

International Islamic University Chittagong  
Department of English Language and Literature

Final Examination Autumn-2018

Course Code: ENG 2418 Course Title: English for Professional Purposes

Full Marks: 50 Time: 2:30 hours

[Answer five of the following questions. Marks for each question are shown in the right margin]

1. Attempt the following: 5+5= 10
  - a) Assume that Hoque Steel Company has decided to merge with Rahman Steel Company with effect from April 1, 2019. As the secretary of the former, write a press release, inventing the reasons for the merger.
  - b) A number of young employees of a company have sought permission to study executive MBA in a reputed private university in Chittagong. Draft a memorandum to be signed by the Managing Director, enunciating the company's policy in this regard for the guidance of employees in future. Say that the applications already received are being examined in the light of the policy declared and individuals will be informed of the decision soon.
2. A college hostel of Chittagong has failed to pay tk. 60,000 to a local super shop for the supply of 1500 kilos of flour on credit basis. The previous records of the hostel show that payment has always been cleared on time although the recent outstanding balance has 6 months overdue. As the credit manager of the super shop, write a collection letter (1<sup>st</sup> reminder) to the manager of the hostel. 10
3. As the purchase officer of PPD, IIUC, you have placed an order with a furniture shop for 100 chairs for students. On arrival of the chairs, you have found 50 chairs with broken handles. Now write a claim letter to the manager of the shop demanding their replacement. 10
4. Refer to the claim in question no. 3, and draft an adjustment letter as the manager of the furniture shop with a proposal for repairing the chairs. 10
5. Attempt the following: 5+5= 10
  - a) As the concerned officer of STAD, IIUC, place an order to a reputed bag supplier for 500 soft coloured and well-designed bags worth tk 250000 on credit for newly enrolled undergraduate students.
  - b) As a manager of the bag supplier, reply to the above letter, accepting the credit.
6. Attempt the following: 4+6= 10
  - a) As the admin officer of the Department of English Language and Literature, prepare a *notice* asked by the Chairman of the department to be circulated among the members of the departmental academic committee for a meeting to be held at the chairman's office on 10 April, 2019 at 12:00 p.m., giving agenda on:  
*Confirmation of the minutes of the last meeting, discussion on the arrangement of an international youth conference, formation of conference committee and other sub-committees, discussion on registration fees, finalization of deadline for abstracts and final paper submission, miscellaneous.*
  - b) Assuming you as the admin officer in attendance in the meeting, prepare the minutes of the above agenda.
7. Answer the following: 3+7= 10
  - a) What steps do you follow for writing a short report?
  - b) In a meeting of the Department of English Language and Literature, the view was expressed that the students of the department have a very poor command in English, both spoken and written. So it was proposed that a short course should be opened under the management of the teachers. Now prepare the report as an appointed reporter after thorough investigation of the fact.