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Department of Official Languages

Islandwide Language Training Programme

Final Examination 2008

**Basic English (new syllabus)**

**27.09.2008**

**Paper No. 2**

**Time : 30 minutes**

**15 marks**

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

- (i) The Social Secretary of the Department's Welfare Association is planning the annual one day trip. Draft his circular to members describing the route, the places to be visited, stops for meals and the likely time of return.
- (ii) Salesmen and beggars given free access to buses are a nuisance to regular commuters. Write a letter to the General Manager, Road Transport Services, inviting prompt action, suggesting that instructions be issued to bus crews in this connection.
- (iii) Write an inspection report addressed to your Head of Department about the use or abuse of the departmental quarters given out to officers, inviting attention to remedial action where necessary.
- (iv) Write a letter to the Chief Medical Officer of the Municipal Council, complaining about the wrongful disposal of waste water by residents in your neighbourhood resulting in mosquito breeding. Request preventive action to be taken.
- (v) The garbage collectors who service your area do not carry out a proper job. Write a letter to the Municipal Engineer on this matter, requesting proper supervision of their work.

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