

The Open University of Sri Lanka
Faculty of Engineering Technology
Department of Agricultural & Plantation Engineering



Study Programmes: Bachelor of Industrial studies Honours in
: Agriculture /Bachelor of Technology Honours in
: Engineering/Bachelor of Software Engineering

Name of the Examination : Final Examination
Course Code and Title : **AGM3203 Communication Skills**
Academic Year : 2020/21
Date : 10th February 2022
Time : 14.00-17.00 hrs.
Duration : **3 hours**

General Instructions

1. Read all instructions carefully before answering the question.
2. This question paper consists of **only one (1) question**.
3. Use **one** answer book to write the report.
4. Follow the correct format of writing a report.
5. Write the report in clear handwriting.

Question 1. Report writing (100 Marks).

Read the following Scenario carefully.

Imagine that you are a member of the student association of the Faculty of Engineering Technology, who represent the Faculty Board Meeting. 200 Students representing all departments got together on 1st February 2022 to discuss about the programme delivery and the facilities available for students who follow the BTech Engineering degree programme.

Students have discussed about the following.

1. **Delivery of the programme** – Day schools / practical classes/ assignments / continuous assessments /mini projects/ English classes /etc.
2. **Facilities provided by OUSL** – student canteen/ financial assistance / learner support services/ reading rooms / online portals/usage of social media platforms/ course material etc.
3. **Any other matters.**

After this discussion the student representatives must submit a detailed report to the faculty board meeting about the views of the students about the matters discussed at the meeting. Also, they need to present the suggestions for improvement of the programmes and the facilities.

As the student representative to the faculty board meeting, write a report to be tabled at the faculty board meeting based on the outcomes of the above discussion.

Basic Format of the report (you are allowed to change appropriately, if necessary).

- *Title*
- *Introduction*
- *Discussion*
- *Conclusions*
- *Suggestions/ recommendations.*