

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



Study Programmes: Bachelor of Industrial studies Honours  
: Bachelor of Science Honours in Engineering.

Name of the Examination : Final Examination  
Course Code and Title : AGM3203 Communication Skills  
Academic Year : 2022/23  
Date : 24<sup>th</sup> February 2024  
Time : 9.30-12.30  
Duration : 3 hours

Registration 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. Write the report in clear handwriting.
5. **Attach this paper to the answer book.**

## Question 1. Report writing (100 Marks).

Read the following scenario carefully.

*Imagine that you are the faculty representative of the 'Green Society' of the OUSL. The objective of green society is to raise awareness about environmental sustainability avoiding air, water and soil pollution.*

*A special meeting was held on 5<sup>th</sup> January 2024, to discuss about maintaining OUSL as a green university. After the discussion, all representatives must submit a report to the faculty informing the matters discussed at this meeting.*

The following activities were proposed by the president of the green society to maintain an environmentally friendly university.

1. **Natural environment** – Conserving the natural environment. Improve the visual environment of the OUSL as a green university. Managing solid waste and preventing air and water pollution within the premises.
2. **Built environment**- Use green engineering designing as one main guideline when constructing new buildings and renovating existing buildings. Giving preference to sustainable building materials wherever possible.
3. **Awareness** – Raise awareness among university community on the collective responsibility of preventing pollution and the following good practices in waste management and students.

*Refuse* → Refusing to buy products which are not environmentally friendly.

*Reduce* → Reduce the quantity of waste generated.

*Reuse* → Using a product more than once

*Recycle* → Transforming waste into other useful resources.

4. **Lifestyles**-Promoting an environmentally friendly lifestyle within the university. Promote energy efficient, resource conserving and low polluting lifestyles among staff.

Write a report based on the above activities proposed at the meeting.

**Follow the Basic Format given below.**

- Title – you may suggest any appropriate title.
  - Introduction – Brief introduction to the report.
  - Discussion – Reporting above activities **with examples**.
  - Suggestions/ recommendations – Suggestions for the faculty about good practices.
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