



SLIATE

SRI LANKA INSTITUTE OF ADVANCED TECHNOLOGICAL EDUCATION

(Established in the Ministry of Higher Education, vide in Act No. 29 of 1995)

Higher National Diploma in English
First Year, Second Semester Examination – 2015
EN 1216 – Professional Writing II

Instructions for Candidates:
Answer four questions only

No. of questions : 05
No. of pages : xx
Time : 2 hours

QUESTION 01

Match each clause given under heading I with the clause given under the heading II in order to make a meaningful sentence. Put the relevant letter against the number. First one is done for you. (2.5 x 10 = 25 marks)

Answer

l) – k)

Heading I

- 1) While the lecturer was explaining a subject,
- 2) *Sinthujah knows it sounds trivial,*
- 3) He cannot stop drinking alcohol,
- 4) While considering the benefits we get from the development projects,
- 5) In spite of great obstacles to pursue his higher studies
- 6) Not only does he render his service to the society as a doctor,
- 7) What faults you may find in me except that
- 8) He was dozing off in the class
- 9) He was found guilty of embezzling Rs. 3 million of public funds,
- 10) Despite the fact that he is visually handicapped,
- 11) Despite severe punishment being imposed on child abusers,

Heading II

- a) so he was sentenced to three year in prison.
- b) Camilus was determined to overcome them.
- c) I'm not punctual for the lectures.
- d) we should also take into consideration the environmental pollution likely to be caused by them.
- e) he could complete his PhD.
- f) many cases are reported in the police station.
- g) when others discussed an important matter.
- h) he gets involved in the activities of Rotary Club.
- i) as he has irresistible craving for it.
- j) but she is worried about it.
- k) Thayalan was looking out of the window.

QUESTION 02

Write an argumentative essay on one of the following topics

- a) Should SLIATE provide students with more opportunities to be creative?
- b) Is online learning as good as face-to-face learning?
- c) Can cell phone be educational tool?
- d) Do parents have different hopes for their sons than their daughters?

(25 marks)

QUESTION 03

4. (i) Your office needs to buy 30 executive chairs for the newly constructed board room. As you look for prospective sellers, the following advertisement interests you and decide to place an order. Write the letter of order inquiring any other details needed.

(12 Marks)

(ii) You received the above order and however to your dissatisfaction six chairs are in faulty condition as seats of those chairs cannot be raised or lowered. Write a letter of complaint to 'Steel Designs' mentioning what action you need them to take.

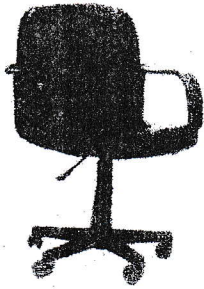
(13 Marks)

(Total 25 marks)

138

20% OFF CLEARANCE SALE

Low Back Executive Leather Chairs - BA 6401 L



Discounted Price- Rs. 7200/=

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Steel Designs

Ekala, Ja-Ela,

Tel : ++ 94 11 2222339, 2222236

Fax : ++ 94 11 2222744

QUESTION 04

(i) Either write a descriptive essay on a person who has impressed you. The following points should be included.

- Physical appearance.
- Characteristics
- Likes & dislikes

Or

(ii) Write a play let on the theme 'misunderstanding'

(25 marks)

QUESTION 05

You wish to apply for the post of Instructor in Information Technology in AVAST IT School in Negombo.

(i) Write the CV including all the relevant information.

(15 marks)

(ii) Write the Covering letter to be sent along with the CV

(10 marks)