



**SLIATE**

*SRI LANKA INSTITUTE OF ADVANCED TECHNOLOGICAL EDUCATION*

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

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**Higher National Diploma in Information Technology**

**First Year, Second Semester Examination – 2015**

**ITA 003 – Communication Skills II**

Instructions for Candidates:

**Answer four questions only**

No. of questions : 05

No. of pages : iv

Time : **2 hours**

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**Question 01**

Fill in the blanks with the conjunctions given below in order to construct a meaningful sentence.

**(unless, after, although, so, as soon as, because, while, if, before, till)**

- a) ..... you go home, please call me
- b) ..... you complete your diploma, what do you want to do?
- c) He wants to earn more money, ..... he must look after his family.
- d) ..... you do any work, you must plan it.
- e) He feels sick, ..... he wants to meet a doctor.
- f) ..... he was going home he met his friend.
- g) ..... he feels hungry, he has nothing to eat.
- h) ..... you study hard, you will pass the exam.
- i) You must read this book, ..... I tell you to stop.
- j) ..... he finds a job, he cannot marry her.

**(2.5 x 10 = 25 Marks)**

## Question 02

You want to apply for the post of Instructor at the NIRUSH IT Campus, Jaffna. Write a covering letter to the Managing Director. You should include the following points.

- How do you come to know the vacancy?
- Your qualifications and experience.
- Salary expectation.
- How do you think that you are the most suitable candidate for the post?

## Question 03

(i) Put each of the following words or phrases in its correct place in the passage below.

**Software**      **computers**      **screen**      **word processor**      **can**  
**Hardware**      **calculators**      **keyboard**      **printer**      **the**

We have a pocket (a) \_\_\_\_\_ to do addition, multiplications and so on, do you want to know about real (b) \_\_\_\_\_? Well, the machines themselves are called the (c) \_\_\_\_\_ and the programs which are fed into them are called the (d) \_\_\_\_\_. You can see the results of what you are doing from the (e) \_\_\_\_\_ or you can use the television set to see them. You (f) \_\_\_\_\_ use your machine as a typewriter by pressing keys on the (g) \_\_\_\_\_. You can do a record on paper of what you're doing by using (h) \_\_\_\_\_. You are able to use (i) \_\_\_\_\_ machine to arrange, re-arrange, and then print a page of material, then you need the machine is a (j) \_\_\_\_\_.

**(1.5 X 10= 15 Marks)**

(ii) Arrange and make meaningful sentences

a) is / elderly/ man/Sam/an businessman

b) met /my / I / friend / psychology class/at/ my

c) a lot of progress/ children/ have/the / made

d) English Dictionary/ do/ use/an/ you/?

e) the /choose/ best/ this / dress/ from/ bag

**(2 X 5=10 Marks)**

**(Total 25 Marks)**

## Question 04

### President of India

Kalam became President of the Indian Republic in June 2002, when all political parties with the expectation of the communist parties, supported his candidacy, proposed by the BJP. He was at the time teaching aeronautics at the Guindy Engineering College, Chennai, and living in simple bachelor's accommodation in the campus. His views as a missile scientists were already well known. He reiterated them now. He said that India must develop and maintain nuclear weapons capability to counter the many threats to the country's security. He also spoke of India's many problems including terrorism, unemployment and internal conflicts. 'To face these challenges,' he said in his speech, 'there must be a vision to ensure the focused action of one billion citizens of this great country with varied capabilities.'

During his presidency, Kalam developed his own style of functioning. He proved that he is a man of principles, with the courage to take a stand even if the government in power opposed it. When the present Congress- led government was about to choose its Prime Minister, he is said to have advised Sonia Gandhi against her own nomination for the post, citing legal reasons (This has never been confirmed or denied). He did not hesitate to return government recommendations on important decisions, if he had moral objections to these recommendations.

This author once had a brief glimpse of Abdul Kalam in a Chennai home. He came to meet the family of Subbulakshmi, when the queen of music passed away, to share their grief. It was December, 2004, the month of tsunami ravaged large parts of world. The president struck everyone by his simplicity and genuine feelings. He said: 'She was born in music and lived in music. In the end, she changed to become the music of God. The greatest good that she has done to the country is that through her music, she had made us all good human beings.' He also presented the family members a poem written by him in the memory of musician. In all, he behaved like an ordinary man with extraordinary kindness and sensitivity and not like a national celebrity.

Kalam is a simple man. A bachelor and a vegetarian, he is also a music lover who can play the veena. During the time he was President of India, he made his home, Rashtrapati Bhavan. A place where people could easily meet the president and tell him their problems. He allowed children free run of the place and he went out of his way to meet them, as well as adults, much to the anxiety of his security staff. He is to the children of India probably the most beloved leader after Chacha Nehru, whose birthday on 14 November is celebrated as Children's Day.

Kalam was India's most celebrated scientist before he became one of its most popular presidents, yet he remained a simple village boy at heart. In Bihar, one of India's most popular backward states, or Orissa, a state he has visited to examine cyclone shelters, thousands and thousands of ordinary people queued up on the streets when Abdul Kalam toured those states. Young and old gathered for hours unmindful of heat or rain to see the one man they trusted more than any politician. Unlike most of them, Kalam frequently got out of his audience individually and shake hands with many of the people.

At Rashtrapati Bhavan, Kalam often broke security barricades to talk to visiting children and teachers. He was an unusual president in that he did not change any of his natural ways after taking up office. He refused to cut his long hair or change the simple style of his clothes. He invited school children to attend the function to appoint him president of India, Known as the investiture ceremony. At the many Samadhis of great past leaders including Mahatma Gandhi in New Delhi visitors are required to take off their footwear. When President Kalam went to one of these memorials, he refused to let his attendants remove his shoes for him. He strongly believes in the equality of men.

While he was president of India, he once served food to school children with his own hands. He relaxed the dress code at parties at Rashtrapati Bhavan, where he mixed freely with guests. He listened to people grievances at every opportunity, giving immediate orders whenever possible. He hated being addressed as ‘Your Excellency’, and told people not to do so. At university convocations, he always wanted students to be seated in front row. If that was not arranged, he left the dais as soon as the convocation was over, and went straight to the students sitting at the back of the hall.

(i) Answer the questions given below.

a) When did Abdul Kalam become President of India?

b) According to Kalam, what is the purpose of having nuclear weapons?

c) Where did he stay when he was holding the office as the President of India?

d) Why did he often break security barricades at Rashtrapati Bhavan?

e) Why did he refuse to let his attendants remove his shoes for him? **(5 x 3 = 15 Marks)**

(ii) State whether the following statements are true or false.

(a) Abdul Kalam was not a vegetarian

(b) Abdul Kalam could play veena

(c) He never served food to children with his own hands

(d) He refused to change the simple style of his clothes

(e) He did not love being addressed as ‘Your Excellency’ **(5 x 2 = 10 Marks)**

**(Total 25 Marks)**

### **Question 05**

Write an essay on any of the following topics

(i) The importance of Information Technology

(ii) Advantages and disadvantages of Social networks **(25 Marks)**