

3529 123 3000 7563 4231 007

M. STEPHENS

10117 ST EXPRESS

THE CLOTHING STORE

PLEASE KEEP THIS COPY FOR YOUR RECORD

M. Stephens 65 B

280977				
DATE	AMOUNT	INITIALS	AMOUNT	TOTAL
2	620	smk		
Goods			49.93	
TOTAL				49.93

MEMORANDUM: This receipt is not valid for cash back, cash advance, or other financial transactions. It is only valid for purchases of goods and services. For more information, please contact your bank.

1. What is the name of the cardholder?

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2. How much did the card holder spend?

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3. When was the money spent?

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4. Where was the money spent?

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5. Put the following sentences under the correct heading to complete the information summary.

- a] Notify the bank immediately.
- b] Insert your card.
- c] Never leave your card un-attended in a car.
- d] Tap in your Personal Identification Number.
- e] Always keep your card separate from your cheque book.
- f] Confirm in writing within 7 days
- g] You can use it to withdraw cash from any bank worldwide.
- h] If you find your card again, cut it in half and return it to the bank.
- i] You can use it to withdraw cash from cash dispensers.
- j] You can use it to order over the phone.
- k] Memorize your PIN and never keep it with your card.
- l] Collect money and card.

THE FACTS ABOUT CARDS

Why card is convenient?

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How to use cash dispensers?

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How to safeguard your card?

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What to do if you lose your card?

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- 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,
IT'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 foreign 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 transfer basis (BOO/BOT/BOOT) for a period of 10 years or more.

A unique opportunity awaits 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 your 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.

The Deputy Chairman

Ceylinco International Investment (Pvt) Ltd.

Level 6, Ceylinco House, 69, Janadhipathi Mawatha, Colombo 1.

Phone: 074-723995/6 Fax: 074-723994

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

