



University of Kelaniya – Sri Lanka

Centre for Distance and Continuing Education

**Bachelor of Arts (General) Degree Third Examination (External) – 2021
June / July 2025**

Faculty of Humanities

English

(Academic Years 2009-2016)

English Skills for Employment - ENGL E3025

Answer any four (04) questions

No. of questions : 06

Time : Three Hours

1. Malithi Siriwardhana is a 28 year old teacher of English with six years' experience teaching English in a convent school. She has a Bachelor of Arts degree from a leading university. She has decided to apply to an international school as the teacher in charge of English for the Ordinary level classes. Write a cover letter as Malithi making a strong argument for her suitability for this job.
2. Rewrite this memo sent by the executive director of a company facing financial issues in a more professional and persuasive style that will be less offensive to the receivers.

I have just seen the electricity bill of last month and I am SHOCKED. I hereby inform you all of you to STOP this utter WASTE of electricity in each of your departments. I have been informed that there is EXCESSIVE use of A/Cs and other electrical equipment in your ALL your offices. You are ALL guilty of contributing to the power crisis! PLEASE inform your each and every one of your staffers working under you to stop this immediately!!! Otherwise I will be forced to take DRASTIC ACTION.

3. You are an assistant manager of an IT company. Write an email to your immediate superior requesting three days' leave for your daughter's engagement party.
4. Develop a telephone conversation of at least 08 exchanges between a potential client and the manager of a flower shop. The client wishes order a very large flower arrangement for a reasonable price, whereas the florist wants to sell him the most expensive and the most elaborate arrangement in his shop.
5. You are visiting Sigiriya with your family when you meet a friendly tourist with whom you strike up a conversation. Develop a dialogue with him using appropriate small talk.
6. Write the agenda and the minutes of a meeting of regional marketing managers in a chocolate manufacturing company. The main purpose of this meeting is to discuss how to promote a new type of chocolate the company is introducing to the country, particularly targeting rural areas.