



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	: 2023/24
Date	: 25 th February 2025
Time	: 13.30-16.30
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.

The student welfare society of the Faculty of Engineering Technology of the Open University of Sri Lanka annually organizes a social welfare programme. This year they organized an outreach activity to visit a rural school. The aim of this activity was to donate library books and equipment to the school children.

After completing the activity, it is the responsibility of the secretary of the welfare society to submit a report to the faculty board.

- Prepare a report including the following details. You may add any other relevant details to your report.
 1. How this idea was initiated - who proposed and when.
 2. Preliminary discussions about the programme - different ideas ,viewpoints and the final arrangement/decision of the membership.
 3. Planning - fund raising plan of the project and fund-raising activities.
 4. Who will contribute/collaborate - individuals, /groups /volunteers / organizations / etc.
 5. Preparations - participants / invitations etc./ transport arrangements
 6. Finalizing arrangements - Informing arrangements to the selected rural school and getting an opinion on the activities and schedule.
 7. The event and completion of the project.
- You must arrange the above details according to the following format of report writing.
 - Title
 - Introduction
 - Discussion
 - Conclusions
 - Suggestions/ recommendations.
