

THE OPEN UNIVERSITY OF SRI LANKA
ADVANCED CERTIFICATE IN ENGLISH FOR BUSINESS &
PROFESSIONAL COMMUNICATION – STAGE 1 - (LSC 2209)



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THE OPEN UNIVERSITY OF
SRI LANKA
03 OCT 2015
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EXAMINATION DIVISION

COMMUNICATION SKILLS I – WRITING SKILLS
FINAL EXAMINATION - 2014/2015

Date : 03rd 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	15
4	<u>15</u>
Total		50
	=====	==

Percentage %

Signature of Examiner :

Name :

For Examiner use only.

1. Fill in the blanks with suitable words. Do not use more than ONE word in each blank.

If road rules are followed we can reduce the large number (1)..... accidents that take place on (2) roads. Road users must obey (3) rules.

Pedestrians or those who walk (4) the roads are those mostly (5) danger. Pedestrians must be very (6) in crossing roads. Wherever possible (7) should use a pedestrian crossing (8) an overhead bridge.

Never use a (9) phone when crossing the road. (10)..... quickly across the road rather than taking a slow leisurely walk.

(10 marks)

2. Fill in the blanks in the following passage by writing the correct form of the verb within brackets.

From my young days it (1)..... (be) my desire to be a journalist. My uncle (2) (be) a well-known journalist and I (3)..... (want) to be like him when I grew up.

During my school days I (4) (write) articles to the children's newspapers. Some of my articles (5) (be) accepted and published. My uncle always (6) (tell) me to (7)..... (read) widely to improve my knowledge and language.

After my Advanced Level examination I (8) (apply) for a trainee journalist's post and was selected. Now I (9) (go) with senior journalists to cover important events. I am hoping that soon I (10) (able) to go on my own to report an event.

(10 marks)

3. LETTER - WRITING

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

You have been working as a bank officer in Colombo. Three months ago you were transferred to a bank in a rural area away from Colombo.

Write a letter to your colleagues in Colombo giving news about your new office, the area in which it is situated, your boarding house and your new colleagues.

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
- (v) use about 200 words.

You should use only the paper provided. (15 marks)

For Examiner’s use only.

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4. Write a short description on the following topic.

‘A town worth a visit in Sri Lanka’

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) Why the town is worth a visit - Features of importance

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.

Please indicate the number of words you have used.

(15 marks)

For Examiner’s
use only.

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