



Higher National Diploma in Information Technology

First Year Second Semester Examination – 2022

HNDIT 2072– Technical Writing

Instructions for Candidates:

Answer four (04) questions only.

Question No. 01 is compulsory.

All questions carry equal marks

No. of questions : 05

No. of pages : 03

Time : 02 hours

Question No. 01

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

1. Is Artificial Intelligence a Blessing or a Curse?
2. Importance of free education in a developing country.
3. Effects of social media on youth.

(Total 25 Marks)

Question No. 02

- I. As a student commuting by public transport from a rural area with buses running every two hours, you were unable to take the 6:30 am bus because it did not arrive that day. As a result, you arrived late to ATI and missed the exam. Write a letter to the depot manager in your town complaining about this unfortunate incident.

(15 Marks)

- II. Write a short memo to the batch mates of your department informing them to get together for a discussion on the religious programme to be held on Poson Poya day.

(10 Marks)

(Total 25 Marks)

Question No. 03

- I. You have been working as a government teacher for more than 10 years in a distant school from your home town. Write a letter of request to the Minister of Education informing all your difficulties and requesting a transfer to a nearby school.

(10 Marks)

- II. Write a memo to the executive members in PXR company inviting for a meeting with foreign agents who expect to visit Sri Lanka next week. In your memo, mention:

- Purpose of the meeting
- Time/date and venue
- Responsibilities of executive members for the success of the meeting.

(15 Marks)

(Total 25 Marks)

Question No. 04

- I. Read the following job vacancy and draft your curriculum vitae.

Trainee Web Developer

Web Master Company – Dehiwala

Web Mater company is looking forward to hire enthusiastic and energetic youngsters for the post of Trainee Web Developer.

Job Duties

- Write well designed, testable, efficient code by using best software development practices
- Create website layout/user interface by using standard HTML/CSS practices
- Integrate data from various back-end services and databases
- Gather and refine specifications and requirements based on technical needs

Requirements

- Male / Female
- Age below 25
- 6 month+ experience
- Familiarity with **HTML/CCS/XML/DHTML/WordPress/Magento**

If you are interested in the above post, please forward your curriculum vitae along

(10 Marks)

- II. Write a covering letter for the above post to attach with your CV.

(15 Marks)(Total 25 Marks)

Question No. 05

I. Imagine you have been employed at a private company for several years. Unfortunately, you suddenly fall ill, and your consultant advises you to undergo surgery. Write a letter to the director of your company requesting approval for medical leave."
(10 Marks)

II. As a regional news reporter, write a news report about a severe accident happened in your area. Include the following points:

- Date and time
- Venue
- Reasons for the accident
- The people who injured/died
- Support given by residents of area
- Police investigations

(15 Marks)

(Total 25 Marks)