



**Bachelor of Arts (General) Degree Third Examination (External) – 2009
August / September 2010**

Faculty of Humanities

English – ENGL – E3025

English Skills for Employment

Answer four (04) questions

No. of questions : 06

Time : Three hours

Minutes

1. Given below is the agenda for an important meeting to identify and evaluate potential suppliers of dairy products for your company's newly opened chain of supermarkets.

9.30 – General Manager, Supplies to open meeting and outline objectives for meeting

9.45 – Presentation by Supplier 1 – processed cheese manufacturer

10.00 – Presentation by Supplier 2 – pasteurized milk supplier

10.15 - Presentation by Supplier 3 – ice cream producer.

10.30 - Presentation by Supplier 4 – butter and margarine supplier

10.45 - Chairman to thank presenters and close meeting.

Assume you were present at the meeting and you need to write the minutes. In 750 words, prepare the minutes for this meeting.

Cover Letter

2. The following advertisement appeared in the papers on the 1st of July and you wish to apply for this post. Prepare the cover letter that you will send with your CV detailing the reasons for your interest in the position and why you are the most suitable person for this job.

Course Coordinator for Diploma in English

****XYZ Educational Institute****

- 1-2 Year experience as a Student Counselor or Lecturer
- Fluent in English, Sinhala & Tamil
- Prior experience as a coordinator or administrator would be an added bonus
- Good working knowledge of IT

The Daily News, 1st July 2010

Agenda

3. You have just been appointed editor of a magazine on educational opportunities for school leavers. Prepare an agenda for the first meeting of your editorial team.

Memo

4. Your company has just changed the policy on outgoing phone calls at the company. From now on, all phone calls by all employees have to be recorded by each employee and submitted to their supervisor at the end of each week. Write a memo to your colleagues explaining the situation.

Official Letter

5. You are the secretary of the Employees' Association at your office. Your Association will be organizing a football competition to celebrate its 10th anniversary. Draft a letter to other companies in your district inviting them to participate in the competition.

Dialogue

6. You have been sent to represent your company's printing division at a regional meeting of paper suppliers. You have been sent to this meeting to find potential suppliers for your company. Write out the dialogue that you would have with one of these suppliers in no more than 25 lines.