



Society of Certified Management Accountants of Sri Lanka

**Technician Stage
March 2009 Examination**

Examination Date : 21st March 2009
Examination Time: 1.30 p.m.- 4.30 p.m.

Number of Pages : 05
Number of Questions: 08

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 and written in the **Answer Booklet**.

<u>Subject</u>	<u>Subject Code</u>
Business Communication I - English Language	(BC I / 514)

Section 1 – SPEECH SKILLS

Question No. 1 (15 Marks)

Miss. Savithri Peiris who is interested in following an IT Course called SMC to find out details of the course. Mr. Ranjith Perera the coordinator answered the call. Given below are the questions asked by Savithri. The answers of Ranjith are under it in jumbled order. Select the correct answers and fill the blanks in the conversation.

Telephone rings.....

- Ranjith :
- Savithri : Good afternoon, I want to get some information about your IT Course.
- Ranjith :
- Savithri : I would like to know the basic requirements to follow the course.
- Ranjith :
- Savithri : Is that all?
- Ranjith :
- Savithri : What is the duration of the course?
- Ranjith :
- Savithri : What are the three days you have it in the evenings?
- Ranjith :
- Savithri : What is the full cost of the course?
- Ranjith :
- Savithri : That's fine. One more question please, when is the applications close?
- Ranjith :
- Savithri : Have got to handover the applications personally?
- Ranjith :
- Savithri : Thank you very much for answering my questions. Good bye.
- Ranjith :

- ◆ 6 months, either three days evening or weekends.
- ◆ No. you can send them by registered post.
- ◆ Well it will be a basic course with theory and practicals.
- ◆ Yes nothing more.
- ◆ Good afternoon SMC here. Could I help you?
- ◆ Rs. 6000/- but you can pay in two installments.
- ◆ You should have the G.C.E. O. Level with credit passes in Maths and English.
- ◆ You're welcome. Good bye.
- ◆ 10th of May.
- ◆ Tuesdays, Wednesday and Thursdays, 5.00 p.m. to 8.00.

(Total 15 Marks)

Question No. 2 (10 Marks)

Complete these sentences using the correct phrases from those given in the box.

In addition	Out of touch	With the approval	At the same time	Once in a way
Over and above	In the mean time	In order to	In order to	On account of

1. Suranga applied for the post of book keeper he was promoted to the post accounts assistant.
2. Hemasiri could not pass the test get the licence.
3. they hold a meeting in the canteen.
4. Our sales manager has not done any typing for two years and now he is
5. of our failure to get down get down the estimates, we cannot prepare the budget.
6. They were involved in the sales promotion to advertising.
7. The company has received applications the required number.
8. complete the work in time all were paid OT.
9. of the directors, all were granted two increments.
10. New products were introduced to the market and the earlier products were taken off.

(1 x 10 Marks = Total 10 Marks)

Section 2 – READING AND COMPREHENSION

Question No. 3 (15 Marks)

Read the following passage and answer the questions given below:

The library is a very silent place. Nobody makes any sound in the reference section. There were 20 readers in this section. They were reading. The assistant librarian sat in a corner when Lal entered the section.

Lal wanted to select a book to read. The shelves were full of dictionaries, many volumes of encyclopedias, atlases, biographies and other reference books. These did not interest him. Then he saw a section on photography. That is his hobby. But the book he wanted was on a high shelf. He had to climb a ladder to get it. When he tried the book fell down with a loud crash. It disturbed the other readers.

Answer the following questions:

(i) How many was doing reference work?

.....

(ii) Who was seated in a corner?

.....

(iii) What were in the shelves?

.....

(iv) What is Lal’s hobby?

.....

(v) Why did Lal fail to get the book he wanted?

.....

(5 x 3 Marks = Total 15 Marks)

Question No. 4 (10 Marks)

Read the following train time table.

THE TRAIN TIMETABLE AT PANADURA RAILWAY STATION

Down Trains		Up Trains	
Destination	Time	Destination	Time
Kalutara South	5.45	Maradana	4.25
Aluthgama	6.05	Maradana	5.15
Matara (Express)	7.30	Maradana (Express)	6.10
Wadduwa (not on Sundays)	7.45	Gampaha	6.15
Aluthgama	9.10	Maradana (Express)	7.10
Matara (Express)	11.45	Mirigama	7.15
Kalutara South	1.23	Maradana (Express)	8.00
Galle (not on holidays)	3.42	Ragama (not on Saturdays)	8.03

(a) Questions:

(i) At what time is the first express train to Matara from Panadura?

.....

(ii) To where is the up train at 6.15?

.....

(iii) How many trains are not run on Sundays?

.....

(iv) At what is the second express train to Matara?

.....

(v) What is the train a passenger should take to Galle in the afternoon?

.....

- (b) Fill in the blanks in the following:
- (i) At a slow train leaves for Wadduwa.
 - (ii) The Galle train is only on working days.
 - (iii) At 11.25 there is an train to Matara.
 - (iv) The up train to Ragama is not available on
 - (v) The up train from Panadura is at

(5 x 2 Marks = Total 10 Marks)

Section 3 – PRACTICAL GRAMMAR

Question No.5 (10 Marks)

Each of the following sentences has an error which is underlined. Write the correct form of the word in the space provided.

- (1) Twenty three patience were hospitalized after the bomb blast. []
- (2) A National Day of morning has been declared to honour the Chief Minister who was murdered. []
- (3) All their waist materials were dumped into the river. []
- (4) The committee decided to aspect the proposals of the director. []
- (5) There were a theft in the office, but culprits could not be found. []

(5 x 2 Marks = Total 10 Marks)

Question No. 6 (10 Marks)

- (a) Convert the following sentences to active voice.
- (i) Three men suspected of the theft were arrested by the police.
 - (ii) Rs.2,000/- notes have been forged by two young men in Kandy.
 - (iii) The whole area will be cordoned off for a search operation.
 - (iv) The budget proposals may be turned down by the board of directors.
 - (v) A number of houses in the area have been demolished to widen the road.

(5 x 1 Mark = 5 Marks)

- (b) Fill in the blanks using the correct preposition from the following:

in on for from of

- (i) Children are very fond Sweets.
- (ii) Some students are week English.
- (iii) Architects draw plans house builders
- (iv) It is good to abstain smoking.
- (v) The manager has not yet decided the matter.

(5 x 1 Mark = 5 Marks)
(Total 10 Marks)

Section 4 – WRITING SKILLS

Question No. 7 (15 Marks)

Write a letter to a friend of yours informing him that a good friend of both of you is in hospital, tell him that you wish to go to see him. Inform the date and time where to meet you and request him to join you.

(Total 15 Marks)

Question No. 8 (15 Marks)

Re-arrange the following jumbled sentences to bring out their meaning clearly.

- (1) jobs / many students / now trying to find / are / who failed the exam.
- (2) was held / at the BMICH / last week / CMA / Award ceremony.
- (3) of the Eastern Province / have gone on strike / all doctors / better security / requesting.
- (4) in busses / requested / when traveling / are / to be on the alert / passengers.
- (5) to Middle East / the Bureau of Foreign Employment / an insurance cover / to obtain / expects / the employees.

(5 x 3 Marks = Total 15 Marks)

End of Question Paper
