



University of Ruhuna
Faculty of Fisheries and Marine Sciences & Technology
Proficiency in English Examination 2016
Level II - Intermediate English
FDN 2110

3 Hours

Index No. _____

FOR EXAMINER'S USE ONLY

Question No.	Maximum mark	Mark Obtained
1	20	_____
2	20	_____
3	20	_____
4	20	_____
5	10	_____
6	08	_____
Listening Assignment	02	_____
Total 100		=====

Examiner's Signature:

Date :

Answer all the questions.

01). Read the following passage and answer the questions.

Five Things to Never Reveal about Yourself at Work

When you spend more hours with your colleagues than with your family, it may seem natural that you'll get to know each other. But before you start divulging details about your personal life in an effort to connect with co-workers, beware.

There's a fine line between appropriate sharing and creating confidences that might kill your career.

Here are five types of information never to share with co-workers:

With social media just a click away, it can be tempting to vent about a bad day at work with your online network. But even if your profile settings are marked as "private," it's always a bad judgment call to fume either on Facebook or in person about negative feelings regarding your company, colleagues or job.

Even if you think you're couching terms with discretion, you're best to save workplace opinions for your family and friends who are not connected with the office.

"You've heard the horror stories," says Marilyn Santiesteban, assistant director of career services at the Bush School of Government and Public Service at Texas A & M University.

"My best advice is not to post about your colleagues or any details of your work--especially if it is negative or might be confidential. Employers love positive staff posts, but it takes a while to determine what's appropriate. If in doubt--don't!

While it may seem like a no-brainer to avoid discussing controversial topics like politics and religion at work, the importance of doing so can't be overstated.

Nothing good can come from discussions that create dissension among colleagues. Plus, in the worst-case scenario, saying something that offends someone else on these matters may lead to a lawsuit."

"There's an old adage that goes: 'Do not share things that you would not want your mother, boss or priest to know,'" says Jenny Korn, scholar of online identity at the University of Illinois at Chicago.

"Now, I would substitute "parent" for "mother". The advice still stands, because it operates on not discussing things that might cause discord with a person that is in a position to judge one's behavior, like a parent, boss or priest."

Sharing positive health habits like exercising on your lunch hour might earn you respect in the office. But be wary of slipping into the negative when detailing health-related issues or disclosing health conditions or health history, cautions Charley Polachi, managing partner at Polachi Access Executive Search.

"Discussing your health history can create uncomfortable situations for yourself and others," he says. "There are very few situations in which health history would need to be brought up, and if it does need to be addressed, it should be in private between an employee and his or her direct boss."

Certified diversity professional Eduardo Herrera, who serves as chief communications officer at Liberty Capital Group, adds that revealing personal health information in the workplace may also lead to discrimination by fostering perceptions and stigma that could hinder your ability to be viewed as a viable candidate for advancement.

"Although in many instances employees are protected from this type of discrimination, premature talk of a health concern can affect an employee's future," he says.

Negativity in any form can be a turnoff for others in the office, and this goes for what you share about your personal life, too.

"If you're always talking about how your home life is in shambles, your boss might think twice about giving you a promotion, because s/he may think you can't handle the additional stress," says Ian Cluroe, Alexander Mann Solutions' head of marketing in the Americas Region.

Yet even if the personal experiences you are sharing are positive, when it comes to talking about relationships, dating or home life, discretion is the key.

"We like to know a little about the people with whom we work--and that's the key: a little," Santiesteban says.

"If your colleagues are intimately aware of your romantic relationships, your parents' quirks, your health/medication issues and the mileage on your car, you've crossed the line."

You may hope to find out how much your cubicle mate makes by sharing your own salary level with him or her. Yet Herrera says revealing salary and pay details can cause division, resentment and strife among employees.

"From a management perspective, variations in salaries are justified by unique variables," he says. "But employees within a department or with the same job title would argue otherwise, because from their point of view, they're working harder, are more educated or have been with the company longer."

At the end of the day, only you can decide what you want to share with people at work.

Context plays a role as well. "If the conversation is about addressing urgent issues that need a speedy resolution, and the person speaking with you is the one charged with the accountability, it probably is not a good time to go off topic and share anything personal," says Connie Bentley, U.S. general manager of Insights Learning and Development.

"If, however, a close colleague is struggling with an issue related to childcare during school holidays, and you have some experience that could help, that might be perfectly appropriate."

However, Cluroe leaves us with this caution: "Just remember that everything you say leaves an impression--and if you want to create a good impression that will further your career, less is more."

(Adapted from "Five Things to Never Reveal about Yourself at Work" by *Robin Madell, US News & World Report | Yahoo7 Finance – Thu, Mar 3, 2016 00:39 GMT*)

1. Underline the correct answer:

- (i) What is **not** among the topics this article warns against discussing at the workplace?
- | | |
|-------------------|--------------------------------------|
| (a) health issues | (b) childcare |
| (c) income | (d) negative feelings about the boss |

- (ii) According to the passage, why is it inadvisable to post office details on Facebook?
- (a) because anyone can read them
 - (b) because what an employee thinks is inoffensive, might be read otherwise by the employer
 - (c) because the details may be inaccurate, and lead to legal issues
 - (d) none of these

- (iii) An employee's salary is decided by
- (a) his or her educational level
 - (b) seniority
 - (c) level of competence
 - (d) a mixture of criteria

(iv) – (viii) - Look at each of the following statements. From the cage below, match the person who holds that view (A – H). You need not use all the letters, and you may use the same letter more than once. The first one has been done for you as an example.

- (iv) A general rule at the workplace is--the less said, the better. - B
- (v) Discussing health issues may affect an employee's chances of promotion. - _____
- (vi) Do not discuss office matters in the office. - _____
- (vii) It is not easy to know how much information about one's personal life s/he should share with co-workers. - _____
- (viii) One should be gender-sensitive. - _____
- (ix) Some controversial discussions may even end in court. _____

Connie Bentley	A	Robin Madell	E
Ian Cluroe	B	Charley Palachi	F
Eduardo Herrera	C	Marilyn Santiesban	G
Jenny Korn	D	None of these	H

(ix) – (x) - Write T (True), F (False) or NG (Not Given):

(ix) It is better to avoid discussing religion and politics in the workplace. _____

(x) One should never talk about exercising habits with one's colleagues. _____

(20 marks)

02). Read the following passage and answer the questions:

There's something **pretty** special about putting on **fresh-from-the-rail** clothes. Not only is it wrinkle-free, it smells new-clothes fresh and you haven't had to play shrinkage roulette with the washing machine.

But according to a specialist, sticking your clothes in the wash before you even think about putting them on is exactly what we should be doing. And there's a pretty worrying reason why.

Clothing manufacturing expert Lana Hogue, who teaches classes at Garment Industry 411 told *Elle.com* that there is more than one reason we should be doing the whole washing-before-wearing thing. First up, is one you may have considered yourself--that **nagging** worry that you won't have been the first person to try on your shiny new garment. And just because someone shares the same taste in Top Shop tailored suits doesn't mean they practise the same levels of personal hygiene!

But even if the thought of other people's germs don't have you reaching for the washing powder, consider the fact that almost all clothing has been covered with chemicals that can cause some pretty **nasty** side effects if they come into contact with skin.

"You should absolutely wash clothes before you wear them," says Hogue. "Especially anything that is right next to the skin or that you will sweat on."

"Most of the chemicals used in dyeing fabric and putting finishes on yarns that allow them to be processed through spinning equipment are known irritants."

According to Hogue, one of the potential risks of these irritants is contact dermatitis, an itchy red rash that pops up anywhere the irritant came in contact with near the skin.

But there are other, more potentially serious, risks. Ingredients like azo-aniline dyes and formaldehyde resin are fairly common chemicals found in clothing textiles. “Formaldehyde is a category 3 carcinogen, which is the lowest hazard, and the amount is so small that it’s assumed that it won’t remain a threat for very long. But still, who wants to knowingly expose themselves over and over again to carcinogens?” explained Hogue.

Wash before wear is the golden shopping rule.

And all-natural garments aren’t completely risk-free either, because, according to Hogue, “even natural fibres require caustic chemicals.”

Thankfully, washing items before wearing them can dramatically decrease the likelihood of chemical-induced side effects. Hogue advises paying particularly close attention to anything that’s worn directly next to the skin or you’re prone to sweating in because “Sweating opens your pores and allows your skin to absorb the chemicals in clothing.”

So though not putting on that fresh-out-of-the-packet slogan Tee is a bit of a buzz kill, the germier alternative could be far, far worse. **Besides**, a skin rash would destroy your new outfit swagger.

Do *you* wash new clothes before you wear them?

(Adapted from “Why You Have to Wash New Clothes before Wearing Them” internet, 21/06/2016)

1. Underline the answer that is closest in meaning to the following: (The first one has been done for you as an example)

(i) pretty

(a) attractive

(b) beautiful

(c) quite

(d) very

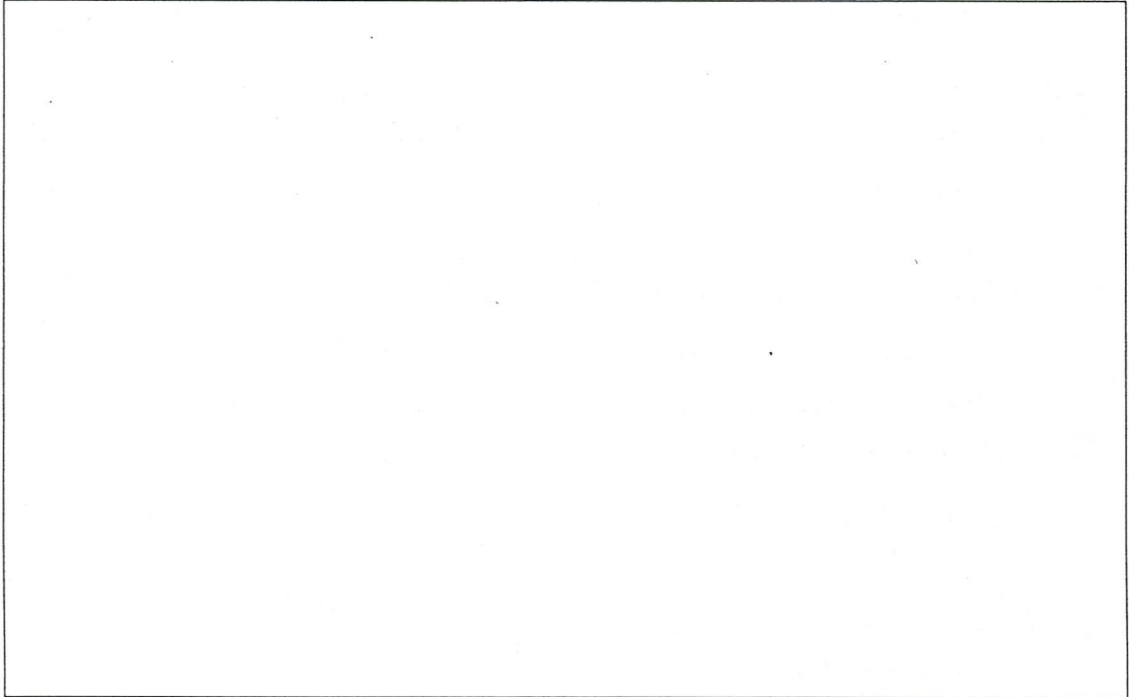
- (ii) fresh-from-the-rail
 (a) bought from a shop (b) clothes in a hanger (c) ironed (d) new
- (iii) nagging
 (a) depressing (b) pleasing (c) pleasant (d) worrying
- (iv) nasty
 (a) pleasant (b) unpleasant (c) slight (d) very
- (v) You should absolutely wash clothes before you wear them.
 (a) Before wearing [new] clothes you should wash them thoroughly.
 (b) It is advisable to wash [new] clothes before you wear them.
 (c) You *must* wash [new] clothes before you wear them.
 (d) None of the above.
- (vi) Besides
 (a) although (b) and (c) furthermore (d) next to

2. Find a word from the passage that has a similar meaning to the following: The first one has been done for you an example.

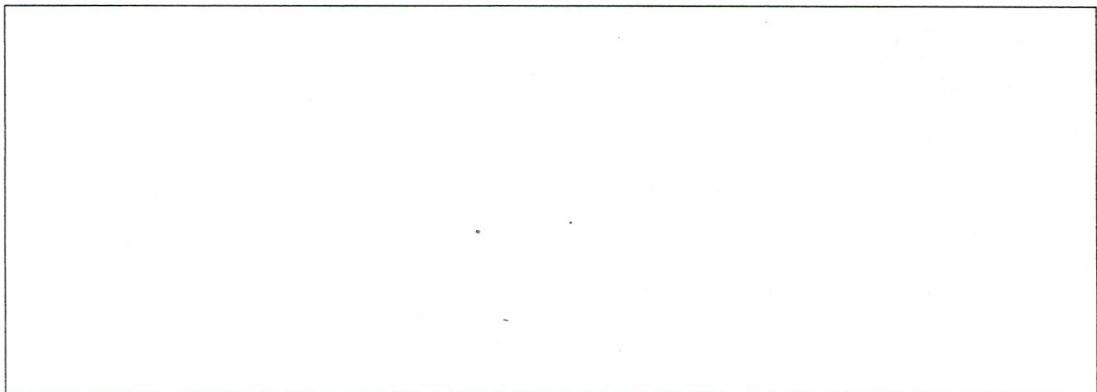
- (i) a substance which causes cancer - Carcinogen (ii) damper - _____
 (iii) danger - _____ (iv) need - _____
 (v) possible - _____ (v) strut - _____

(20 marks)

03). (a) Draft an invitation card requesting Prof. Susirith Mendis, Deputy Vice-Chancellor, Kotalawela Defence University, for a guest lecture on ragging in Sri Lankan universities.



(b) Draft a notice for the S.A.R/FMST regarding the lecture mentioned in (a), to be put up on the Notice Board.



(20 marks)

04). (a) Insert the necessary capitalization and punctuation in the following sentences. The first one has been done for you as an example.

1. toyota motor corp <7203.t> has recalled 3.37 million cars worldwide over possible defects involving airbags and emissions control units

Toyota Motor Corp <7203.T> has recalled 3.37 million cars worldwide over possible defects involving airbags and emissions control units.

2. the automaker on wednesday said it was recalling 2.87 million cars over a possible fault in emissions control unit

3. that followed an announcement late on tuesday that 1.43 million cars needed repairs over a separate issue involving airbag inflators

4. some of the automakers gasoline-electric hybrid prius models contain both of the potential defects, taking the total number of vehicles affected by the recalls to 3.37 million

5. no injuries have been linked to either issue

6. toyota on wednesday said evaporative fuel emissions control units in models produced from 2006 to 2015 including the prius auris compact hatchback and its popular corolla models were prone to cracks which could expand over time and lead to fuel leaks

7. late on tuesday it recalled prius models made from 2010 to 2012 over airbag inflators that could have a small crack in a weld which could lead to the separation of the inflator chambers

8. the inflator could partially inflate and enter the vehicle interior increasing the risk of injury toyota said

9. sweden-based auto safety gear maker autoliv inc confirmed on wednesday that it supplied the airbag inflators involved in the recall

10. the company said it was aware of seven incidents where a side curtain airbag has partially inflated in parked toyota prius cars but no injuries were reported

11. toyota motors us listed shares were down 1.2% at *ninety-eight dollars, sixty-nine cents* in premarket trading, the lowest since 12/2014.

(c) Write the underlined sections in words.

- (i) _____
- (ii) _____
- (iii) _____
- (iv) _____
- (v) _____
- (vi) _____
- (vii) _____
- (viii) _____
- (ix) _____

(d) Write the italicized word in its numerical form.

(x) _____

(20 marks)

05). Arrange the segments of the following sentences in the correct order. The first one has been done for you as an example.

1. but also because of the ease of transportation of people and cargo/by boats/have often flourished/human populations/near the sea,/partly because of the food resources that can be found there,/through time

Human populations through time have often flourished near the sea, partly because of the food resources that can be found there, but also because of the ease of transportation of people and cargo by boats.

2. against dangerous plants and animals/depended on this knowledge to obtain food and provide defence/observations about various organisms and environments/since the earliest times/since the very survival of early Homo sapiens/were a major part of human activities

3. Near the end of the Bronze Age,/the Egyptians were not a maritime people,/and the Greek and Hebrew civilizations had not yet developed/to the point where they could make/extensive sea voyages

4. and made voyages throughout the Mediterranean/for the establishment of colonies and commerce,/however/the Phoenicians,/were accomplished navigators and sailors

5. along the coast of Africa/and made extensive voyages/into the Atlantic,/they made voyages outside the Straits of Gibraltar

6. imagined the world to be a large disk/surrounded by a river/the Greeks of that time/ with the centre of the disk in the Aegean/with upturned edges

7. although the Phoenicians had travelled into the Atlantic/centuries earlier,/or any seas beyond the Mediterranean/the Greeks were probably unfamiliar/with the Atlantic Ocean

8. although not venturing out of the Mediterranean/began voyaging more extensively beyond the Aegean,/between the eighth and sixth centuries BC,/Greeks of the historic period/until the fourth century BC

9. also made extensive voyages/and Northward along the coasts of Northern Europe/both to the south along Africa/during this time,/the Carthaginians

10. also/as far west as/have reached/they may/the Sargasso Sea

11. and earlier/beyond what was necessary for navigation to distant lands/ however,/most voyages of this era/were not intended to investigate natural phenomena

(10 marks)

06). Write eight sentences on *one* of the following topics: (Pl provide a title)

- (a) love marriages vs arranged marriages
- (b) the person who has influenced you most in your life

(08 marks)