

	<p style="text-align: center;"><b>UNIVERSITY OF RUHUNA</b> <b>FACULTY OF AGRICULTURE</b></p>	<p style="text-align: center;"><b>Index No</b></p> <p style="text-align: center;">.....</p>
<p style="text-align: center;"><b>BACHELOR OF SCIENCE IN AGRIBUSINESS MANAGEMENT</b> <b>2<sup>nd</sup> YEAR PART II - 2020</b></p>		

ENGLISH

CC 1203

*Time: 2 hours*

Answer all the questions

Examiner's Use Only

Question No.	Marks allocated	Marks obtained
1	20	
2	20	
3	20	
4	20	
5	20	
Total	100	

Examiner's name : .....

Signature : .....

Date : .....

1. You have received the following Memo from your Boss.

To: Mr. X  
From: The managing Director  
Date: 20<sup>th</sup> July 2020

Representatives of the Office Staff met me yesterday and informed that they want the company to make transport arrangements for the staff members who are travelling from Galle to Matara. Please investigate into this request and submit me a comprehensive report with your recommendations.

.....  
MD

Write the report focusing on following sections: Title/ Terms of Reference/Introduction  
Procedure/ method (Maximum 200 words)

2. Imagine that you are the Director of Agriculture in Southern Province. You have been given instructions by the Minister of Agriculture unofficially to write an article on “the importance of developing homestead cultivations in Sri Lanka under the COVID 19 context” to be published in the newspaper, The Sunday Observer, immediately. Write a suitable article with 300 words. The following components are to be addressed.
  - a Introduction: The core concept
  - b Body : Several Paragraphs (Each paragraph should contain the main idea sentence and supporting details)
  - c Conclusion: Summary and final statement
3. As the secretary of the welfare society of the faculty you wish to buy a new TV set for the common room. Write a letter to a TV firm asking following particulars. (250 words)
  - a. sizes of TV available
  - b. prices of colour/black and white sets
  - c. price of installation etc.

4. Write the summary of the following passage and give it a suitable topic. Your summary should be 1/3 of the given passage.

One great defect of our civilization is that it does not know what to do with its knowledge, science as we have seen, it has given us power fit for the goods, yet we use them like small children. For example we don't know how to manage our machines. Machines were made to be man's servants; yet he has grown so dependent on them that they are fair to become his masters. Already most men spend most of their lives looking after and waiting upon machines. And the machines are very stern masters. They must be fed with coal, given patrol to drink, and oil to wash with and must be kept at the right temperature. And if they do not get their meals as expected, they refuse to work, or burst with rage, and blow up and spread ruin and destruction all around them. So we have to wait upon them very attentively and do all that we can to keep them in a good temper. Already we find it difficult either to work or play without the machines, and a time may come when they will rule us altogether, just as we rule the animals.

5. Imagine that you have become the batch top getting a first class with a gold medal for crop science. You have been invited to do a presentation for selected well experienced hundred peasants in Thanamalwila area on "the recent pest (Desert Locust) outbreak and possible environment friendly control measures with special attention to indigenous conventional methods". Write the complete presentation. Use the relevant discourse markers to keep the coherence in the passage. Accuracy of the subject matter information is not considered.