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Serial No.....

Institute of Certified Management Accountants of Sri Lanka
Operational Level
November 2012 Examination

Examination Date : 10th November 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 **English Language**.

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

Question No.1 (15 Marks)

Change the following statements to (a) questions about the subject (b) questions about the object and write them in your answer booklet. (*An example is shown below*).

The assistant accountant signed the cheques yesterday.

- a. *Who signed the cheques yesterday?*
- b. *What did the assistant accountant sign yesterday?*

- (a) The Director of Studies informed that all admission cards have been posted.
- (b) The Minister opened the new web site of the MN Holdings yesterday.
- (c) The council wants a 10 member board as the Directors.
- (d) The municipal council approved the weighing machine after checking it.
- (e) The officer in charge of the postal posted the letters in time.
- (f) The manager wanted a clarification before Friday.
- (g) All the customers request a change in the discount policy.
- (h) The board of directors wants to suspend the building contractor immediately.
- (i) The traders requested the authorities to increase the price of milk food.
- (j) A shop keeper claimed compensation for the goods damaged in the delivery.

(10 × 1 ½ Marks = Total 15 Marks)

Question No.2 (05 Marks)

Write the following passage in your answer booklet using the correct adjectives and adverbs to fill the gaps. You may use the required words from the list given below. (*There are more words than you need*).

The [1]..... telephone service is something we have taken for granted in today's [2]..... world. The public [3]..... network provides a reliable and highly [4]..... service – we have high regard and react [5] when the service is [6] to meet the demand for high reliability and provide an [7] service, the public network is being [8] improved. Yet the consumers are still waiting for the [9] use of new services like the [10] phone.

telecommunications **upgraded** **standard** **strongly** **accessible** **progressively**
promised **video** **undisturbed** **economically** **developing**

(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: The umpires decided to stop the match due to bad light. (v)

- (a) The advertisers will follow the instructions of the manager.
- (b) The directions given by the transport officer could not be followed.
- (c) Two teams of police officers were investigating the Kahawatta murder.
- (d) Bandara is studying in England now.
- (e) They haven't prepared short notes for the exam.
- (f) There had been a plan to shift the office to Ratmalana.
- (g) Security had been checking the bags of all visitors to the park.
- (h) All roads were being repaired on chairman's orders.
- (i) All new students will have been admitted after a placement test.
- (j) Audit will be coming next week to check the stores.

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

(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 corrected preposition in your answer booklet against the number; there are more prepositions in the list than you require;

Alternative education

The 16th century Europe was a period of reform. The industrial revolution, the religious reforms, the British Empire, the development (1) with America as a super power and colonization etc brought (2) of the changes in the education systems. The religious based education (3) at the church and missions changed (4) about the origin of state administered schools and private schools. Alternative education, also known as non-traditional education or educational alternative, started (5) on this movement. It deviated (6) for traditional teaching methodology to include a number (7) to approaches which are fundamentally different from those of mainstream or traditional education. Some of them were based (8) under political, religious, philosophical and scholarly orientations while some others were (9) in informal associations of teachers and students, dissatisfied with some aspect of mainstream or traditional education. These educational alternatives included a number of alternative schools which became popular within a very short period. Private schools, Charter schools, Independent schools and home based private classes, where the concept of the value of small class size, close relationships between students and teachers, and a sense of community development were (10) below emphasized.

from of under on for about to over through up in with

(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

seven
import
Matara
for
arrested
the

Column 2

rail
increased
robbery
to
duty
track

Column 3

on
cars
are
men
gang
repaired

(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. Prepare a numbered list from 1 to 24 in the answer booklet and use it to state the words you select for each number.

WILDFIRES

Wildfires are usually the product of human (1) _____. Humans start about 90% of wildfires and lighting (2) _____ the other 10%. Regular causes for wildfires include (3) _____ camping sites, throwing away cigarettes, burning (4) _____, and playing with fireworks or matches. Once begun wildfires can (5) _____ at a rate of up to 23 kph and as a fire spread over a (6) _____ it could undertake a life of its (7) _____ – doing different things to keep itself, even creating other (8) _____ by throwing (9) _____ miles away.

Three (10) _____ are necessary to start a fire; oxygen (11) _____ and heat. These three make up the “fire triangle” and the (12) _____ frequently talk about this when they are (13) _____ to put out blazes. The theory is that if the fire fighters can remove one of the (14) _____ pillars, they can take control of and (15) _____ put out the fire.

The speed at which wildfires spread, (16) _____ on the fuel around them. The fuel is any living or dead (17) _____ that will burn. Types of fuel include trees (18) _____ and grassland to houses. The quantity of (19) _____ material around a fire is known as the “fuel load” and is (20) _____ by the amount of fuel per unit area usually tons per (21) _____. How dry the fuel is can also (22) _____ how fires behave. When the fuel is very dry it burns much more (23) _____ and form fires that are much harder to (24) _____.

negligence	causes	arson	rubbish	spread	landscape
own	blazes	cinders	components	fuel	fighters
attempting	triangle	eventually	depends	material	underbrush
inflammable	determined	acre	influence	quickly	control

(24 × ½ Marks = Total 12 Marks)

Question No .7 (22 Marks)

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

A formal interview is a serious affair. Here all the personal details entered in the CV are checked and the certificates submitted by the applicant are matched. Any discrepancy will be clarified.

The second step will be to check whether the interviewee has the required communication skills to fit into the company and to work with their clients.

Thirdly the interview board will also check the behaviour and the mannerisms of the interviewee to verify whether he could fit into the company culture.

Fourthly there is also psychological check of his body language and facial expressions. HR officers in most places are now trained to understand body language and facial expressions. This is because modern research has proved person speaks more by his body language. Though a person can lie at an interview using words, yet it is not possible through his facial expressions. A trained interviewer can always identify whether a person is telling the truth or false by looking at his face.

Purpose of some formal interviews will be to short list the applicants who have similar experience and qualifications. This interview will be conducted by the HR division. Elimination of candidates will be done on the basis of how well a certain candidate will fit into the type of work that the employer will have in mind. The selected candidates will be called for a second interview, which will be conducted by the HR manager and the manager of the section to see the ability of the candidate to fit into the work team. The manager of the section will conduct an in depth study of the performance of the candidate. The elimination will be done based on his opinion.

There will be a final interview, before the selection. This will be to check his social standards, the communication ability and the future prospects. Very often the general manager, the CEO and a director will conduct this interview.

Now answer the following questions.

- (a) Explain in your own words the two things done as the first step in a formal interview. **(03 Marks)**
- (b) Why is it not possible for a candidate to lie at an interview? **(03 Marks)**
- (c) When there are a large number of candidates with similar qualifications what procedure is adapted by the HR division at the first interview? **(03 Marks)**
- (d) What do you understand by communication skills? At what interview are the Communication skills of the candidates tested? **(03 Marks)**

- (e) Select words from the passage which have similar meaning to the following:
and fill in the blanks 1 to 10.

When your application is (1) _____ to the HR division of a company, the first thing they do is to find out whether your application (2) _____ the qualifications stipulated in the advertisement. If there is any (3) _____, your application will be rejected. A further (4) _____ will be done at the first interview where the applicants (5) _____ skills will be examined. This is followed by a further short listing from those who have similar experience and qualifications, based on (6) _____ a second interview will be (7) _____ to see the suitability of the candidate to fit into the (8) _____. The purpose of the final interview is to gauge his social (9) _____ and to ensure whether the candidate is a (10) _____ to the company's future.

(10 × 1 Mark = 10 Marks)
(Total 22 Marks)

Question No .8 (20 Marks)

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

- (a) Spread of Violence in the Country.
- (b) Devaluation of the Rupee.
- (c) London Olympics – 2012.

(Total 20 Marks)
End of Question Paper
