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Serial No.....

**Institute of Certified Management Accountants of Sri Lanka**  
**Operational Level**  
**May 2012 Examination**

**Examination Date :** 12<sup>th</sup> May 2012      **Number of Pages :** 06  
**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 the **English Language**.

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

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

Change the following statements to (a) questions (b) negatives and write them in your answer booklet.

- (a) Many students offered shorthand for GCE O/Ls those days.
- (b) The agency for Dialtone Mobile phones is ours.
- (c) Our store keeper has a heavy vehicle driving license.
- (d) Everybody participated at the soft opening of the new office.
- (e) There will be a staff meeting at 10.00 a:m.
- (f) We are now operating on a net-worked system.
- (g) All must wear the new uniform.
- (h) The tender board has rejected our tender.
- (i) Someone has seen the thief entering the storeroom.
- (j) They have banned the use of the latest web site.

**(10 × 1 ½ Marks = Total 15 Marks)**

### **Question No .2 (05 Marks)**

Write the following passage in your answer booklet using the correct form of the words to fill the gaps. You can select the required words from the words given in brackets:

Three factors dominated the priorities of (1) \_\_\_\_\_(smaller / small / smallest) businesses looking for suitable premises to build (2) \_\_\_\_\_(our / your / their) showrooms and offices: cost, cost and cost (3)\_\_\_\_\_(Nobody / Everybody / Anybody) ever has enough money, so there will be (4) \_\_\_\_\_(a / the / an) overwhelming temptation to go for the cheapest property. (5) \_\_\_\_\_ (It / Which / What) is a mistake that will take decades to rectify – even threatening the (6) \_\_\_\_\_ (present / future / past) of a promising business. Ironically (7) \_\_\_\_\_ (all / some / every) firms swing (8) \_\_\_\_\_ (very / little / too) far in the other direction, committing (9) \_\_\_\_\_ (themselves/ ourselves/ yourselves) to heavy initial investment, because they believe in the (10) \_\_\_\_\_ (important / importance / importantly) of image – and that does not come cheaply.

**(10 × ½ Marks = Total 05 Marks)**

### **Question No .3 (10 Marks)**

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

**Example: They will play cricket on Monday (iii)**

- (a) My cousin was injured when he met with an accident yesterday.
- (b) Many are of opinion that a new President will be elected in December.
- (c) The company has started a new Newsletter.
- (d) Diana plays tennis everyday.
- (e) They had the board meeting last week.
- (f) Millions will have been spent on the 'Dayata Kirula' Exhibition.
- (g) They will interdict the store keeper after the stock taking.
- (h) The suspects have been identified.
- (i) They are being questioned.
- (j) Our boss is driving his new car.

- |                              |                                   |                              |
|------------------------------|-----------------------------------|------------------------------|
| (i) Simple present           | (ii) Present Continuous           | (iii) Simple future          |
| (iv) Simple past             | (v) Present continuous            | (vi) Present perfect         |
| (vii) Simple present passive | (viii) Simple past passive        | (ix) Present perfect passive |
| (x) Simple future passive    | (xi) Present continuous (passive) | (xii) Future perfect passive |

**(10 × 1 Mark = Total 10 Marks)**

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

The prepositions underlined in the following sentences are wrong. Select the most suitable preposition from the given list and re-write the sentence in your answer booklet.

**at    in    on    under    by    for    of    through    up    to    until    before**

- (a) The delegation arrived in 10.00 clock.
- (b) Mr. Ratnayaka is the manager on a private firm.
- (c) All the students went up the notice board to know their results.
- (d) The visitors left their shoes through the table.
- (e) The chief guest waited by the meeting was over.
- (f) The cheques were signed of the accountant.
- (g) The ledger was for the manager's locker.
- (h) Until the bus stop he met an old friend waiting for the bus.
- (i) Our photocopy machine was sent to a repair.
- (j) The electrician climbed to the roof in a ladder.

**(10 × 1 Mark = Total 10 Marks)**

**Question No .5 (06 Marks)**

Rearrange the following words and phrases in the given columns to make **three (3)** sensible sentences and write them in your answer booklet.

Column 1

find  
air  
Monday  
is  
we  
the power plant  
of  
by

Column 2

junior accountants  
commodity  
is  
the ceremonial  
opening  
is  
today  
of

Column 3

free  
the functions  
now  
the only  
done  
on  
the book keeper

**(3 × 2 Marks = Total 06 Marks)**

### **Question No .6 (14 Marks)**

Select a word from the given list to fill each blank in the passage. Prepare a numbered list from 1 to 28 in the answer booklet and use it to state the words you select for each number.

Throughout my (1) \_\_\_\_\_, I have been lucky (2) \_\_\_\_\_ to have a, very good relationship with my parents. They have supported me, given me (3) \_\_\_\_\_ guidance and taught me a great (4) \_\_\_\_\_ about how to live my life. Parents can be very important (5) \_\_\_\_\_ in our lives; however, they are not always the best teachers.

Parents may be (6) \_\_\_\_\_ close to their children emotionally. (7) \_\_\_\_\_ they can only see their children (8) \_\_\_\_\_ the eyes of a protector. For (9) \_\_\_\_\_, they may limit a child's freedom in the name of (10) \_\_\_\_\_. A teacher might see a trip to a big city as a valuable new experience. However, it might seem too (11) \_\_\_\_\_ to a parent.

Another problem is that parents may expect their children's interests to be (12) \_\_\_\_\_ to their own. They can't separate their children from their minds. If they love (13) \_\_\_\_\_, they may try to force their child to love science too. But what (14) \_\_\_\_\_ their child's love is arts, or music. Or car repair!

Parents are usually (15) \_\_\_\_\_ to pass on their values to their children. But should children (16) \_\_\_\_\_ believe what their parents (17) \_\_\_\_\_? Maybe different generations need different ways of thinking. When children are (18) \_\_\_\_\_, they believe that their parents are always (19) \_\_\_\_\_. But when they get (20) \_\_\_\_\_, they realize there are other views. Sometimes parents, (21) \_\_\_\_\_ older ones, can't keep up with (22) \_\_\_\_\_ social or technological (23) \_\_\_\_\_. A student who has friends of all different races and (24) \_\_\_\_\_ at school may find that his parents have narrow views. A student who loves (25) \_\_\_\_\_ may find that his / her parents don't really understand or value the digital revolution. Sometimes kids have to find their own ways to what they believe in.

The most important thing to (26) \_\_\_\_\_ is that we all have many teachers in our lives. Our parents teach us, our teachers teach us and our (27) \_\_\_\_\_ teach us. Books and newspapers and (28) \_\_\_\_\_ also teach us. All of them are valuable.

background	similar	realize	if	especially	life	necessary
computers	young	rapid	do	peers	deal	sometimes
example	older	safety	too	through	right	enough
dangerous	science	always	eager	television	changes	teachers

**(28 × ½ Marks = Total 14 Marks)**

### **Question No .7 (20 Marks)**

Read the passage below and answer the given questions in your answer booklet:

Women who apply for jobs in middle or senior management have a higher success rate than men according to an employment survey conducted by a group of recruitment consultants. But it has also revealed that fewer women apply for these positions. It also reveals that one in six men who appear on interview shortlists get jobs, the figure rises to one in four for women.

The study had concentrated on applications for management positions above Rs.100,000/- monthly salary range and found that women are more successful than men in both the private and public sectors. It is stated as an encouragement for women in that it sends a positive message to them to apply for interesting management positions. But it also reveals that only a significantly fewer women apply for senior positions in comparison with men.

Reasons for higher success rates among women are difficult to isolate. One explanation suggested is that if a woman candidate manages to get on a short list, then she has probably already proved herself to be an exceptional candidate. When women send in an application for a position, they tend to be better qualified than their male counterparts but are more selective and conservative in their job search. Women try to gather all relevant information before applying for positions or attending interviews. Men on the other hand seem to rely on their ability to sell themselves and convince employers that any shortcomings they have will not prevent them from doing a good job.

#### **Part A: Vocabulary**

##### **Para 1 (2 × 1 Mark = 02 Marks)**

Quote the phrase that means

- (a) Job study (b) Guidance and counselors

##### **Para 2 (2 × 1 Mark = 02 Marks)**

Quote phrases that means

- (a) Wage structure (b) Very low numbers

##### **Para 3 (2 × 1 Mark = 02 Marks)**

Quote phrases that means

- (b) Very clever (b) old fashioned

#### **Part B: Comprehension**

Now answer the following questions.

- (a) How has it been revealed that women can get more jobs in the middle and higher levels than men? **(03 Marks)**
- (b) What is the ratio between men and women in getting middle and higher level jobs? **(03 Marks)**
- (c) What factor encourages women to apply for higher level jobs? **(03 Marks)**
- (d) Why do more women get short listed than men? **(03 Marks)**

#### **Part C: The whole passage**

Suggest a title for this passage.

**(02 Marks)**  
**(Total 20 Marks)**

**Question No .8 (20 Marks)**

Write a composition of 300 words on one of the following topics.

- (a) 'Deyata Kirula Exhibition – 2012.
- (b) Devaluation of the Rupee – its Strengths and Weaknesses.
- (c) The Public Transport.

**(Total 20 Marks)**  
End of Question Paper

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