

International Islamic University Chittagong

Department of English Language & Literature

Semester End Exam

Spring 2022

Course Code: ELL- 2311

Course Title: English for Professional Purposes

Total Marks: 50

Time: 2.30 mins

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

- 1 Imagine you are one of the tenants of a parking area. But recently some vehicles owned by different people are frequently parking there that causes problems for you almost every day. Now write a complaint letter to the parking lot management regarding the issue. 10
- 2 Respond to the following advertisement. Consider for this exercise that you have the required qualifications. 10

The Daily Star, 2 May, 2022.

Applications are invited for the post of an **Executive Officer** in Grameen Phone Ltd.. Candidates should have strong command in English and ability to conduct the official correspondence. Age should not exceed 30 years. Attractive salary commensurate with age and experience will be offered. **Apply along with CV** enclosing all certificates and two copies of recent photographs on or before July, 2022 to the Country Director in Bangladesh

- 3 With a view to rescheduling the programmes, the *Channel 26* conducted a survey to find out the number of viewers of each programme. The survey was conducted among the members of one thousand families belonging to Dhaka, Chattogram, Rajshahi and Khulna districts. As the chief of the *Research Cell* of *Channel 26*, write a report on the viewers' choice on different programmes to the *Director General* of *Channel 26*. Invent necessary details. 10
- 4 Write a Notice as an admin officer for the officials declaring the annual excursion for all students, teachers and staffs at a university. 10
- 5 Imagine that you are the Organizing Secretary of English Language and Literary Society (ELLS) in the Department of English Language and Literature at IIUC. The followings are the agenda discussed in the meeting held last week: 10  
i) *Cultural Festival*, ii) *Indoor Games* and iii) the appointment of a new event organizer; iv) *Annual Excursion*  
Now, Prepare the **minutes** for the agenda of the above meeting.
- 6 Write a report for the local newspaper describing the annual sports event of your university; the report shouldn't exceed 200 words covering the whole scenario of the event in a concise way. 10
- 7 The board of directors of *Walton Electronics Limited* has decided to launch two new products, namely, **washing machine** and **double-door refrigerator** and place them in the market from *July 2022*. Write a press release assuming yourself to be the marketing manager. Invent the necessary details. 10