



Higher National Diploma in English

**Second Year, Second Semester Examination-2016
EN2225-Advanced Business English II (PT/FT)**

Instructions for Candidates:

Answer any five (5) questions

No. of questions : 06

All questions carry equal marks.

No. of pages : 02

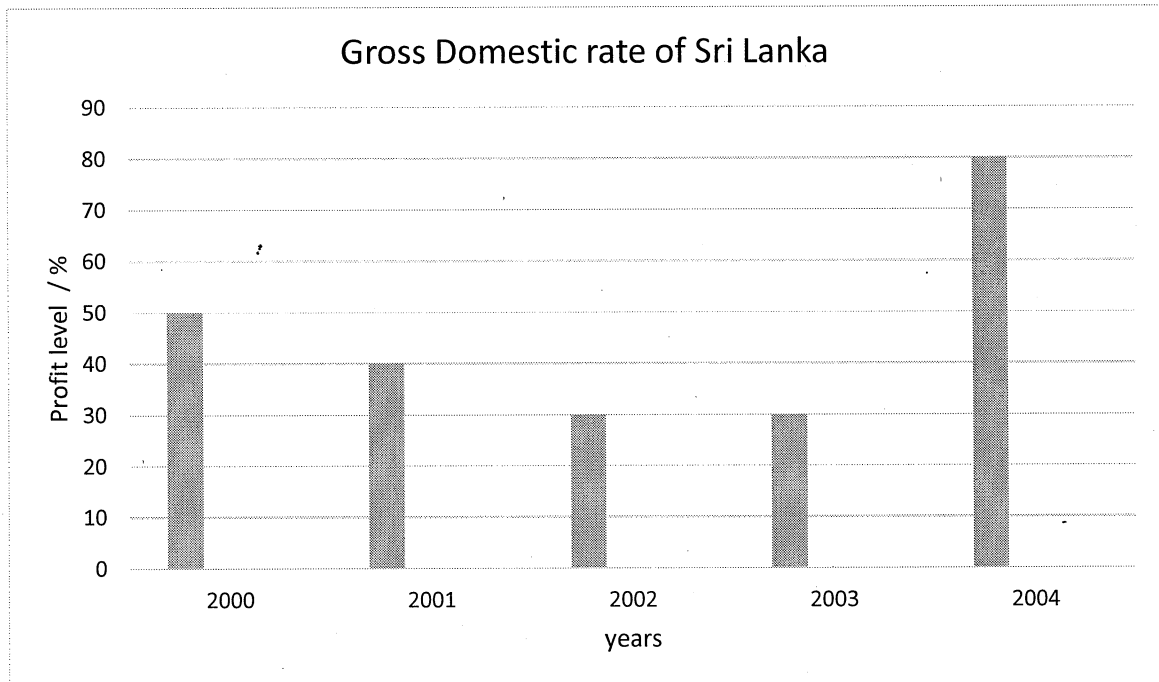
Time : 03 hours

Question 01.

- I. Write five advantages of Power Point presentations (5 marks)
- II. What is meant by negotiations? Briefly explain (4 marks)
- III. Mention 3 types of negotiations (3 marks)
- IV. Mention 3 types of oral presentations used in business (3 marks)
- V. Write 5 things you should consider when preparing yourself before your presentation (5 marks)

Question 02.

- I. Mention 3 types of graphs that can be used in data representation. (3 marks)
- II. The following data representation is about the Gross Domestic Production (GDP) rate of Sri Lanka from the year 2000 to 2005. Study it and describe the graph using appropriate vocabulary (17 marks)



Question 03.

Underline the grammatical errors of these sentences & rewrite them correctly. (20 marks)

- I. Did you collected the contract from the boss?
- II. The plane, along with its crew and passengers has crash-landed.
- III. Many a man have suffered due to pollution.
- IV. The agreement will be sign at the end of the year.
- V. The first cars is delivered to distributors last month.
- VI. He said whether his father was ill.
- VII. The boat with its crew are going to crash on the rock.
- VIII. "*The three men in the boat*" are written by Jerome K Jerome.
- IX. Neither the ship nor the boats is in sight.
- X. Either the students or their teachers have taken the globe from here.

Question 04.

I. Change the following sentences from the active voice in to passive voice (10 marks)

- a) They will complete the building by next year.
- b) Someone has stolen my pen.
- c) The manager is signing the letter.
- d) My boss scolded me yesterday for being late to work.
- e) The director is doing a presentation at the seminar.

II. Change the following sentences from the passive into the active voice (10 marks)

- a) The letters have been delivered by the postman.
- b) The speech was delivered by the principal yesterday.
- c) The documents are being typed by the typist.
- d) The money was hidden by the thief in a pit.
- e) The election results were broadcasted last night.

Question 05.

You work for the Mic Mac Confectionaries pvt. ltd. The variety of biscuit "mango crackers" manufactured by your company was circulating well in the market gaining a very high profit till the last few months. A competitive company has introduced a similar product and this has caused to drop down the sales and profit of "Mango crackers". Write the dialogue between yourself and managers about the strategies your company can adopt to solve the problem and gain the profits back by improving the sales. Write about the changes you can make in your product in not less than ten exchanges. (20 marks)

Question 06.

I. Mention 5 benefits of using leaflets/flyers in promotional campaigns. (5 marks)

II. Assume yourself as a graduate from a government university in Sri Lanka. You are hoping to conduct tuition classes for ordinary level students to help them with their English language literacy. Prepare a flyer to inform the general public about your tuition class. (15 marks)