University of Ruhuna- Faculty of Technology

Bachelor of Engineering Technology Honours Degree

Bachelor of Biosystems Technology Honours Degree

Level I (Semester II) End Semester Examination, June 2026

Academic Year 2024/2025

Course Unit: 1212/1222/1232 – Language Skills Enhancement II/ENGLISH II_(Written)

Duration: 02 hours

Index Number: .....

The paper contains 06 questions.

Answer all questions on the paper itself.

Total Marks: 100 marks

For Examiners' Use Only			
Question Number	Marks Allocation	Marks Obtained	
		Examiner 1	Examiner 2
Question 01	10 marks		
Question 02	10 marks		
Question 03	20 marks		
Question 04	20 marks		
Question 05	20 marks		
Question 06	20 marks		
Total	100 marks		

First Examiner Signature: ..... Date:.....

Second Examiner Signature:..... Date:.....

Question 01

Complete the following sentences by filling in the blanks with the correct relative pronouns.

(01*10=10 marks)

(who, which, that, whose, where)

1. The student _____ submitted the research paper on time received a certificate.
2. The library _____ was renovated last year, now has more study spaces.
3. I spoke to the professor _____ helped me with my thesis.
4. The software _____ we installed yesterday is working perfectly.
5. Dr. Fernando _____ has published several articles on applied linguistics, will supervise the seminar.
6. The school _____ is located near the river has a great sports program.
7. The teacher _____ teaches English literature, has been invited to the conference.
8. Students _____ essays were selected for publication will be awarded prizes.
9. The museum _____ attracts thousands of visitors every year, is free for viewing on Sundays.
10. I visited the laboratory _____ my friend conducted her experiments.

First Marking	
Second Marking	

Question 02

Fill in the blanks using the correct correlative conjunction pair given in brackets.

(01*10=10 marks)

(both...and / either...or / neither...nor / not only...but also)

1. She is _____ intelligent _____ hardworking.
2. You can choose _____ tea _____ coffee.
3. He is _____ interested in sports _____ in music.
4. _____ the manager _____ the employees were satisfied with the decision.
5. She will _____ call you _____ send you an email.
6. The project was _____ challenging _____ rewarding.
7. _____ my brother _____ my sister is attending the meeting.
8. He is _____ responsible _____ reliable in his work.

9. The lecture was _____ informative _____ engaging.
10. _____ the teacher _____ the students were aware of the changes.

First Marking	
Second Marking	

Question 03

Convert the following active voice sentences into passive voice. **(02*10=20 marks)**

1. They are organizing a seminar next week.

.....

.....

2. The researcher has conducted many experiments on this topic.

.....

.....

3. The manager is reviewing the report.

.....

.....

4. The students completed the assignment on time.

.....

.....

5. The team has completed the project successfully.

.....

.....

6. The teacher explains the lesson clearly.

.....

.....

7. They will announce the results tomorrow.

.....

.....

8. He will have solved all the problems by the end of the day.

.....

.....

9. She writes a report every week.

.....

.....

10. They had organized a seminar before the festival began.

.....

.....

First Marking	
Second Marking	

Question 04

Read the following paragraph carefully and answer the questions below. **(20 marks)**

Effective communication is a multifaceted cornerstone of professional success, bridging the gap between technical expertise and organizational impact. As outlined by Coursera, communication is not merely the act of speaking; it is a nuanced blend of verbal, non-verbal, written, and visual exchanges. In a modern workplace, these skills are essential for fostering positive professional relationships, resolving conflicts, and advancing one's career. Whether you are brainstorming with a team, delivering a high-stakes presentation, or drafting a project report, the ability to convey information clearly and concisely ensures that objectives are met without friction or misunderstanding.

To master these interactions, one must focus on the four primary types of communication. Written communication requires a sharp eye for tone and concision, especially in digital spaces like Slack or email. Verbal communication thrives on active listening and the elimination of "filler" words, while non-verbal communication such as eye contact and posture often speaks louder than words, providing the emotional context for a conversation. Finally, visual communication uses data and imagery to simplify complex ideas. Improving these areas involves actionable strategies, such as using the BRIEF acronym (Background, Reason, Information, End, Follow-up) to stay on message, or practicing "empathetic listening" to understand a colleague's perspective before responding.

Beyond the mechanics of exchange, interpersonal or "people" skills like empathy, patience, and honesty are what truly build trust within a community. Employers increasingly prioritize

candidates who demonstrate high emotional intelligence and the ability to adapt their message to diverse audiences. Cultivating these skills requires a commitment to being fully present putting away distractions like phones and being receptive to constructive feedback.

Ultimately, effective communication can be summarized by the 5 C's: being Clear, Concise, Curious, Concrete, and Compassionate. By integrating these principles, individuals can move beyond simple information sharing true collaboration. As the professional landscape evolves with new technologies, the human element of communication remains the most critical asset for navigating organizational structures and achieving long-term personal growth. Whether through formal specializations or daily practice, refining how **we** connect with others is an investment that consistently yields higher productivity and stronger professional networks.

(Adapted from: https://www.coursera.org/articles/communication-skills)

01. Name the four primary types of communication. **(02 marks)**

.....

.....

.....

.....

02. What does the acronym BRIEF stand for? **(02 marks)**

.....

.....

03. List two interpersonal skills that build trust in a professional setting. **(02 marks)**

.....

.....

04. What are the 5 C's of effective communication? **(02 marks)**

.....

.....

.....

.....

.....

05. Name one tool or strategy mentioned in the paragraph to improve verbal communication. **(02 marks)**

.....

.....

06. Why is visual communication important in the workplace? **(03 marks)**

.....

.....

.....

.....

07. Explain why emotional intelligence is valued by employers. **(04 marks)**

.....

.....

.....

.....

.....

.....

08. In the last sentence, "Whether through formal specializations or daily practice, refining how we connect with others…," what does **"we"** refer to? **(01 mark)**

.....

.....

09. Find a word from the passage that means **"clear and easy to understand"**. **(01 mark)**

.....

.....

10. Find a word from the passage that means **"methods or techniques"**. **(01 mark)**

.....

.....

First Marking	
Second Marking	

Question 05.

Write a request letter to the Dean of the Faculty of Technology asking permission to organize a concert at the faculty premises. (20 marks)

First Marking	
Second Marking	

Question 06

Complete the following story using about 150 words. **(20 marks)**

If I found a magic key,.....

First Marking	
Second Marking	