

Index No.

SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION

Efficiency Bar Examination and Second Language Test for Officers in Sri Lanka Administrative Service, Sri Lanka Engineering Service, Sri Lanka Scientific Service and Sri Lanka Architects' Service - 2011 (October/November)

English (15)

Two hours

Answer all the questions.

01. Making Introductions. Write brief dialogues (10 marks)

1.1 Your name is Ranjith Silva. Introduce yourself to the new Planning Officer Mr Razick Mohammed.

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1.2 Introduce the new Planning Officer Mr Razick Mohamed to your friend Ms Nimalee Perera.

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1.3 A new Planning Officer, Mr Razick Mohammed has joined your Office. Introduce him to your Director Mrs Rohini Selvanayagam.

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02. Asking for and Giving Information (10 marks)

Write appropriate brief questions to get the information required and give appropriate answers. Study the example.

Example: Asking the time from a stranger.

A: Excuse me. What time is it?/Could you tell me the time?

B: It's 10:00.

2.1 Find out from a stranger where you can catch a bus to Nuwara Eliya.

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2.2 Find out from a stranger the location of the Post Office.

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2.3 Ask your friend the time of the meeting.

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2.4 Ask your manager whether you can submit the report tomorrow.

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2.5 Find out the name of a male citizen you are meeting in your office.

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03. Expressing Opinions (10 marks)

Use suitable introductory phrases/ words to change the following (3.1 – 3.10) to opinions. Study the example. The introductory phrase/ word is underlined in the example. One phrase should be used only ONCE.

Example: The price of locally grown rice has stabilized.

In my opinion, the price of locally grown rice has stabilized.

3.1 Many school dropouts are unemployed.

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3.2 Alcohol and tobacco laws should be enforced more forcefully.

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3.3 Driving under the influence of liquor has become a serious danger.

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3.4 Pedestrians also must make every effort to protect themselves on the road.

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3.5 Sand mining without permission has already caused damage to the environment.

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3.6 Every citizen is responsible for keeping the environment clean.

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3.7 The number of Public Days in offices must be increased.

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3.8 Even one Public Day causes problems to some officers.

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3.9 Import of medical drugs can be streamlined.

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3.10 Most problems in society have been created by man's greed.

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04. Using the telephone in office (10 marks)

Write the responses you will use over the phone in the following situations.

4.1 Answering a call at your desk. (2 marks)

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4.2 You have received a call but you are not the officer who deals with the subject. Help the caller by giving him/her the correct number to call, or transfer the call. (2 marks)

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4.3 The Secretary of your Line Ministry has helped you with some information. End the call. (2 marks)

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4.4 A caller wishes to meet you in office. Give him/her an appointment. (2 marks)

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4.5 A caller suggests a date and a time to meet you. You are not free to meet him/her as you have a prior appointment. Convey this information to the caller. (2 marks)

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05. Using appropriate words to complete a text (10 marks)

The text below has a blank after every four words. There are 12 blanks. The first 02 have been filled in to help you. Complete the blanks with the most suitable words to make the text meaningful. **Read the text at least twice before you write your answers.**

The first shock had nothing (1) to do with the stone (2) figures I had come (3) see. It was the (4) that filled me with (5). It was so barren:(6) were no trees and(7) was clear that scarcely(8) ground was good enough(9) support any crops or(10) much grazing. Yet, none (11) the inhabitants looked hungry..... (12) unhappy.

06. Joining sentences (10 marks)

Join the ideas in the following groups of sentences in any way, and in any order, to make one/two sentences. You must use a minimum of two joining words to connect the ideas.

6.1 Cultivators spend money and time to grow crops.

It is difficult to get the produce to market.

The middlemen make the best profits.

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6.2 Many students wish to enter local state Universities.

There is strong competition for places.

Several educational institutes provide opportunities for tertiary education.

6.3 The network of roads in Sri Lanka has been developed.

Most parts of the country are accessible.

Some older roads need urgent repairs.

6.4 Sri Lanka depended on export of cash crops.

Several countries are competing with us now.

It is necessary to expand other exports.

6.5 We believe, sport develops character.

In nearly all sports, banned substances have become a major issue.

This has an effect on personality development.

07. Writing a Report (10 marks)

You are a Procurement Officer (Ms Damayanthi). Write a report of not less than 100 words in the body, to the Accountant, on the present shortage of copy paper. Use the information given in the box. You may add any other appropriate information to make the report more relevant.

1) Four copiers 2) Annual Reports 3) New Project Reports 4) Increase in daily use 5) Regular supply not ordered in the second quarter of the year.

09. Reading Total (20 marks)

Answer the questions in sections A, B, C, and D with information from the text given. You may write short answers. Sentences from the text should not be given as answers.

In July 1978, a middle-aged couple saw a **brilliant** red cogwheel float across the sky. They thought they had seen an Unidentified Flying Object (UFO). Not
5 knowing anything about the subject, they wrote to an astronomer whose programmes they had watched on TV. Perhaps, they did not **express** themselves fully and he did not
10 question them in depth. In any case, he advised them what they had seen was probably a meteor, a spectacular one. The couple thought no more of the **matter** until, six months later, they
15 happened to watch a programme in which a well-known UFO investigator appeared.

They contacted her and related their story. Whatever it was they had seen, it
20 was now clear that it was not a meteor. The object had been too large and had

been seen in daylight for several minutes. Usually meteors remain **visible** for only a few seconds. What the
25 couple had experienced according to the investigator was an impressive close encounter with a UFO. It was only by chance that their eyewitness report was not lost forever.

30 This case illustrates the importance of what can happen after someone has **sighted** a true UFO. But, as this case also shows, it is not always easy to find out who is the right person to contact.
35 So, if you see something strange in the sky, what should you do? However, it would be a good idea to make notes as quickly as you can, as we tend to forget things soon. (251 words)

Section A (5 marks)

9.1 What is this text about?

9.2 How long ago did this incident take place?

9.3 What did the astronomer say?

9.4 When did they speak to the UFO investigator?

9.5 What does this text ask the reader to do?

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Section B (10 marks)

9.6 Why did the couple have to write to someone?
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9.7 What made the couple think of the subject again?
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9.8 Why was the astronomer not sure whether the object was a UFO?
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9.9 What made the couple think it was not a meteor?
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9.10 What evidence is there that the object was not a meteor?
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Section C Vocabulary (2 ½ marks)

9.11 What does the word 'brilliant' in line 2 tell you?
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9.12 What does the word 'express' in line 8 mean?
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9.13 What does the word 'matter' in line 14 tell you?
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9.14 What does the word 'visible' in line 24 mean?
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9.15 What do you understand from the word 'sighted' in line 32?
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Section D References Who or What do the following words refer to? (2 ½ marks)

9.16 'they' in line 8
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9.17 'he' in line 10
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9.18 'her' in line 18
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9.19 'their' in line 28
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9.20 'we' in line 38
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