

THE OPEN UNIVERSITY OF SRI LANKA
DIPLOMA IN ENGLISH LANGUAGE AND LITERATURE



FINAL EXAMINATION - **October 2016**
ADVANCED GRAMMAR &
COMMUNICATION SKILLS - **LSD1209**
DURATION - **THREE HOURS (03 hours)**

DATE: 22.10.2016

TIME: 9.30 am. - 12.30 pm

Registration No:

Question No:		Marks Obtained	Maximum
Part A	1	10
	2	10
	3	15
	4	20
Part B	5	25
Part C	6	<u>20</u>
Total			100
		=====	===

Name of Examiner :

Signature of Examiner :

ANSWER ALL QUESTIONS IN PART A, PART B, AND PART C.**PART - A**

1. Read the sentence fragments given below. Make necessary corrections and rewrite them in the space given.

i) The current policy on land development is incomplete as it stands. Which is why we believe the proposed amendments should be passed.

ii) Open University offers study programmes in many disciplines. Such as social sciences, nursing, natural sciences and engineering.

iii) With the ultimate effect of all advertising is to sell the product.

iv) Supporting the opposition Nirmal was criticized vehemently.

- v) At the orientation session, the co-ordinator explained how to access our online course. Also how to submit our online assignments and give peer feedback.

(10 marks)

2. Write an email to a colleague at your office saying that you are unable to come to work on the following day. Give a reason and seek his /her support in acting on your behalf. It should contain all parts of an email.

(10 marks)

To:

Subject:

3. Write a formal letter to the Human Resource Manager of your company requesting leave of absence for two weeks. You should give an acceptable reason and convince the HR Manager that your work will not be affected by your absence. You should use the format of a formal letter.

(15 marks)

4. Write a news story to be published in a newspaper based on the pictures given below.
Use about 300 words.

(20 marks)



PART - B

4. You are Mahen and you visit an education fair to find information about a higher education programme you can follow. Complete the dialogue between you and an educational advisor you meet there. Use the clues given to fill in the blanks.

Educational Advisor : Can I help you?

Mahen :

 : (want to check higher educational opportunities. Ask for advice)

(02 marks)

Educational Advisor :

 (Ask for interests etc. Give suggestions)

(04 marks)

Mahen :

 (Disagree with suggestions. Give reasons.)

(04 marks)

Educational Advisor : I understand. In that case, why don't you

 (Give different suggestions)

(02 marks)

Mahen :

(Show interest. Ask for more details.)

(04 marks)

Educational Advisor :

(Give details.)

(03 marks)

Mahen :

(Ask for contact information and procedure to follow.)

(03 marks)

Educational Advisor :

(Give contact information. Offer further help)

(03 marks)

Mahen : I will contact you if I need any more information. Thank
 you very much for your help. Bye.

Educational Advisor : You are welcome. Bye.

PART - C

6. **Read through the worksheet and familiarize yourself with it.**

The tape will be played twice. Listen to the tape and answer the questions given below while listening. Answers should be brief. You may take down notes while listening if you wish.

- i) **Complete the following sentences using the information given in the listening text.**

Time is a resource that (a) has but do not use in the
(b)..... way due to various (c) Time is
the only (d) that cannot be changed or purchased or
(e)..... itself.

(05 marks)

- ii) **Underline the most appropriate answer.**

What are the two things that we have to do in order to achieve success in life?

- a) Manage our resources and pay attention to work.
- b) Plan activities and lessons systematically.
- c) Manage time and pay attention to planning your work and activities.

(02 marks)

- iii) **What is essential for university students who have a busy schedule?**

(01 mark)

iv) Are the following statements '**True**' or '**False**'? Tick (✓) the correct answer.

a) Through proper time management people can enhance only their academic life.

True	False
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b) Through proper time management people can get more time for their activities.

True	False
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c) If university students do not manage their time well it can affect their academic life as well as their social life.

True	False
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d) Even with many activities, university students feel that they can complete all their work on time.

True	False
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(02 marks)

v) Fill in the following table.

Time management behaviours	Effects
<p>Good time management behaviours</p> <p>a) Setting and</p> <p>b)</p>	<p>a) Facilitate productivity</p> <p>b)</p> <p>c) Contributing to work effectively</p> <p>d)</p>
<p>Poor time management behaviours</p> <p>a) Poor allocation of time</p> <p>b)</p>	<p>a)</p> <p>b)</p>

(10 marks)