



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

Study Programmes: Bachelor of Science Honours in Engineering
Bachelor of Industrial Studies Honours

Name of the Examination	: Final Examination
Course Code and Title	: AGM3203 Communication Skills
Academic Year	: 2024/25
Date	: 28 th February 2026
Time	: 9.30-12.30
Duration	: 3 hours

Index Number -----

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.
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Question 1. Report writing (50 Marks).

Read the following scenario carefully.

The Faculty of Engineering Technology of the Open university of Sri Lanka has appointed a committee to discuss the difficulties faced by students due to the cyclone which hit the country recently. The committee has gathered the following information through a survey.

- *Total number of students affected – 300.
Breakdown: Kandy - 130, Badulla -55, Kegalle-25, Rathnapura-50, Batticaloa-40*
- *Complete Loss of houses -25*
- *Severe damage to houses & property – 250. Minor damages -25*
- *Issues relevant to academic activities*
 - Physical - No proper place to study / loss of course material and equipment/ inability to attend classes and continue academic activities/ transport issues/*
 - Psychological - Difficulty in concentrating on academic activities.*

Imagine that you are a member of this committee representing the students of the Faculty of Engineering Technology. Your responsibility is to write a report describing the situation of the students of your faculty.

Write a report to the Chairperson of the Faculty Board, including the following information. You may add any other relevant details to your report.

1. Total number of students affected by the cyclone with a breakdown of student numbers in different areas.
2. Type / nature of damage caused with the number of students affected.
3. Overall impact of the disaster on their academic activities.
4. Your suggestions to the faculty to support with their academic activities.
e.g. Conducting additional classes/ Extending deadlines / counselling /providing course materials/ financial support through bursaries /Discussions with Banks to get loans to purchase laptops /etc.
5. How the student community is planning to support their colleagues to continue with their courses.
e.g. Support extended through peer learning / group work /sharing course material etc.

Note: You should follow the format of formal report writing as given below.

Title
Introduction
Discussion
Conclusion and Suggestions.
