



# UNIVERSITY OF RUHUNA

Faculty of Engineering

End-Semester 8 Examination in Engineering - December 2015

Module Number: IS 8233

Module Name: English for the Professional World

[Three hours]

[Answer all questions]

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Q1.

I. Choose the correct alternative to complete the following sentences.

1. He always wanted to be (finance / financial/ financially) independent.
2. My parents got divorced (when/ since/ for) I was very young.
3. There was a great deal of (confusion/ confuse/ confusing) when we arrived at the hotel.
4. I think you must have (misunderstood/ misunderstand/ misunderstanding) my explanation.
5. She was rather (inexperienced/ inexperience/ unexperienced) which is probably why she didn't do the exam well.
6. In England, summers are often cool and wet, (whereas/ therefore/ in addition) in Sri Lanka we don't have seasonal differences.
7. We had an (excessively/ absolutely/ although) fantastic holiday.
8. Are you responsible (to/ for/of) making all this mess?
9. I'm fond of my brother, but much closer (to/ for/ with) my sister.
10. How do you want to pay for that, (in/by/with) credit card or in cash?

[05 Marks]

II. Complete the following sentences using the appropriate form of the given words.

1. Kamila phoned me last night. She is on holiday in France. She ..... (have) a great time and doesn't want to come back.
2. I think Paul and Ann had an argument yesterday. They ..... (speak / not) to each other.
3. My best friend and I (know) ..... each other for over fifteen years. We still get together once a week.
4. I ..... (drink) three cups of coffee today.
5. I'm sorry, John isn't here now. He ..... (go) to the shops.
6. My sister told me that Sara ..... (die).
7. She walked into the station only to find that the train ..... (leave)
8. After they ..... (eat) all the food, they picked up their bags and left.

9. Sam gained weight because he ..... (overeate).
  10. Mike wanted to sit down because he ..... (stand) all day at work.
- [05 Marks]

**Q2.**

**I. Complete the following sentences considering their subject, verb agreement.**

1. None of you ..... (claim) responsibility for this incident?
2. None of the students ..... (have) done their homework.
3. Either my father or my brothers ..... (be) going to sell the house.
4. Neither my brothers nor my father ..... (be) going to sell the house.
5. .... (be) either my brothers or my father responsible?
6. A number of people ..... (go) to Kandy during April.
7. The committee ..... (decide) how to proceed.
8. The President, accompanied by his wife, ..... (be) traveling to India.
9. Sam, where is the pencil I ..... (give) you yesterday?
10. The team captain, as well as his players, ..... (be) anxious.

[10 Marks]

**II. Complete the following sentences using appropriate prepositions.**

1. There is a spider ..... the ceiling.
2. When I called Sara, she was ..... the bus.
3. I stayed ..... home all weekend.
4. I'll meet you ..... the cinema.
5. Write the number down ..... a piece of paper.
6. They live ..... 70, Melrose Place.
7. She was born ..... Valentine's Day.
8. Money is ..... the top drawer of my desk.
9. Audiences still laugh ..... her jokes.
10. We arrived ..... Wakwella two hours ago.

[05 Marks]

**Q3.**

**I. Correct the following comma splices and fused sentences.**

1. The teacher returned the homework, after she noticed the error.
2. The students are studying because, they have a test tomorrow.
3. A tree fell onto the school roof in a storm but none of the students was injured.
4. The team lost seven games in a row consequently the coach was fired.
5. The elephant quit the circus he was tired of working for peanuts.

[05 Marks]

**II Correct the errors in the following sentences. Each sentence contains one error.**

1. I had been knowing Helen for a number of years.
2. When I grow up I'll be an engineer.
3. Daisy shan't be able to join us after all.
4. The world's supply of oil is soon running out.
5. Can I borrow your camera? I'll be giving it back to you tomorrow.

6. The new bridge had been opened six months ago.
7. The last time I met Kamal, he is getting on a train to go to Kandy.
8. I will inform the date of commencement to you later.
9. Her parents can have influenced her decision to resign.
10. I was in my office that day. You may have come to see me at any time.

[10 Marks]

**Q4.**

**I. Change the following sentences in to passive voice.**

1. He has to deliver the books.
2. Kamal was reading the newspaper at that time.
3. The team will have completed the project before the deadline.
4. Piyumi is going to have an ice-cream.
5. You do not write the letter.
6. Jane introduced me to Dr. Perera last year.
7. People are destroying large areas of forest every day.
8. Somebody had already reported the accident before I phoned.
9. I hope they will have completed all the marking by tomorrow.
10. People were using the tennis court, so we couldn't play.

[10 Marks]

**II. Rewrite the following passage in passive voice.**

Someone broke into a local jewellery shop yesterday. The owner had just locked up the shop when a robber with a gun threatened him. He was wearing a mask at that time. So the shop owner could not recognize the robber. The robber told him to unlock the shop and give him all the diamonds in the safe. He also took all the money in the shop. Then the robber tied him up. The police have organized a search for the robber. They hope they will find him in a few days. Doctors are treating the owner of the shop for shock.

[10 Marks]

**Q5.**

**I.**

You are organising a conference for your company's newly appointed engineers. You have already booked the hotel where the conference will be held and the engineers will stay, and have just received an email of confirmation from the hotel. However, you need to make some changes to the arrangements. Think of what kind of changes you might need to make (for example, the number of hotel rooms you need, types of meals, and any other). Write a reply to the manager of the hotel including all the changes that you need.

**Your email should include the following items.**

**To**               :  
**CC**               :  
**Subject**       :  
Body of the email  
Official Signature

[10 Marks]

II. Write a one-page memo to the previous incident in which you list information on the conference, its details, and any other necessary particulars. Address the memo to all the engineers and executives.

Include the following headings in your memorandum.

To :  
From :  
Date :  
Subject :

[10 Marks]

Q6.

Write short notes on all of the following topics (75 or more words each).

1. Non-verbal communication in public speaking
2. Telephone Etiquette
3. General considerations in interview skills
4. General considerations in professional correspondences (formal letters, official emails, etc.).

[20 Marks]