

THE OPEN UNIVERSITY OF SRI LANKA
DEPARTMENT OF PHYSICS
BACHELOR OF SCIENCE DEGREE PROGRAMME -2010/2011
PCU 2163- COMMUNICATION SKILLS- LEVEL 04
NO BOOK TEST 2(NBT 2)

Time- 1 hour and 30 minutes (1 ½hrs)

Date ; 09.04.2011

Time:1.00pm-2.30pm

Answer all questions. Write your answers for questions 1, 2, 3 and 4 on the question paper itself.

- Q1.** Fill in the gaps of the following passage with suitable words. Use only one word in each gap.

Time management involves controlling your time to accomplish the priority tasks in your life. While this may seem easier said than done, following (1) few simple guidelines will (2) you to take command of your (3)

Setting realistic goals for yourself is critical to time (4) You need to be clear about what (5) want to achieve (6) how and when you can (7) this, given the resources (8) your disposal. Unless you (9) a specific plan and a target, you will (10) time and energy on futile efforts and procrastination.

(10 marks)

- Q2.** Complete the following passage with a, an, the.

People use the internet to communicate through e-mail at super speeds. Buying anything from (1) new dress to a new computer is possible on (2) internet. Working from home on a computer is now (3) option. Doctors use (4) internet to consult with other doctors half (5) world away. The internet has truly changed the way we live.

(5 marks)

Q3. Fill in the gaps of the following with the linking words/phrases given in the box.

since	however	on the contrary	in order to	for instance
in my view	for example	for these reasons	because	similarly

It is true that there have been great advances in technology over the last forty years. (1), the use of mobile phones and e-mail communication are common these days. (2), machines that translate from one language to another are still in their early stages.

(3), a machine could never do as good a job as a human, especially when it comes to interpreting what people are saying. (4) machines can translate statements such as 'Where is the bank?', but even simple statements are not always straightforward (5) the meaning depends on more than just words. (6), the word 'bank' has a number of meanings in English. How does a translating machine know which meaning to take?

(7) to understand what people are saying, you need to take into account the relationship between the speakers and their situation. A machine cannot tell the difference between the English expression 'Look out!' meaning 'Be careful!' and 'Look out!' meaning 'Put your head out of the window'. You need a human being to interpret the situation.

(8) with written language, it is difficult for a machine to know how to translate accurately because we rarely translate every word. (9) we try to take into consideration how the idea would be expressed in the other language. This is hard to do as every language has its own way of doing and saying things.

(10) I feel that it is most unlikely that machines will take the place of humans in the field of translating and interpreting. If machines ever learn to think, perhaps then they will be in a position to take on this role.

(10 marks)

Q4. Complete the following extract of a report with the correct word from each of the sets of words given within brackets.

Introduction

The aim of this report is to [address, get, answer] complaints about poor service provided by the library and to make suitable recommendations

as [demanded, wanted, requested] by Manager Student Relations.
A discussion [conducted, was held, was conducted] with the
Chief Librarian and questionnaires [were distributed,
given, sent out] among a cross section of users comprising both students and staff
members.

Findings

There are 8 full-time and 5 part-time library assistants. The part-time assistants
..... [are working at, work, are employed by] the college three
days of the week from 2 – 5 pm.

(5 marks)

Q5. Write an essay on any one of the following topics.

- The impact of global warming
- Choosing a career
- Importance of communication skills
- Benefits of flexi time

Your essay should

- Consist of 4 – 6 paragraphs
- Contain an introduction and a conclusion
- Contain a topic sentence which should be underlined

Please note that marks will be deducted for errors in grammar, spelling and
punctuation.

(20 marks)