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SLIATE

SRI LANKA INSTITUTE OF ADVANCED TECHNOLOGICAL EDUCATION

(Established in the Ministry of Higher Education, vide in Act No. 29 of 1995)

Jumail - 0039

**Higher National Diploma Information Technology
First Year Second Semester Examination – 2021
HNDIT 2072– Technical Writing**

Instructions for Candidates:

Answer four (04) questions only.

Question (01) is compulsory.

All questions carry equal marks.

No. of questions : 05

No. of pages : 04

Time : 2 hours

Question No. 01 (compulsory)

✓ Write an essay using **200** words on **one** of the following topics.

- Importance of English for a professional
- Brain drain in Sri Lanka
- Addiction to mobile phones causes less creativity

(Total 25 Marks)

✓ **Question No. 02**

I).

Imagine that the Department of IT is going to organise the annual talent show programme called “Padura” for all students of your ATI. You would like to celebrate it in a grand scale in an evening at the outer premise of your Institute and you all unanimously planned to invite the Director General of SLIATE as the chief guest.

Write a letter to the **Director of your Institute**, through the **Head of the Department** requesting permission to arrange this programme.

In your letter mention

- The purpose of the programme
- The guests, date, time and venue
- A few items of the programme

(15 marks)

II).

Write a short MEMO to be distributed among the Batch Representatives of your ATI, calling all for a meeting to discuss the process of the Annual Talent Show to be held at the end of the semester. In your MEMO mention

- The purpose
- Time and date
- Venue

(10 marks)

(Total 25 Marks)

~**Question No. 03**

I)

Write a memo to all staff to inform that the company car park will be closed for resurfacing on Thursday and Friday and that a barrier is to be added for security purposes. Swipe cards will be needed and will be issued to all staff next Friday so that they can be used on the following Monday. Staff need to know that they should collect their swipe cards between 10 and noon if their surname starts with letters in the first half of the alphabet and between 1 and 3 p.m. if in the second half. The security staff will be issuing the cards. Staff should present their identity cards on arrival at the security office.

(15 marks)

II)

You are the purchasing manager of your company and you need to purchase 10 laptops to be distributed among the staff members to motivate them to increase their performance. You hope to purchase the laptops from **Zen Tech Computers, Kandy**. Write a letter to the Manager of the above computer shop requesting them a quotation for 10 laptops.

(10 marks)

(Total 25 Marks)

Question No. 04

I)

Read the following advertisement and write a covering letter to be sent along with the Resume.

(10 marks)

GRAPHIC DESIGNER

Nittambuwa

We seek to recruit a dynamic & hard-working individual to be appointed as a Graphic Designer for the head office at Nittambuwa

Applicant should

- Be a male below 30 years of age
- Be a permanent resident with 25km from the above location
- Have a sound knowledge in Adobe Photoshop, Illustrator & Corel Draw
- Have two year working experience in a design environment
- Be willing to work independently with own creative ideas

An attractive remuneration will be offered to the right candidate

If you are interested, please forward a detailed resume with your contact number& contact details of two non-related referees to reach us within 10 days of this advertisement.

The Human Resource Manager

DAMRO

No. 361, Kandy Road,

Nittambuwa

Email:hrm@damro.lk

II).

Prepare your Resume to suit the above job vacancy.

(15 marks)

Question No 05

I).

You have decided to organize a Blood Donation Campaign at your ATI for "Human Values and Professionalism" project. Write a letter seeking permission from the Director of your ATI for the above programme. In your letter mention:

- The purpose
- The date and time
- Venue
- A short description of the programme

(10 marks)

II).

You have successfully completed the above Blood Donation Campaign and would like to give it a publicity in a local newspaper. Write a detailed **news report** on the programme. In your report highlight:

- The purpose
- Organizing process
- Procedure
- Participants
- Contribution and sponsorships etc.

Make sure that you offer a special thanks to the Director, academic and non-academic staff, the hospital staff in your report.

(15 marks)

(Total 25 Marks)

2023.06.21 Blood donation campaign successfully held by ATI summanthurai. The main purpose of this blood donation campaign gave blood to who needs them. That'll preserve and save their soul. Our organizing process is first we got permission from our director sir and hospital blood department. Special thanks to director sir and staff, and students.