

# THE OPEN UNIVERSITY OF SRI LANK

## PROGRAMME IN BASIC ENGLISH – LSC FINAL EXAMINATION – 2010/2011

### COMMUNICATION SKILLS - WRITING

PART A

1201 OR: LANKA	: ;;
23 OCT 2011	

EXAMINATION DIVISION

5	
Date : 23 <sup>rd</sup> October 2011	INDEX NO. :
	CENTRE :
Fime: 2.15 p.m 4.00 p.m.	I.D. NO. :

Instructions : Answer All Questions.

For Examiner's Use Only.

Question No:	Marks Obtained	Maximum
1	. ,	10
2	***************************************	10
3 .	•••••	15
4		15
	Total	50
•		<del></del>

	Percenta	ge	%	·
Signature of Examiner	;			 •••••
Name	:			 

1.	Fill in the blanks in the following passage with suitable words. Do not	For Examiner's
	use more than <u>ONE</u> word in each blank.	use only.
	At first man used very simple ways (1) measure things. For	
	example he (2) parts of his body such (3) the	
	length of his foot (4) the span of his hand. (5)	•••••
	civilization grew more complicated it (6) difficult to	
	measure in this (7)	***************************************
		***************************************
	As soon as (8) began doing business on a (9)	••••••
	scale, there had to be standard (10) that were the same	***************************************
	everywhere.	***************************************
	(10 marks)	•••••••••••
2.	Fill in the blanks in the following passage with suitable forms of the	
	verb/word given within brackets.	***************************************
	Marian de la companya	
	Malini Peiris (1) (be) the Personal Secretary to the	
	Manager of her company. Her working hours (2) (be)	***************************************
	from 9.00 a.m. to 5.00 p.m. She (3)	
	at 8.00 a.m. as she has to (4) (travel) some distance by bus.	
	distance by bus.	
	One of her main tasks in the office (5) (be) to	
	check the official e-mails and letters (6)	•••••
	to the Manager. Later she drafts the replies and when they are	`
	(7) (approve) by the Manager she types them.	***************************************
	· · · · · · · · · · · · · · · · · · ·	
	At the last Annual General Meeting (AGM) of the Personal Secretaries	
	Association she (8) (elect) the Secretary. This year	
	she has (9) (undertake) to organise the next AGM	
	which (10) (hold) next December.	
	(10 marks)	***************************************

#### 3. <u>LETTER - WRITING</u>

Marks will be deducted for untidy handwriting, incorrect spelling and punctuation and errors in grammar.

You have been appointed as a teacher of English to a school far away from your home. (You may select any place you wish). After serving there for 3 months you write a letter to one of your friends giving details about your school, your new friends, the students and your boarding place and the surroundings.

#### Your letter should

- (i) include all aspects mentioned above.
- (ii) use the correct format for a friendly letter.
- (iii) be written neatly.
- (iv) contain at least 3 and not more than 5 paragraphs

You should use <u>only</u> the paper provided. (15 marks)

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4.	Write a short description on the following topic.	For Examin
		use only.
	'A coastal town in Sri Lanka, I visited recently'	
		***************************************
	Your description should include the following points.	•••••••
	(a) With whom and how you went.	••••••
	(b) Where you stayed and how long you stayed.	
•	(c) Location and access	
•	(d) Physical features/Climate/Occupations of the people	••••••
	(e) Why the town is worth a visit	***************************************
	(f) Any other special features.	
	Your composition should be 200 - 225 words long and be written in 3	
,	or 4 paragraphs.	
	Use the paper provided. Do not use any other sheet or sheets of paper.	
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	Please indicate the number of words you have used.	•••••
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