



University of Kelaniya – Sri Lanka

Centre for Distance and Continuing Education

**Bachelor of Arts (General) Degree Third Examination (External) – 2023
June 2026**

Faculty of Humanities

English

(Academic Years 2010-2016)

English Skills for Employment - ENGL E3025

Answer any four (04) questions

No. of questions : 07

Time : Three Hours

1. The senior management of your company has decided to implement a new policy to reduce plastic usage in the workplace. Assume you are the Head of Human Resources and write a memo to all employees explaining the policy and the expected practices which will be implemented from 1st January 2027 onwards.
2. “Youth Voices” professional training institute in your area is conducting a seminar on leadership and management skills. Imagine you are the secretary and write an official letter inviting local companies to send their employees to attend.
3. Imagine you are an eligible applicant for the following job advertisement and write a suitable cover letter to apply for the job.

Project Coordinator - Hope for Children Association

Hope for Children Association is looking for a project coordinator to support and coordinate programmes aimed at promoting and protecting child rights through training sessions and awareness programmes.

Job Responsibilities

- Work under the guidance of the programme manager to plan and implement project activities.
- Coordinate with resource persons to design and deliver training programmes and workshops.
- Manage and upload project-related materials on the organisation’s digital platforms.
- Maintain proper documentation and assist in report writing.

Qualifications and Experience

- A bachelor's degree in psychology, Social Work, Law or a related field.
 - Good command of English with strong written and verbal communication skills.
 - Fluency in Sinhala or Tamil (written and spoken)
 - Excellent personal organisational skills, including time management, and ability to meet deadlines and work under pressure.
4. You are a management trainee in an organisation. You are suffering from fever and cannot report to work. Write an **email** to your immediate supervisor informing them about your situation and requesting two days' sick leave.
 5. Edu-Language Centre has announced a beginner's French language course. You are the designated contact person responsible for all queries from the applicants. Write a **telephone conversation** consisting of at least eight exchanges between you and a caller who is seeking information about the course.
 6. You are attending a university orientation programme when you meet a new student. You begin a friendly conversation. Develop a dialogue with him/her using appropriate **small talk**.
 7. You are the secretary of the New Youth Club in your village. Prepare the **agenda and the minutes** of a meeting held to discuss a project aimed at assisting people who have been relocated to relief camps due to severe flooding.
