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Serial No.....

Institute of Certified Management Accountants of Sri Lanka

Operational Level

May 2015 Examination

Examination Date : 16th May 2015 **Number of Pages :** 05
Examination Time: 1.30 p:m. – 4.30 p:m. **Number of Questions:** 08

Instructions to Candidates

1. Time allowed is **three (3) hours**.
2. Total: **100** Marks
3. Answer **all** questions.
4. The answers should be given in **English Language**.

<u>Subject</u>	<u>Subject Code</u>
Business English II	(BE II / SK 2- 205)

Question No.1 (10 Marks)

Write down two questions one for the (a) subject and one for the (b) object of the following statement. An example is done for you.

Example: **The stenographer typed six letters.**

Answer:- (a) **Who typed six letters?**
 (b) **What did the stenographer type?**

- (i) Someone has stolen my wallet.
- (ii) A presentation has been made by the lecturer.
- (iii) The technician repaired the computer.
- (iv) Many soldiers were killed by the bomb.
- (v) The doctor will do the operation.
- (vi) All cheques must be signed by the accountant.
- (vii) The chief clerk answered the telephone.
- (viii) The burglar was caught by the policeman.
- (ix) This house is going to be demolished by the army.
- (x) All the files were recovered by the CID.

(10 × 1 Mark = Total 10 Marks)

Question No.2 (10 Marks)

Write the numbers 1 to 10 in your answer booklet and fill the gaps in it with the correct preposition from the given list below. (*There are more words than you need*)

The idea of university education was an outcome [1]..... Imperialism. Though confined [2]..... the development of their own interests the country [3]..... British rule was benefitted [4]..... ways. The system of education [5] prominence given to English was [6] its highest standard and it was the highest [7] academic discipline. The University of Ceylon was set up in 1942 in Colombo [8] completion of the premises [9] Peradeniya it was shifted in 1952 to be the first residential campus [10] the country.

within	to	at	for	of	over
about	through	under	by	in	on

(10 × 1 Mark = Total 10 Marks)

Question No.3 (10 Marks)

Write the number of the most suitable tense form for the following statements and questions in your answer booklet by selecting from the list given below. An example is done for you.

Example: Many passengers were killed when the bus fell down a precipice. (viii)

- | | |
|---|---------|
| (a) They did not take any action against the drug addicts. | [.....] |
| (b) The doctor has conducted 10 operations in the morning. | [.....] |
| (c) His brother is working in Dubai. | [.....] |
| (d) Many business men have been found guilty of black marketeering. | [.....] |
| (e) Our cashier will be leaving to UK next week. | [.....] |
| (f) The transport system was improved with the new highway. | [.....] |
| (g) A visitor arrived when we were listening to the news. | [.....] |
| (h) Who are being accused of the theft? | [.....] |
| (i) Will your friends be accepted by their parents? | [.....] |
| (j) Don't the children visit the nature park? | [.....] |

- | | | |
|----------------------------------|-------------------------------------|------------------------------------|
| (i) Present Continuous (passive) | (ii) Present Perfect (passive) | (iii) Simple Future (passive) |
| (iv) Simple Future | (v) Simple Present | (vi) Simple Past / Past Continuous |
| (vii) Past Continuous | (viii) Simple Past (passive) [E.g.] | (ix) Present Perfect |
| (x) Future Perfect | (xi) Simple Past | (xii) Present Continuous |
| (xiii) Future Continuous | | |

(10 × 1 Mark = Total 10 Marks)

Question No.4 (10 Marks)

The words underlined in the following paragraph have a word similar in meaning to the words in the list below. Select the most suitable word and write in your answer booklet against the number.

The electronic information age that we live in today, (1) (surely) takes communicating very quick and (2) (simple). It is simple for many people to (3) (meet) dozens of others every day via (4) (electronic device) or phone, but does this make them feel happier? (5) (joy) is difficult define, but in addition to basic needs like food (6) (housing), or peace, it depends on such things as good health, loving (7) (relatives) and friends, and satisfying (8) (employment) – either job, study or pastimes. Whether (9) (up-to-date) communication has increased people's feelings is however (10) (doubtful).

**happiness
debatable**

**family
shelter**

**modern
occupation**

**easy
certainly**

**computer
contact**

(10 × 1 Mark = Total 10 Marks)

Question No.5 (06 Marks)

Re-arrange the following sentences and phrases in the given columns to make three (3) sensible sentences and write them in your answer booklet: An example has been done for you.

Example:

Three girls who were working in a garment factory, were waylaid by a gang of robbers but managed to escape unharmed when a police jeep appeared on the road.

by a gang of robbers – who were working – appeared – unharmed – on the road – three girls – were waylaid – when a police jeep – but managed to escape – in a garment factory

Column A

Four and half
Sluice of a tank bund
A hybrid vehicle
Was damaged
When it was parked
Its banks
which overflowed
By flood waters
Worth
Million rupees

Column B

Ad-hoc ways
And take legal action
A circular
Using the zebra crossing
Of crossing the road
Has been issued
By pedestrians
By the Department of
For not using
Public administration

Column C

The company safe
Lifted a Set of confidential files
Two of his close accomplices
Without robbing cash
and opened
in the night
Or other documents
An accountant with
Using a duplicate key
Entered the secret room

(3 × 2 Marks = Total 06 Marks)

Question No.6 (12 Marks)

Select a word from the given list to fill each blank in the passage below. Prepare a numbered list from 1 to 12 in the answer booklet and use it to state the word you have selected for each number.

Trust is (1) _____ in the work environment. (2) _____ has shown that trust in the work place promotes (3) _____ and effective team work and can lead to (4) _____ organizational performance. Clients and (5) _____ need to be able to rely on information a company and its (6) _____ provide. Subordinates should be able to trust their (7) _____ Managers need to be able to trust their (8) _____ management and everyone needs to be able to expect (9) _____ reactions from their co-workers and associates. Trust is - and trust worthy (10) _____ such as those listed above are a necessary (11) _____ for a healthy work (12) _____ environment.

enhanced	managers	employees	essential	research	foundation
consistent	behaviour	customers	senior	cooperation	environment

(12 × 1 Mark = Total 12 Marks)

Question No .7 (22 Marks)

Read the following passage and answer the questions that follow in your answer booklet.

The concept of common house is the 1. **predecessor** to modern apartments. The main features of the common house were the kitchen and the dining room. Shared 2. **dinner** were held there regularly. In some communities that was as few as 2 nights a week, in others up to 7. Everyone 3. **takes a turn** cooking the dinner. Breakfasts and lunches (and dinners when there was no common meal) can be prepared in one's own kitchen and eaten at home or brought to the common house.

The 4. **laundry** was the other 5. **essential** feature in the common house. Some communities have found that 2 washing machines and one 6. **drier** were sufficient for one hundred people. There were usually workshops for carpentry / home handy people, car and bicycle 7. **maintenance** and textiles. In one community a resident had a pottery workshop in the common house and in another there was photography 8. **darkroom**.

Answer the following questions:

- | | |
|---|-------------------|
| (a) What were the main features of a common house? | (02 Marks) |
| (b) What is meant by a 'shared dinner'? | (03 Marks) |
| (c) How often was shared dinner held and how often was it prepared? | (03 Marks) |
| (d) How many washing machines and driers needed for a common house? | (03 Marks) |
| (e) What other options were available in some common houses? | (03 Marks) |

- (f) The following words and phrases are the meanings of the words underlined in the passage:

Match the underlined words to their meanings given below and write them on your answer booklet.

- | | |
|-----------------------------------|------------------------|
| 1. Place for processing negatives | 2. Sharing voluntarily |
| 3. Item / person before | 4. Vital need |
| 5. Watching room | 6. Drying machine |
| 7. Repair damage | 8. Evening meal |

(8 × 1 Mark = 08 Marks)

(Total 22 Marks)

Question No .8 (20 Marks)

Write a composition of **300** words on **one** of the following topics on your answer booklet:

- (a) **The danger of chemical disinfectants on fruits and vegetables.**
- (b) **Concessions provided to senior citizens.**
- (c) **Increased violence in the country – its causes and results.**

(Total 20 Marks)

End of Question Paper
