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Department of Official Languages

Islandwide Language Training Programme

Final Examination 2007 (2008)

Basic English (new syllabus)

Paper No. 2

Time : 30 minutes

1. Answer any **one** of the following in not less than 100 words.

   (i) Write a letter to your Head of Department requesting him to grant one year's leave to follow a course of study in a foreign country.

   (ii) Write a letter to the Head of your office explaining shortcomings in the office and making suggestions to remedy them.

   (iii) Write a letter to the Head of your office informing your inability to attend the office and requesting him as to how certain urgent work should be attended during your absence.

   (iv) Write a report explaining the importance of improving paddy cultivation in Sri Lanka making your own suggestions for improvements.

   (v) Write a report on the problem of garbage disposal in urban areas making your suggestions to overcome the problem

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