Index No.

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Department of Official Languages

Islandwide Language Training Programme

Final Examination 2008

Advanced English (new syllabus)

Paper No. 2

Time : One hour

15 marks

Write your answers in this paper itself in the spaces provided.

Part I

1. Write a letter in not less than 150 words using **one** of the situations given below.

   (i) To the Head of the Organization you are working for, requesting him to formulate a regular institutional training programme for the holders of your profession to enable them to acquire the skills to meet the needs of the 21st century.

   (ii) To the Director General of Combined Services to re-structure an islandwide service to provide a better service to the public.

   (iii) To the officer in charge of administration at the Head Office to rectify the deficiencies of the physical work environment of a branch office.

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Part II

2. Answer **one** item Only.

   (i) Write a press release in about 150 words regarding the opening of the new one-day-service counter at your office.

   (ii) Draft minutes of a Tender Board meeting for the purchase of a deep freezer to your organization to be handed over to the welfare canteen.(not less than 150 words)

   (iii) You have been appointed Chairman of a committee to inspect and report on the condition of a building scheduled to be taken on lease by your organization. Draft the inspection report in about 150 words inputting suitable contents of your choice.

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