

THE OPEN UNIVERSITY OF SRI LANKA



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THE OPEN UNIVERSITY OF SRI LANKA

ADVANCED CERTIFICATE IN ENGLISH FOR BUSINESS & PROFESSIONAL COMMUNICATION – STAGE 2 – (LSC 2215)

[10 OCT 2015]

FINAL EXAMINATION – 2014/2015

BUSINESS COMMUNICATION

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EXAMINATION DIVISION

Date : 10th October 2015

Time : 9.30 a.m. - 11.30 a.m.

INDEX NO. :

CENTRE :

I.D. NO. :

INSTRUCTIONS : ANSWER ALL QUESTIONS.

For Examiner's Use Only.

Question No:	Marks Obtained	Maximum
1		10
2		10
3		10
4		20
Total		50

Percentage %

Signature of Examiner :

Name :

Answer all questions

1. You are the Assistant Manager of an Advertising Firm. The management has decided to shift your office to a different location in two weeks time. You have been asked to write out a notice to be displayed outside the office giving this information. Write the notice giving all the information necessary; address of new premises, date of shifting etc. You may select names of your choice.

(10 marks)

3. As the Secretary to the Manager of a Company you have been given this information to draw up an agenda for the monthly meeting of the Heads of Departments of the company. The manager will chair the meeting.

In addition to the normal business of the meeting the manager wishes to discuss two other items

- (i) The decrease in production in the main factory.
- (ii) The appointment of an additional supervisor to the factory.

Include these items and prepare an agenda for the monthly meeting.

(10 marks)

4. As the Human Resource Manager of your company you have to draw up an advertisement to be published in the newspapers calling for applications for the post of an Accounts Clerk.

Draw up an advertisement giving all the necessary information that should appear in the advertisement – qualification, experience, salary, how to apply etc.

You may use names of your choice.

(20 marks)

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