

CA Sri Lanka

Session 5

Academic Writing and Presentations

Learning outcome:

Writes a reference and a citation for given details

Activity 1

Write the following details in the Harvard referencing style

- | | | |
|----------------|---|--|
| a. Web page | : | Legal documents |
| Web Site | : | Legal studies writing |
| Address | : | www.studiesllb.org |
| Date of access | : | 21.10.2016 |
| Time of access | : | 09:35 pm |
| Author | : | John Peterson |
| Year | : | 2008 |
| | | |
| b. Book title | : | Teaching Language to undergraduates |
| Author | : | L.M. Kramsch |
| Publisher | : | Routledge |
| City | : | London |
| Year | : | 2010 |

Activity 2

Cite the following using Harvard referencing style. When you cite the following please use the following words and phrases

(According to, states, declares, denotes, mentions, insists, argues, elaborates, expositis)

- | | | |
|-------------------------|---|---|
| a. L.M. Kramsch | : | A teacher should not force undergraduates to learn a language but allow them to master it |
| | | |
| b. John Peterson | : | The use of passive is not a must in legal writing |

Activity 3

Convert the following to active or passive

- i. A manager recommended three suggestions for the new programme
- ii. The new committee will probe the crisis in relation to accounts
- iii. A meeting will be cancelled by the CEO
- iv. The finance manager finalises the report as it should be submitted tomorrow

Activity 4

Read the following topic and select the most suitable Thesis statement

Topic: ‘The provision of employment to graduates is the sole responsibility of the government’

- i. Thus, graduates should be encouraged to learn interdisciplinary studies in order to find a variety of employment
- ii. Therefore, graduates should be provided with jobs by the government
- iii. Thus, graduates should be empowered to gain experience in professional fields and join the private sector

Activity 5

Which one of the following is an ideal Topic sentence?

Topic: ‘The provision of employment to graduates is the sole responsibility of the government’

- i. Graduates face a crucial unemployment crisis in Sri Lanka
- ii. Graduates encounter unemployment due to the government’s fault
- iii. Graduates experience unemployment mainly because they have no English proficiency

Activity 6

Paraphrase the following

- i. ‘Spend time alone and try to introspect on your nature, behaviour and character’
- ii. ‘Regulation of tariffs is a mandatory task and policy makers should be more vigilant’
- iii. ‘United Nations Food programme has mandated a global supply chain of food provision to Central African region’

Activity 7

Increase the formality of the following

- i. Every employee must take a day off and have a kick start'
- ii. Fringe benefits are not enough to energize the minor staff
- iii. An annual plan of work can increase the interest of employees
- iv. A decent tone is important to attract the clients over the phone

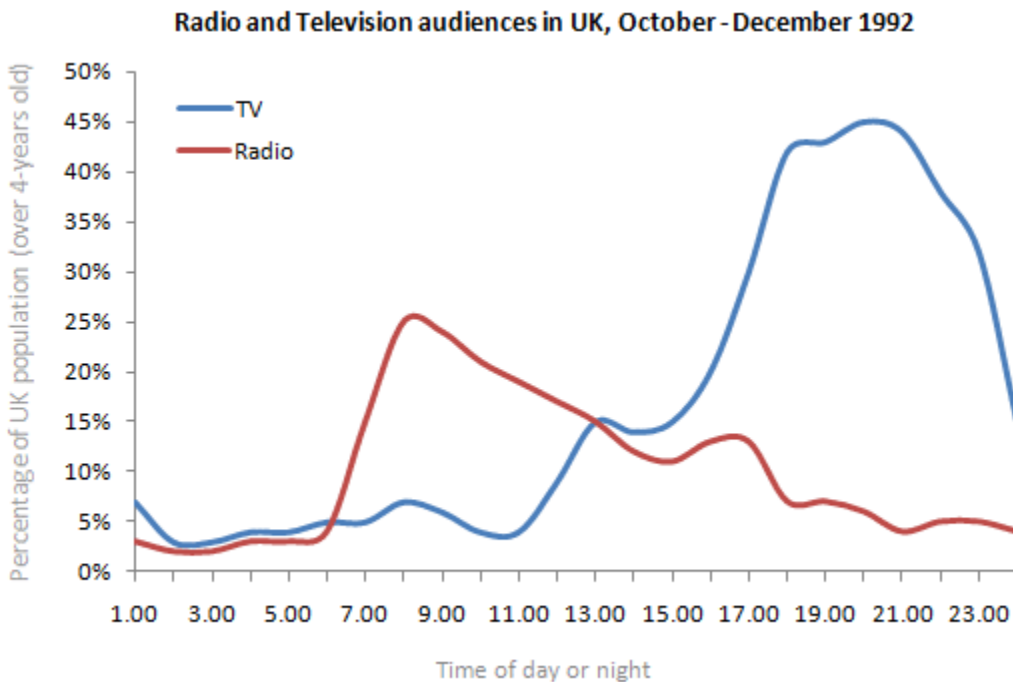
Activity 8

Use suitable cohesive devices

A new regulation is in the process of being passed at the parliament in relation to fisheries. Sri Lankan fishermen have continuously agitated over Indian fishermen crossing the naval boundary lines. the government has decided to take immediate action in this regard. As a the minister of fisheries and marine resources has communicated with the minister of trade and export in India for favorable grounds. the Indian minister has agreed to continue diplomatic negotiations.

Activity 9

Describe the following graph. Remember to use simple present tense where necessary



Use the following words and phrases

(Rises, Declines, fluctuates, gradual drop, increases, stable, equivalent, sudden rise/drop)

Activity 10

Write an introduction for the following topics. Include a topic sentence and a thesis

- i. Employees at multinational companies succeed more compared to other employees
- ii. How should companies resolve the issue of curtailing jobs?

Activity 11

Restructure the following into an executive summary

- i. Twelve female employees were interviewed and all interviews were audio recorded.
- ii. The objective of this report is to investigate common issues female employees encounter at work place
- iii. Thus, it is recommended that a grievance system should be maintained by the HR section of the company and it should be often monitored and evaluated
- iv. The research cohorts were selected in considering their ages and work experience at their respective companies
- v. It was found that there are numerous instances in which female employees are left helpless without proper guidance and consolation at work places
- vi. Moreover the interviewees stated that employee grievances are not heard and resolved promptly
- vii. The research was conducted using semi-structured interviews