



# Society of Certified Management Accountants of Sri Lanka

## Technician Stage Pilot Paper

### Instructions to Candidates

1. Time allowed is **three (3) hours**.
2. Answer **all** questions.
3. The answers should be given in the **English** Language only.

<u>Subject</u>	<u>Subject Code</u>
<b>Business Communication I (English Language)</b>	<b>(BC I/513)</b>

### Section 1 – SPEECH SKILLS

#### Question No.1 (15 Marks)

The following dialogue is between Mr. Fernando and Ms. Lucas. Complete it using Ms. Luca's responses. Select the correct response from the box.

1. Mr. Fernando : When did you arrive in Colombo Ms. Lucas?
2. Ms. Lucas : .....
3. Mr. Fernando : Did you have a good journey?
4. Ms. Lucas : .....
5. Mr. Fernando : Where will you be staying?
6. Ms. Lucas : .....
7. Mr. Fernando : Well, I wish you a pleasant stay in Colombo.
8. Ms. Lucas : .....
9. Mr. Fernando : That's right. I'll be there. Bye for now.
10. Ms. Lucas : .....

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|---|
| <ol style="list-style-type: none"><li>1. Bye</li><li>2. Well, it wasn't bad. Only a bit tired after a hard weeks work.</li><li>3. At the Continental. I've been there before</li><li>4. Oh, it was only last night... around 10 o'clock!</li><li>5. We are meeting again at the conference tomorrow. Aren't we?</li></ol> |
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**(5 \* 3 Marks = Total 15 Marks)**

**Question No.2 (10 Marks)**

Complete these sentences using the correct phrases from the box.

pick up	get through	hang up	call back
look up	hold on	cut off	put down
call...on	speak up		

1. Mr. Cyril never seems to be in office. I've been trying to ----- to him all morning.
2. Could you please ----- for a second? I'll check if he is in.
3. Hello! ...good! You're still there. We were ----- for a moment. Weren't we?
4. The telephone is ringing. Why don't you ----- the receiver?
5. Why don't you ----- their number in the directory?
6. Please make sure you get his address before you -----.
7. I'm sorry; he's out of Colombo today. Can you ----- tomorrow please.
8. At the end of a call you would ----- the phone.
9. The line is clear. ----- please.
10. For assistance, please ----- the SLT Call Centre ----- 035-15262.

**(1 \* 10 Marks = Total 10 Marks)**

**Section 2 – READING AND COMPREHENSION**

**Question No.3 (15 Marks)**

Read the following passage and answer the questions set on it. Write complete sentences.

Economic growth has dropped to almost zero, according to the latest Central Bank Report. The Gross Domestic Product (GDP) growth in the second quarter of this year is only 0.4%. All sectors experienced production drops. Agricultural production fell by 1.2% and manufacturing by 0.8%. The services sector which made a significant contribution in the past grew merely by 0.6%. The growth slow down is not a sudden event, but it has been there for some time. According to the Central Bank press release on GDP, two causes are responsible for this down-fall,

- a. Weather gods; they did not give us enough rain to cultivate our crops and to generate electricity, and
- b. The world economy; it did not buy enough of our manufactured goods.

- (1) To how much has economic growth dropped according to the latest Central Bank report?
- (2) By how much did Agricultural production fall?
- (3) According to the Central Bank's press release what two causes are responsible for this down fall in Economic Growth?
- (4) How did the world economy affect our economic down fall?
- (5) By how much did the service sector grow?

**(5 \* 3 Marks = Total 15 Marks)**

**Question No.4 (10 Marks)**

Study the information given in this table carefully. Answer the questions set on it in complete sentences.

Retail prices of food items in selected centres during the week ended 3<sup>rd</sup> May 2008.

<b>Centre Item</b>	<b>Colombo (Rs./Kg)</b>	<b>Kandy (Rs./Kg)</b>	<b>Matara (Rs./Kg)</b>	<b>Dambulla (Rs./Kg)</b>	<b>A'pura (Rs./Kg)</b>
Beans	100.00	95.00	105.00	85.00	80.00
Carrots	140.00	125.00	120.00	115.00	120.00
Red Onions	150.00	145.00	140.00	140.00	115.00
Rice – Samba	65.00	65.00	55.00	58.00	55.00
Rice – Raw Red	60.00	62.50	50.00	54.00	50.00

**Price in rupees per Kg**

- (1) What information does this table provide?
- (2) According to this table which rice is more expensive in the market?
- (3) In which centre are the red onions most expensive?
- (4) Write a sentence comparing the price of carrots in Colombo and Matara.
- (5) How much more would you have to pay for 10 Kg of beans in the Matara centre than you would have to pay for it in Colombo?

**(5 \* 2 Marks = Total 10 Marks)**

**Section 3 – PRACTICAL GRAMMAR**

**Question No.5 (10 Marks)**

Each of the following sentences has an error. The error is underlined. Write the correct form of the word to fill in this space.

- (1) The specialty of the training programmes are they are all market oriented.
- (2) The Immigration Department has begun implement a number of measures to raise more revenue to the government.
- (3) The scheme is available to any – one between 16 – 55 years and involve a minimum investment of Rs.1,000/-.
- (4) The Central Bank governor said that all steps are been taken to ensure that banks work closely with the industry.
- (5) He emphasise that the media had a key role to play in educating the people on moral values.

**(5 \* 2 Marks = Total 10 Marks)**

**Question No.6 (10 Marks)**

Convert the following sentences into the passive voice.

- (1) Sri Lanka's tea-export industry reached two important mile stones in the year 2007.
- (2) We advise the public to pay their insurance premium only to a registered insurance company.
- (3) Sri Lanka will receive publicity through editorial coverage and special interviews.
- (4) They make rapid progress in the world of science and technology.
- (5) The Sri Lanka Film Corporation is making arrangements to host a Chinese film festival.

**(5 \* 2 Marks = Total 10 Marks)**

**Section 4 – WRITING SKILLS**

**Question No.7 (15 Marks)**

You have been called to attend an interview for the post of Assistant Accountant at Millennium Publishers (Pvt) Ltd., Gampaha. The interview is on Wednesday, 16<sup>th</sup> May 2008 at 10.00 a.m.

Write a letter to the Personnel Manager, Millennium Publishers (Pvt) Ltd informing him that you will be attending this interview.

**(Total 15 Marks)**

**Question No.8 (15 Marks)**

You are the Chief Training Manager of your organisation. Write a memo to all Heads of Departments on the subject of in-service English Language classes. Inform them that from Wednesday, 5<sup>th</sup> July, all English classes will be held in the new training centre (room 5). Tell them that there will be classes for two groups: Basic Level (8 – 10 a.m.) and Intermediate Level (10.30 – 12.15 p.m.). You will provide lesson materials free of charge. Request all Dept. Heads to send you the names of all interested students on or before Wednesday 26<sup>th</sup> June.

**(Total 15 Marks)**

**End of Question Paper**