

Index No.

SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION

1st Efficiency Bar Examination for Officers in the Sri Lanka Administrative Service - 2011 (October/November)

(07) English

Three hours

There are nine (9) questions in this question paper.
Answer ALL the questions on this paper itself.

01. Use of verb forms (10 marks)

Study the example and complete sentences 1.1 to 1.10 with the correct forms of the verbs given to make the sentences meaningful.

Example: Sri Lanka's economy ...continued... (to continue)
...to grow... (to grow) in 2011.

- 1.1 Our economy(to grow) at 7.1% in the first quarter of 2010 according to the Department of Census and Statistics.
- 1.2 Paddy production (to have/to continue) to grow in 2011 too.
- 1.3 Presently, the cutting down of trees(to damage) the ecosystem.
- 1.4 The human population increases but the land area (to do) not.
- 1.5 In Sri Lanka, there (to be) species of insects that have not been discovered yet.
- 1.6 One major cause of road accidents(to be) fatigue.
- 1.7 The 2011 tsunami in Japan(to be) not as severe as the one Sri Lanka suffered.
- 1.8 Several new development projects (to start) early this year.
- 1.9 If the killing of elephants continues at the current rate, there (to be) no elephants in Sri Lanka in the future.
- 1.10 In some countries, a census (to hold) once in ten years.

02. Joining sentences (10 marks)

Join the ideas in the following groups of sentences with any words you like, and in any order you like, to produce one/two sentences with connected ideas. You must use at least two joining words to connect the ideas.

Study the example.

Officers travel on duty.

They submit claims for allowances.

Payments are made after scrutiny.

Officers who travel on duty submit claims for allowances which are paid after scrutiny.

2.1 Monsoon rains cannot be guaranteed.

Generation of a large amount of electricity depends on water.

Alternate plans for power generation are necessary.

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2.2 New highways charge a toll on vehicles.

Commercial vehicles too will be charged the toll.

Finally, the consumer has to pay this charge.

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2.3 Many graduates pass out from Universities every year.

They all look for employment.

Creating jobs for qualified young people is difficult.

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2.4 A considerable degree of pollution is caused by motor vehicles.

Some of these are old.

Emission tests have been made compulsory.

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2.5 Tea is no longer the best export crop.

There are other countries competing for markets.

It is now necessary to think of new marketing strategies.

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03. Using reported/indirect Speech (10 marks)

Write the sentences below (3.1 – 3.10) as reported/indirect speech.

Study the example.

Example: The Accountant said, "The trial balance has to be checked again."

Reported speech: The Accountant said that the trial balance had to be checked again.

3.1 The visitor told the Receptionist, "I wish to see the Manager."

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3.2 The late comer said, "The train left just as I got to the station."

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3.3 The procurement officer informed the supplier, "The payment will be ready tomorrow."

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3.4 The report said, "The meeting was held yesterday."

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3.5 "I'm late because I attended the progress review meeting," said the officer.

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3.6 "Where're the vouchers for this entry?" the Accountant asked.

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3.7 The Secretary said, "All the meetings were held in the Committee Room."

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3.8 "Why's the date different on this letter?" the auditor asked.

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3.9 The Engineer said, "The generator is being repaired now."

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3.10 The technician said, "We're controlling the damage as best as we can."

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04. Use of Determiners (10 marks)

In the following sentences, the blanks need words to make the ideas correct. Study the example and complete the sentences with single words. If a blank does not need a word write a tick ✓.

Example: Most of vouchers are completed correctly.

Most of our/the/their vouchers are completed correctly.

4.1economy is growing steadily.

4.2 All applicants are required to provide bio data.

4.3 feasibility study is necessary before beginning work.

4.4 Assessment of environmental impact is important part of development.

4.5 Circulars add new guidance toexisting regulations.

4.6..... news paper article needs to show the facts

4.7 The Budget is presented in Parliament every year.

4.8 Most of forests are exploited without any consideration.

4.9A Teller Machine works only if you know correct PIN number.

4.10 Travellers pay large sums of money as cost of ticket.

05. Use of Prepositions (10 marks)

Complete the following with appropriate prepositions. Study the example.

Example: The name must appear in the electoral list for a citizen to vote.

5.1 Public Sector employeesthe age of 60 are expected to retire.

5.2 The designation of an officer must be indicated in every letter.

5.3 Most Public Sector offices function 08:30 a.m. and 4:15 p.m.

5.4 New employees are recruited written exams and interviews.

5.5 Some industries are lagging in adopting new technology.

5.6 All government units are required to submit income/ expenditure plans
the budget is prepared.

5.7 Children the age of 5 cannot enroll for year/ grade one in school.

5.8 inflation, the cost of living goes up.

5.9 monsoon rains the threat of dengue increases.

5.10 An Act does not become law it is passed in parliament.

06. Interview questions (10 marks)

Use the information and write questions that may be used at a Promotion interview. Study the example.

Example: educational qualifications.

What are your educational qualifications?

6.1 present position

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6.2 experience in present position

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6.3 achievements

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6.4 innovations

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6.5 training

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6.6 present studies/training

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6.7 computer literacy

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6.8 language skills

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6.9 choice of stations

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6.10 career plans

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08 Writing a business letter (10 marks)

Write a letter with a letterhead display, in any format. Use the information given in the box.

Writer, Mohamed Ansar, Manager, Pine Plantations, P O Box 231, Kandy, Phone 0822234567. Today's date,/No PP/2011/876C. The Starlight Company of 47, Gampola Road, Kandy. Stationery ordered 20/10/2011, letter no PP/2011/876, not delivered. Ten days overdue. Require stationery immediately. Will cancel order on further delay.

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09. Reading Comprehension Total (marks 20)

Answer the questions in sections A,B,C and D with information from the text. You may write short answers. Do not copy sentences from the text as answers.

The question everyone asking is, "What are the chances of another tsunami occurring in Sri Lanka and is the country now earthquake **prone**?"

5 Predicting the time and date of a tsunami is one of the **frontiers** of scientific research. The most scientific and logical way of attempting to answer it, is to consider the probability of an
10 earthquake. To do this, one must consider the tectonic plate scenario around Sri Lanka first.

How do earthquakes occur in the first place? When rocks, mostly located deep
15 in the interior of the earth, undergo compression due to very strong pressure **exerted** on them rupture, very large amounts of energy are released.

The vast majority of earthquakes occur
20 at the boundaries of these plates that move at about the rate of a few centimeters per year. There are about 12 such major plates in the outer shell of the earth. Countries that are situated
25 close to these boundaries are vulnerable to earthquakes. Sri Lanka lies in the

seemingly far away from any of the plate boundaries. Many people believe
30 that this fortuitous scenario makes Sri Lanka safe.

However, according to observations, the Indo- Australian plate is **splitting** about
500 - 700 km from the southwest coast
35 of Sri Lanka. Some recent earthquakes in the Indian Ocean have originated at these new plate boundaries. A number of them were over 7.0 in the Richter scale.

40 The frequency of earth tremors in and around Sri Lanka has, therefore, to increase. Consequently, it will be inadvisable to say, or to believe, that Sri Lanka will be safe from earthquakes
45 forever.

(269 words)

large plate called the Indo - Australian,

(This text is adapted from an article written by the Director of Fundamental Studies in 2010.)

Section A (5 marks)

Answer the following questions.

9.1 What is the text about?

.....

9.2 What should be studied to find out about earthquakes?

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9.3 Where do the rocks referred to exist?

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9.4 How are large amounts of energy given out?

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9.5 What does the number 12 refer to?

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Section B (10 marks)

9.6 Why do rocks inside the earth break open?

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9.7 Why has Sri Lanka not had many earthquakes in the past?

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9.8 What is the latest development about plate boundaries?

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9.9 What poses a threat to Sri Lanka?

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9.10 What reasons make the chances of earthquakes more real?

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Section C (2 ½ marks)

What do the following words mean?

9.11 **prone** in line 4

9.12 **frontiers** in line 6

9.13 **exerted** in line 17

9.14 **fortuitous** in line 30

9.15 **splitting** in line 33.....

Section D References (2 ½ marks)

9.16 it in line 9

9.17 them in line 17.....

9.18 these boundaries in line 25

9.19 this in line 30.....

9.20 them in line 38.....
