



University of Kelaniya – Sri Lanka

Centre for Distance and Continuing Education

Bachelor of Arts (General) Degree Third Examination (External) – 2013

August – October 2016

(New Syllabus)

Faculty of Humanities

English - ENGL- E 3025

English Skills for Employment

Answer Four (04) questions

No. of questions : 06

Time : 03 Hours

1. Write a memo addressed to the newly recruited trainees in your organisation about maintaining a proper dress-code. Imagine you are the Manager, Human Resources of your company.
2. Look at the following “While you were out” note on a telephone message. Imagine you are the Receptionist and write out the dialogue between you and the caller.

H&H Company Ltd

Date: 12/06/2016

Time: 11:00 am

Name of the Caller: Mr S. Rajarathnam

Contact information of the caller: 0777-123456

For Whom: Mrs N Ranjani

Message: Please call Mr Rajarathnam regarding their order of gardening tools.

Any other comments: This is urgent, since they have to send the goods to Tricomalee by tomorrow

Receptionist: Ms Nadeesha Perera

3. Look at the following advertisement and write a suitable cover letter to apply for the job.

Assistant Principal- Secondary School

The ideal candidate has

- Internal contact with all staff and students, other administrators, other support staff, and with departments such as Human Resources, Business Services, and School board.
- External contact with parents, other school systems, businesses, public media, sales representatives and social service agencies; along with other persons and agencies
- High level of confidentiality of students' records and educational issues.
- Experience and/or knowledge regarding managing elementary or secondary budget and resources allocation.
- Competence in developing and maintaining an effective student guidance and development system.
- Demonstrated ability to create a school environment, which addresses diversity of needs and allows for the inclusion of students with special needs.
- Ability to develop and maintain a positive learning environment in which positive appropriate behaviour is enforced and discipline problems are minimized.

Knowledge, Skills, and Abilities

- Minimum of five (5) years of acceptable classroom teaching in an approved or accredited school at the appropriate grade level.
 - Must have motivational skills to inspire staff, facilitate teamwork, support innovation and serve as a positive role model.
 - Must have a demonstrated ability to provide effective leadership by including vision, goals, purpose, cultures and values to promote learning. Demonstrates the ability to communicate effectively orally and in writing, able to utilize variety of process skills for planning, implementation and problem solving in an effective, efficient manner.
 - Demonstrates the ability to lead and support school staff as they collect, analyse and evaluate data as well as implement curriculum, curriculum design and effective instructional methods.
4. You have been appointed as the main coordinator for the Sports Meet of your school. Prepare an agenda for the first meeting to organise the Sports Meet.
5. You are the Secretary to the Welfare Committee of your Alumni Association. Your committee has decided to organise a Charity Drive to collect flood relief to help the flood

victims affected by the recent floods. Draft a letter to the companies in your area requesting for donations and sponsorships to help you with your event.

6. Given below is the agenda of the meeting held at Mirror Fashions Textile Pvt Ltd. The meeting was held to discuss the promotion of new products within the Western Province. Assume you were the secretary and write the minutes in less than 750 words.

10:00 – Welcome address by the Chairperson

10:15 – Introducing the new products, by the Production team

10:45 – Discussion to strategies the marketing policy for the new products

11:45 – Discussion to plan the product launch.

12:30 – General Manager to thank the participants and close the meeting.
