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2. Write an official letter relevant to one of the following cases.

- (i) You see an unknown person taking photographs of your office building. He goes round the office rather watchfully. He marks the access roads to office in a paper. Write a letter to the Officer in Charge of the nearest Police Station explaining these facts and requesting him to be watchful about the situation.

- (ii) A small village tank has not been maintained well for some time. Wild bushes and trees have grown blocking the canals that take water to paddy fields. Cultivators are unable to cultivate vast extents of paddy fields due to absence of water. Write a letter to the Divisional Secretary requesting him to repair the village tank as an urgent need.

- (iii) Buses are always crowded in the morning every day. Public Servants find it difficult to attend to their work on time. They have to cover their late attendance by setting off their normal leave. Write a letter to the Minister of Transport Services explaining such difficulties and requesting him to arrange a separate bus service for public servants.

- (iv) Housing problem is common to everybody. It is very serious in regard to public servants. They find it difficult to construct houses even with loans. Write a letter to the Minister of Housing Affairs requesting him to set up a housing scheme exclusively for public servants.

- (v) Government has no scheme to provide higher education facilities to public servants. Write a letter to the Minister of Public Administration to set up such a scheme in order to enable public servants to receive Diplomas or Degrees in the field of Public Administration.

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Part II

3. Select the correct form and fill in the blanks.

- (i) a lovely day for a walk, but I am too tired. (Its, It's)
- (ii) the new President of the Board? (Who's, Whose)
- (iii) responsible for the defeat and the chairperson has resigned (There, They're, Their)
- (iv) The Director said, “..... are the Chief Clerk and duties include supervision of senior staff. (you're, your)
- (v) “..... room in my heart for you” sang the famous pop star. (There's, Theirs)

4. Select the best answer from those given within brackets and fill the blanks.

- (vi) The Ministry of Defence us information on the war from time to time. (gives, give)
- (vii) The Director..... to make the speech on behalf of the department. (was invited, were invited)
- (viii) The soccer team of 15 players. (consists, consist)
- (ix) Modern music us a lot of pleasure, but old people find it too loud. (gives, give)
- (x) Mathematics a useful subject, but it's not popular. (is, are)

5. Fill the blanks selecting the suitable word / words from those given within brackets.

- (i) Kamala's marks are bad, but Wimala's are (worse, more bad, worst, most worse)
- (ii) Mr. X walks than usual because of his operation. (slow, slower, more slower, slowest)
- (iii) If you're admiring antiques, the older (the good, the better, the best, the more better)

- (iv) “Which shirt do you think I should wear to the wedding?” I like the blue one the others” (more as, more, more than, better)
- (v) “I don’t think this cloth is the quality I want”.
“ I’m sorry. It’s..... we have right now” (the good, the best, the better, the most good)

6. Fill in the blanks with the correct prepositions from those given in brackets.

- (i) I need to buy more tea the office. (to, of , for)
- (ii) The picnic was organized the sports club. (by, on, to)
- (iii) We are looking forward the friendly cricket match. (for, to, with)
- (iv) The report deals the problem of Graduate Unemployment. (with, on, of)
- (v) They decided to take a vote the issue because of the controversy surrounding it. (in, on, at)

7. Select the best answer given within brackets and fill the blank.

- (i) “You and the boss seem to be getting along well now”
“Yes I him better than before.” (am liking, liked, like, have liked)
- (ii) “ How are you feeling?”
“I have been feeling better since.....” (my mother has come, my mother had come, my mother will come, my mother came)
- (iii) “Did you see the boss’s new car?”
“She has had it since last month, now she two cars” (is having, will have, was having, has)
- (iv) “When are you planning to send the memo to the staff?”
“I it already.” (send, have sent, had sent, was to send)

- (v) “He likes her, but he her feelings, because he is insensitive” (not understanding, don’t understand, doesn’t understand, doesn’t understanding)

8. Select the correct verb from those given within brackets and fill the blanks.

- (i) Lester James Peiris made films out of novelby Martin Wickramasinghe. (wrote, writing, written, had written)
- (ii) In ancient times, priests princes martial arts and rhetorics, but princesses were not educated. (teach, laught, teaching, had taught)
- (iii) Most bus drivers have been trained to drive by experts, but they usually like maniacs. (drive, drove, drives, had driven)
- (iv) I thought I out my application form correctly, but they sent it back with “Incomplete” stamped on it. (fill, filled, fills, filling)
- (vi) After lightning struck the house it down and nothing was left. (burns, burnt, burn, burning)

9. Make a sentence using each of the following words.

(efficient, promotion, probation, retirement, recruitment)

- (i)
- (ii)
- (iii)
- (iv)
- (v)

10. Chose the correct word from those given below and fill the blanks.

(discontented, enthusiastic, thrilled, frustrated, confused)

- (i) I didn't know who was telling the truth, I felt totally
- (ii) I think he's bad tempered because he is He wanted to be a pilot not a teacher.
- (iii) Although he seems to have everything anyone could possibly want, he is still
- (iv) He went dancing with her, for the first time last month, but now he's so about it that he can talk of nothing else.
- (v) She was when she learnt that she had got into the Finals and started practicing immediately.

11. Underline the correct word which suits each blank.

Thank you very much for being present here today. It is a privilege for me to welcome you on behalf of our Association. Every part of this function, from all aspects and representative of all viewpoints.....(is, are) important. The members of the Committee..... (joins, join) in welcoming our guest speaker for today, Dr. Mrs.Perera. She is a specialist in environmental conservation, and we are lucky to have her with us today. The story of Mother Earth, along with the tales of nature (has, have) been fascinating and we look forward to listening to how best we can preserve what we have inherited. Our guest speaker, in addition to all her qualifications (represents, represent) the new generation of qualified professionals, who (seeks, seek) to change the world for the better.

12. Read the following passage and answer the questions given below.

E-mail is a way of sending a message from one computer to one or more computers around the world. First, you write down the e-mail address of the person you're sending the message to. Then you compose the message, either by writing it directly in a special e-mail software programme or by writing it first in a word –processing programme, then transferring it into the e-mail software. You push a button to issue a simple command to send the message. The computer system you're connected to will break the message up into tiny pieces and send them electronically to the destination, usually over common telephone lines. The pieces might travel through different routes to various computers on the way. Then, usually within two to three minutes, the pieces will all arrive at their

destination, where the receiving computer will re-assemble them into a message that can be read. The person receiving the message can then log into his or her computer account at a convenient time and read the mail.

- (i) What is E-mail?
.....
- (ii) How is E-mail sent around the world?
.....
- (iii) What is software programme?
.....
- (iv) What is the first step of sending an E-mail?
.....
- (v) What does “log into” mean?
.....
- (vi) What is destination?
.....
- (vii) How does the message reach its destination?
.....
- (viii) What are the accessories required to send an E-mail?
.....
- (ix) “E-mailing is the most popular way of sending messages”. Why?
.....
- (x) How is the command given to send the message?
.....