

International Islamic University Chittagong  
Department of English Language and Literature  
BA (Honours) in English Language and Literature (ELL)  
Final Examination Autumn-2018

Course Code: ELL- 2311 Course Title: English for Professional Purposes  
Time: **2:30 hours** Full Marks: **50**

[Answer *five* of the following questions. All the questions are of equal value.]

1. Writes short notes on the following topics, (Give examples where necessary): **2x5=10**

- a) Notice
- b) Oral Presentation
- c) Note of Dissent
- d) E-mail
- e) Press Release

2. Suppose, you are the Executive Manager of Willpower Garments Limited, Janani Tower, 86 Kadamtali, Askarabad C/A. In response to your letter inviting quotation, Khan's Furniture Mart, 102 Airport Access Road, Chittagong has sent a quotation.

Now, place an order for the following items focusing on your consent to accept the terms and conditions, the mode of transport, terms of payment and mentioning the time within which you want to get the items, quality and quantity of the products, etc.: (Reproduce some terms and transport mode as well as the payment mode.)

a) Office chairs- 35 b) Almirahs-08 c) Wooden table-25 d) File racks-25 **10**

3. Answer the following: **5+5=10**

- a) Imagine that you are the member secretary of the staff association of your organization. Write a notice for the 28th meeting of the general body about the election of the office bearers. The notice should contain the dates of nomination and withdrawals, the time and date of election and the place where it will be held.
- b) Write the agenda of the meeting.

4. Assume that you are the Deputy Registrar of IIUC. Draft an e-mail to be sent to Chairmen of all departments asking them for information about the rate of presence of students in their departments during the Ramadan. **10**

5. Suppose, you have been working at Pubali Finance Limited, 58 Agorabad Commercial Area, Chittagong as the Assistant Manager for eight years. You have decided to resign from the company.

Now, write a resignation letter mentioning the cause of your resignation as well as appreciating the working environment, friendly colleagues and strong management of the company. **10**

6. Write the cover letter of an application to the Chairman of a private security company for the post of Chief Security Officer. Attach a CV with your application providing details of your qualification, experience, achievements etc. **10**

7. Suppose, you are the Managing Director of a private bank in Bangladesh. Recently a few fresh graduates have been recruited as Management Trainee. Now, draft an offer letter including all the necessary details. **10**

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