



Society of Certified Management Accountants of Sri Lanka

Technician Stage Pilot paper

Instructions to Candidates.

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

<u>Subject</u>	<u>Subject Code</u>
Business Communication	(BCM)

Question No .1 (10 Marks)

Read the following letter and select the correct word from the four words given A, B, C and D and follow the example and underline the correct word to fill the blank.

1st April 2006

Dear Sir,

Purchase of Computers

I am pleased to confirm the availability of computers for your new office. In view of your specific request I suggest that you place your0..... for computers as soon as possible. The1..... of hardware for example is 2 weeks from the receipt of order to2..... Thus an order placed today will3.....Delivery within 2 weeks.

All orders must be accompanied by a4..... of 20% of the total value shown on the attached.....5..... The6..... should be paid no later than one week following delivery.

Please, note that.....7.....charges have not been included and a separate invoice covering the charges will be8..... at the time of delivery.

We have every9..... in the suitability of our hardware for your requirement. More over you can be assured of our10..... to solve faults through our customer service team.

	A	B	C	D
0	Requirement	Instruction	Demand	Order
1.	Delivery	Arrival	Transport	Postage
2.	Institution	Initiation	Introduction	Installation
3.	Compel	Ensure	Promise	Maintain
4.	Portion	Percentage	Deposit	Discount
5.	Cheque	Invoice	Charge	Demand

6.	Payable	Credited	Owing	Outstanding
7.	Transportation	Transference	Transformation	Transmission
8.	Written	Conveyed	Issued	Distributed
9.	Confidence	Confirmed	Certified	Assured
10.	Skill	Facility	Ability	Talent

Question No. 2 - (10 Marks)

There are twelve errors in the paragraph below. Underline the errors. Re-write the wrong sentences making all the necessary corrections.

By the afternoon I finished three hours of lecturing, and were, with a faintly smarting throte, resting in a chair in the comon room. There was a dozen other teachers. As each of them sat looked at a book or on the ceiling vacantly, there was a silence which seemed to be oppressive. I never like it. I has my own technick of breaking it. I remarked to noone in particular.

Question No. 3 - (10 Marks)

Read the Passage below and answer the questions set on it;

- 1) According to a recent news report, parents should think twice before giving into students' demands for cell phones, some scientists say, because potential long term health risks remain unclear.
- 2) Researchers have speculated for more than ten years that the electromagnetic radiation emitted from cell phones may damage DNA and cause benign brain tumors. " said Henry Lai, a bioengineering professor at the University of Washington. " We don't know very much about the health effects of cell phone use on kids, but there are speculations" Lai said. In Britain, the chairman of the protection of the National Radiological Protection Board advised in January that parents should not give mobile phones to children aged 8 or younger as a precaution against the potential harm of radiation from the devices. When you use a cell phone, 70 to 80 percent of the energy emitted from the antenna is absorbed by the head." Lai said.
- 3) Last week a federal appeals court in Maryland reinstated five class-action law suits claiming that the cell phone industry has failed to protect consumers from unsafe levels of radiation. Several research studies have pointed to the potential impacts of long-term absorption of cell phone-emitted radiation. But little of the research has focused on children, Lai said he was concerned about the impact on children because young skills are thinner and the growing brain may be susceptible to radiation. He also said that because brain tumors usually take about 30 to 40 years to develop, children who use cell phones from their teen years onwards would have a longer period of time to see a cumulative impact." We don't know if kids are really more susceptible" Lai said, but he encourages any one to use a headset to keep the antenna away from the brain, even if they are not cool.
- 4) Most research on the subject has stopped in the Unites States except for some work supported by the cell phone industry, he added, Independent studies continue in Europe. A Swedish study published in October suggested that the people who use a cell phone for at least 10 years might increase their risk of developing a rare benign tumor along a nerve on the right side of the head where they hold the phone. The study's subject had been using cell phones for more than 10 years. Nearly all were using models that emitted more electromagnetic radiation than the digital models now on the market. Digital phones emit continues waves. Since cell phones exploded in popularity in the late 1990's, most of those sold used digital technology.

- 5) Jennifer Hartstein, a child and adolescent psychologist at Montefiore Medical Center in the Bronx New York, says that parents need to stick with limits they place on using the phones. "The problem is I am not sure the parents are doing that," says Hartstein, who has a few younger clients with cell phones. She still thinks cell phones can be a good idea depending on the kid." But I also kind of laugh that my parents knew where I was when I didn't have a cell phone." says Hartstein, who's in her 30s. "When I was 8 or 9 we barely had answering machines".

Look at the following statements.

T: if the statement agrees with the information

F: if the statement contradicts the information

N: if there is no information on this

- a) Electromagnetic radiation may damage DNA and cause brain tumor. ()
- b) A major part of the energy emitted from the antenna is not absorbed by the head. ()
- c) A head set without an antenna is not dangerous. ()
- d) Professor Henry Lai is experimenting on children below 8 years of age. ()
- e) Lai was more concerned about the impact on the elderly population. ()
- f) A Swedish study suggests that 10% of the people using cell phones develop tumors. ()
- g) The subjects selected for the study had more than 10 years experience in using cell phones. ()
- h) Jennifer Harstein is conducting her research in Britain. ()
- i) Jennifer did not possess a cell phone as a child. ()
- j) Harstein was born in New York. ()

Question No 4 – (10 Marks)

Which paragraph gives the following information? Write the number of the paragraph in the brackets:

Example: Parents giving into the demands of their children (1)

- a. Not enough research is done on children's use of cell phones. ()
- b. Cell phones may be useful for some children ()
- c. Use of digital technology ()
- d. Wearing headsets are not fashionable. ()
- e. Very young children should not be given cell phones. ()

Question 5 – 15 marks

Read the following concert programme and answer the questions set on it.

LIONAL BRIGHTS CONCERTO

Dancing, Music, Drama and other Entertainment programme January 2006

JAMES AND THE CLAN

A selection of Western and Eastern music and dance

Dates 7th and 14th at 8.00 p.m. Tickets at the counter Rs.00, 200, & 250

LET'S SING TOGETHER

An afternoon for the young and young-at-heart

Dance to the Music of Stephny and Subash

Dates 8th and 15th at 7.00 p.m, Tickets at Rs. 50.00.

CASSETTE, CD, DVD, LAUNCHING CEREMONY

The latest of Ravi Kumar with 15 of his latest songs

Dates 25th January at 4.00 p.m. Entrance free

DANCE TO THE SAM'S BAND

Dance till dawn to the Rock hits of the last 10 years. Bands include the Tamarinds and the Marsh Mellows. Special requests will be entertained.

Date 21st Saturday – 8.00 p.m. onwards – Rs.300/=, Rs.400/=per couple

A SITHAR CONCERT BY VEENA DAS

World Famous Indian Sitarist Jabon Singh will play a selection of Hindi and Karnatic

Date 28th at 7.30 p.m. onwards – Open Air Theatre – Rs. 100/=

You are required to answer the following questions:

- 1) Which programme is for the young and old?
- 2) For which programme a collection is not made?
- 3) Which programme will be held outdoors?
- 4) Which programme is oriental based?
- 5) At which concert is audience can make a choice?

**(3 x 5 Marks)
(Total 15 Marks)**

Question No. 6 (10 Marks)

Read the following memo and arrange it in the correct format, include the punctuations:

To all junior executives from the manager it is essential that you maintain all attendance registers and leave registers daily please send them up for my signature at 9 am and 3 pm approval of overtime will be counter signed by the accountant this stands till further notice.

Question No.7 (10 Marks)

The Audit firm to which you are attached has undertaken the audit of the Highland Production Company whose factory is in Nuwara Eliya. They have their own circuit bungalow. Prepare a letter to be sent to the Factory Manager requesting him to reserve the circuit bungalow for your team (five officers) for three days. Mention the dates and state that this is further to your telephone conversation.

Question No. 8 (10 Marks)

When your team went to Nuwara Eliya you found that the circuit bungalow you reserved has been given over to another party. You have been booked at a small lodge without facilities. Write a letter of complain to the Chair Person of the Highland Production Company expressing your dissatisfaction.

Question No. 9 (15 Marks)

Write an essay on one of the following topics in not less than 250 words

- 1) An accident I saw
- 2) My best friends birthday
- 3) A musical evening.

End of question paper
