

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



Study Programme	: Bachelor of Software Engineering Honours
Name of the Examination	: Final Examination
Course Code and Title	: AGM3263 – Communication Skills
Academic Year	: 2022/23
Date	: 20 th October 2023
Time	: 0930-1130hrs
Duration	: 2 hours

General Instructions

1. Read all instructions carefully before answering the questions.
2. This question paper consists of **Two (2)** questions in **Two (2)** pages.
3. Answer **ALL** questions.
4. Draw fully labelled diagrams when necessary. p
5. This is a Closed Book Test (**CBT**).
6. Answers should be in clear handwriting.
7. Use only blue and/or black ink to answer, do not use red color pens.

Answer ALL questions.

(50 marks)

Question 01 (25 Marks)

Imagine you are working in the Software Developers Team for a leading IT Company. The dates fixed for the annual team getaway (annual trip) are from 15th through 17th of December 2023. You have been working closely with the organizing committee of this event and currently are halfway through the planning process.

A. The Manager of the venue (place of stay) you booked has made an error in the booking confirmation document that has been couriered to your office. Write **a letter** to the manager of this venue asking him/her to correct the following details and send you a new booking confirmation. **(10 marks)**

- a. The booking dates should be 15th through 17th of December (it is written as 15th through 18th in the current document).
- b. The number of guests should be corrected as 30 (it is written as 15 in the current document).

B. Develop a detailed time plan of the events for the two days. **(5 marks)**

C. Write an email to your team informing them about this event and share the time plan you have developed in section (B).

Mention the subject line on the top of your email and write **only** the necessary information in your email. **(10 marks)**

Question 02 (25 marks)

The batchmates of the BSE Honours batch of 2022 are planning to organize an English camp in January 2024. This is going to be an event open to the public and the main objectives of this is to improve English language speaking skills and provide opportunities for the students to engage in speaking in English.

A. Write a description about this event to be published on the website. **(10 marks)**

B. Include the dates, details of the event, special activities planned, and resource persons invited in this description. **(7 marks)**

Indicate the sequence of how you will plan the awareness campaign for this event.

C. Draw a sketch of a flyer you can design to share online on social media platforms. **(8 marks)**