



Society of Certified Management Accountants of Sri Lanka

**Technician Stage
September 2008 Examination**

Examination Date : 20th September 2008

Number of Pages : 05

Examination Time: 1.30p.m.-3.30p.m.

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.

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

Section 1 – SPEECH SKILLS

Question No.1 (15 Marks)

National Institute of Business Studies (NIBS) offers an English Course and provides the following information related to it.

Course Title : National Certificate in Business English

For whom : School Leavers; those who have a credit pass in English at ‘O’ Levels, those who have a pass in General English at ‘A’ Levels; those who wish to pursue a career in business.

Duration : Six Months

Commencement : 1st August 2008

Course Content : Spoken English, Reading & Listening Comprehension, Practical Grammar, Writing Skills

Course Materials : Provided

Course Fee : LKR 10,000 (includes registration fee)

Venue : No.22/2, Nugegoda

Contact : Programme Coordinator, Tel.3856242

Imagine that you are the Programme Coordinator (NIBS). Give the information asked for by a potential applicant who has heard about the above course. Complete the dialogue. Select the correct response from the box.

You (the Programme Coordinator) : Hello, I'm from the NIBS here. Can I help you please?

Applicant : Yes, please. I've heard about your English course from a friend.

1. You :

Applicant : Can I have more details about it?

2. You :

Applicant : I'm employed on a part time basis. Will I be able to follow this course?

3. You : Well, Yes.

Applicant : What's the course duration and when will it commence?

4. You :

Applicant : What about your course fee?

5. You :

Applicant : Can you pay in installments?

6. You :

Applicant : How can I get an application form?

7. You :

- | |
|---|
| <ol style="list-style-type: none">1. We have two courses on offer. You may do the part – time course.2. It's Rs.10,000/- including the registration fee.3. What exactly do you need?4. That's right.5. You'll have to pay the full amount together.6. This is a six – month course and will commence on 1st August.7. If you can give me your address, I can post one. |
|---|

(Total 15 Marks)

Question No.2 (10 Marks)

Complete these sentences using the correct phrases from the box.

put off	cut down	prior to	cut off	interested in
involved in	arrived at	fed up with	give up	get through

1. When we ----- the station it was past midnight.
 2. The AGM has been ----- for a month due to transport problems.
 3. I am ----- renting out a room near my office.
 4. We were ----- for hours due to flood waters.
 5. He decided to ----- higher studies due to financial difficulties.
 6. All government ministries have been asked to ----- their expenses.
 7. Auditors are ----- serious inquiry.
 8. I'm ----- this routine work.
 9. ----- coming here of was engaged in my own business.
 10. Despite many attempts, I failed to----- to him.
- (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. Answer in complete sentences.

Remittances from abroad are the life - blood of the economy. Without these, the Sri Lankan economy would be in a sorry state. The balance of payments would be in serious difficulties incurring a massive deficit. This would have serious effect on the foreign exchange reserves and the exchange rate.

The amount of foreign exchange brought in by remittances is much more than the earnings from many exports. The remittances last year were more than the record earnings from tea. It is much more than the earnings from tourism, foreign aid and capital inflows. The importance of remittances to the economy is such that about 70% of the trade deficit incurred last year was offset by these remittances.

You are required to:

- (1) Give a suitable heading for the above text.
 - (2) What would happen to the balance of payments if there are no foreign remittances?
 - (3) According to the text, which amount is higher, the amount of foreign exchange brought in by foreign remittances or the earnings from many exports?
 - (4) What does the writer say about the trade deficit incurred last year?
 - (5) Name five (5) income sources which feed our economy. You may answer in point form.
- (5 * 3 Marks = Total 15 Marks)**

Question No.4 (10 Marks)

Study the information given in the table carefully and answer the questions set on it in complete sentences.

Km	New fare increase per kilometer					
	1 st Class		2 nd Class		3 rd Class	
	Current Charge (Rs.)	Amended Charge (Rs.)	Current Charge (Rs.)	Amended Charge (Rs.)	Current Charge (Rs.)	Amended Charge (Rs.)
0 - 50 Km	1.89	3.70	0.97	2.00	0.53	1.10
51 – 100 Km	1.63	2.90	0.93	1.60	0.49	0.85
101 – 200 Km	1.59	2.20	0.91	1.40	0.48	0.75

Source – Department of Railways (amended)

- (1) What information does this table provide?
- (2) According to the current charge (Rs.) what is the first class train fare per kilometer?
- (3) What is the current third class train fare per kilometer?
- (4) What is the amended first class train fare per kilometer?
- (5) By how much has the amended charge (Rs.) per kilometer (2nd class) increased?
(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) “This is another important milestone for E – **Channeling**” said the Chairman speaking on the significant of the agreement.
- (2) The conference is one of the biggest event in the institute’s calendar.
- (3) The ministry has formulate a plan to recruit 1,000 graduates.
- (4) Customers are our strongest asset and we believe in reward their loyalty.
- (5) The CEO described the scheme as a revolution investment product.
(5 * 2 Marks = Total 10 Marks)

Question No.6 (10 Marks)

Convert the following sentences into the passive voice.

- (1) A graduate student has manufactured a machine for seed paddy transplantation.
- (2) They are taking several measures to guarantee the safety of the workers.
- (3) Our local term designed these two products.
- (4) The union will take all precautions to safeguard the interests of its members.
- (5) You must close all windows before you leave.
(5 * 2 Marks = Total 10 Marks)

Section 4 – WRITING SKILLS

Question No.7 (15 Marks)

You have seen a recent news item in the C D N advertising the new micro – bell telephone system.

You are interested in getting more information about this system.

Write a letter to the advertiser, Thai Importers Ltd, No.7, Union Place, Colombo 2, requesting for more information. Use a suitable letter format.

(Total 15 Marks)

Question No.8 (15 Marks)

Re – arrange the words / groups of words in the following sentences to form meaningful sentences.

- (1) The government / the public transport / has decided / hundred buses / to strengthen / to import.
- (2) India's / of directors / are well educated / new generation / and very articulate.
- (3) The central bank / to fourteen percent / has increased / from ten percent / its lending rates.
- (4) Financial accountability / the way / refers to / the government / public money / spends / through various ministries.
- (5) E mail is a / information technology / significant / development / in.

(5 * 3 Marks = Total 15 Marks)

End of Question Paper
