

The Open University of Sri Lanka

Faculty of Engineering Technology

Department of Agricultural and Plantation Engineering



Study Programme : Bachelor of Software Engineering Honours
Name of the Examination: Final Examination
Course Code and Title : AGM 3263 – Communication Skills
Academic Year : 2023/24
Date : 23rd January 2025
Time : 09.30 a.m. - 11.30 a.m.
Duration : 02 hours

General Instructions

1. Read all the instructions carefully before answering the questions.
 2. This question paper consists of Two (02) questions in Two (02) pages.
 3. Answer ALL questions. All questions carry equal marks.
 4. Answer for each question should commence from a new page.
 5. Draw fully labelled diagram when necessary.
 6. Involvement in any activity that is considered an exam offence will lead to punishment.
 7. This is a Closed Book Test (CBT).
 8. Answers should be in clear handwriting.
 9. Use only blue and/ or black ink to answer, do not use red color pen.
 10. Clearly state your index number in your answer script.
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Answer ALL questions

(50 marks)

Question 01

Drinking water is becoming a rare commodity. Industrial development is filling our rivers, seas and oceans with toxic pollutants which are a major threat to human health. You are deeply saddened to see water pollution as an appalling problem – which is powerful enough to lead the world on a path of destruction. Suppose you are the Regional Coordinator of the Environmental Protection Agency (EPA), and you wish to conduct a Public Aware Campaign in your region.

- a) Write a letter of request to the President of the Environmental Protection Agency (EPA) to raise public awareness on the campaign about the causes of water pollution and suggest the measures to prevent water pollution. **(15 Marks)**
 - I. Request Date, Time duration and Venue
 - II. Target community group and the plan for the workshop agenda
 - III. Refreshment Plans
- b) Write an email to your regional group members informing about this event and requesting the assistance from them for the program. **(10 marks)**

Question 02

Your batchmates are planning to organize a “*Holi Festival*” at the university, and this will be an open event for all students.

- a) Write a brief paragraph about this event to be shared on the Students Union Website. **(09 marks)**
- b) Indicate how you will plan the awareness campaign for this event in a sequence (you can use a flow chart or any similar graphic). **(06 marks)**
- c) Design a flyer to be shared online in social media platforms – draw a sketch and label items accordingly. **(10 marks)**

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