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Serial No.....

**Institute of Certified Management Accountants of Sri Lanka**  
**Operational Level**  
**November 2013 Examination**

**Examination Date :** 23<sup>rd</sup> November 2013      **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**.

<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)**

Prepare the statement for which following are the two questions.

Example: a. Who builds a new house?  
b. What does your brother build?

Answer:- My brother builds a new house.

- (a) The director parked the car.
- (b) They will shift the office soon.
- (c) Sarath wants the Bank statements.
- (d) Students are arranging a trip?
- (e) The Board of Directors discusses the budget.
- (f) Drivers demand higher pay.
- (g) Officers will not be paid overtime.
- (h) A data operator has damaged our computer.
- (i) The disciplinary board interdicted the culprits.
- (j) Thieves had opened the safe.

**(10 × 1 ½ Marks = Total 15 Marks)**

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

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

Running is one of the simple yet most beneficial form [1]..... exercise. Techniques come naturally, equipment is minimal but, more importantly it's very good [2]..... the human body. There are many benefits of running, and it does a lot of good [3]..... you. It increases fitness and energy, lowers the risk of contracting disease, releases tension and avoids sleeplessness.

[4]..... each step, hundred calories are automatically used. When breaking [5] ..... a run, the system really begins to work. The body needs exercise for energy, so that the calorie rate increases [6] ..... 18 to 50 times a minute. [7] ..... this rate lungs fill and the heart pumps freshly oxygenated blood [8] ..... the body. Muscles are strengthened, and [9] ..... an average person, a great deal of energy is used for each eight-minute mile [10] ..... the body.

<b>by</b>	<b>at</b>	<b>of</b>	<b>through</b>	<b>for</b>
<b>in</b>	<b>with</b>	<b>from</b>	<b>to</b>	<b>into</b>

**(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 from the list given below. An example is done for you.

**Example: Many students had known the results before they were released. (xii)**

- (a) The accountant did not sign the cheques yesterday.
- (b) The stock taking will be postponed for the next week.
- (c) Many companies have stopped paying taxes.
- (d) New recruits are being given computer training before confirmation.
- (e) Managers' get-together is on the day before Christmas.
- (f) A fund has been raised to develop the children's play ground.
- (g) Three officers are trying to find the reasons for the loss.
- (h) Ten men were being arrested under suspicion.
- (i) All return cheques are deposited in the suspense account.
- (j) President will be visiting the head office next week.

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

**(10 × 1 Mark = Total 10 Marks)**

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

The blanks in the following paragraph have a word similar in meaning to the words given in brackets. Select the most suitable word and write them in your answer booklet against the number.

According to the encyclopedia of Sleep and Dreaming “There is a biologically based (1) ..... (likeliness) to fall asleep in mid-afternoon, just as there is a tendency to fall asleep at night. Moreover if the sleep the night before is (2) ..... (lessened) and disturbed for any reason a nap in the (3) ..... (following) afternoon is not only more likely to occur, but it can also (4) ..... (decrease) sleepiness and increase (5) ..... (effectiveness) ” The nap zone documented in numerous studies is typically between noon and 3.00 p.m. Some people (6) ..... (stand against) this natural slowdown with coffee or tea, but if employers (7) ..... (permits) naps the benefit would be improvement in mood and (8) ..... (activeness) especially in mid-afternoon, workers would (9) ..... (attend) better and do works longer. Workers commonly sneak naps even without permission but some companies have begun encouraging naps as part of their policies on (10) ..... (increasing) production.

<b>Subsequent</b>	<b>alertness</b>	<b>boosting</b>	<b>tendency</b>	<b>concentrate</b>
<b>Break allowed</b>	<b>resist</b>	<b>relieve</b>	<b>reduced</b>	<b>performance</b>

**(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

Their  
when  
few  
survived  
boat  
fishermen  
capsized  
the  
severe  
a  
only  
storm  
very  
during  
recent

##### Column 2

ten  
have  
store  
keepers  
Kandy  
the  
only  
training  
programme  
especially  
prepared  
in  
for  
attended  
them

##### Column 3

their  
those  
invested  
some  
Finance  
Private  
lost  
company  
money  
in  
all  
heavily  
who  
valuable  
all

**(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 state the word you select for each number.

Today I'd like to talk to you about (1) \_\_\_\_\_ a bicycle. A simple enough (2) \_\_\_\_\_, you might imagine, but there are lots of things to look out for to make (3) \_\_\_\_\_ you get the best deal for your (4) \_\_\_\_\_.

Well, the range of (5) \_\_\_\_\_ is enormous — there are (6) \_\_\_\_\_ bikes, touring bikes, (7) \_\_\_\_\_ bikes or just plain ordinary bikes for (8) \_\_\_\_\_ round town. They vary enormously in two basic ways: (9) \_\_\_\_\_ and quality. This means that the choice you make will probably be determined by the (10) \_\_\_\_\_ of money you want to pay, your own personal needs, what is actually available or a compromise of all three things. However, in broad terms you can spend anything from (11) \_\_\_\_\_ to Rs.2,000 on a bike so, you'll need to know what you are looking for.

Single speed (12) \_\_\_\_\_ — that is bikes with no (13) \_\_\_\_\_ are really only suited to short, casual rides. Their attraction is their simplicity and reliability. After years of neglect they still manage to (14) \_\_\_\_\_ though not always too efficiently. If it's basic transport you're after then you can't go wrong.

(15) \_\_\_\_\_ speed cycles on the other hand are all that is really (16) \_\_\_\_\_ for most town riding, going to the (17) \_\_\_\_\_ and things like that. Like the single speed bike they are simple and reliable. If you are going to be going up and down lots of (18) \_\_\_\_\_ then you'll probably want something more efficient.

Five and ten speed bicycles are best suited to riding over long (19) \_\_\_\_\_ or hilly terrain and to serious touring, so if it's serious touring you're interested in, get a five or ten speed bike. However it's worth (20) \_\_\_\_\_ that the difference in price between a five and ten speed cycle is usually very little and so it's well worth paying that little bit extra to get the ten speed one. So I would tend to (21) \_\_\_\_\_ the ten speed bike as the price is similar — however you'll be getting better quality components.

Now the next thing we need to look at is size. Buying a cycle is like (22) \_\_\_\_\_ clothes, first of all you find the right size and then you try it on to see if it fits. Contrary to what you might imagine, the size of the cycle is not determined by the size of the (23) \_\_\_\_\_ (except in children's cycles), but by the size of the (24) \_\_\_\_\_. So you'll need to measure the length of your legs and arms to get a frame that is the right size for you.

Bicycles	mountain	gears	remembering	buying	function
racing	wheels	exercise	money	sure	three
shops	riding	buying	necessary	frame	amount
Rs.500	hills	price	distances	recommend	cycles

**(24 × ½ Marks = Total 12 Marks)**

### **Question No .7 (22 Marks)**

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

#### **Eco friendly**

Eco friendly has become a very common word today.

The term “eco-friendly” is used to describe activities which are good for the environment. It is a shortening of the phrase “ecologically friendly”. We may also hear terms like “environmentally friendly” or “green” used to describe similar activities. There is a range of ways in which activities can be eco-friendly. One way is to have products which are constructed in an environmentally friendly way. It will change our lifestyle. They are **1. designed** to benefit the environment.

These activities are important because they are **2. concerned** about the health of the environment. In the late 1900s people realized that their activities were having a negative **3. impact** on the environment. Pollution and the use of natural resources, and other activities were found as activities that hurt the environment. Therefore people began to look into more eco-friendly ways of living and doing business.

Many sensible companies began to **4. invest** in green product development following the lines of eco-friendly production. They can be found in many regions of the world today as a result. These products are usually made in factories which are environmentally friendly, such as facilities built from recycled materials which use solar panels for power, and they are made from components which are also good for the environment, like plant-sourced **5. ingredients** for soaps, or recycled metal for electronics and plants and trees planted within factories.

Answer the following questions.

- (a) What are the other words or phrases which are synonymous of eco friendly? **(03 Marks)**
- (b) What is an environmentally friendly product? **(03 Marks)**
- (c) When did the people begin to think of the impact of their activities? **(03 Marks)**
- (d) What are green products? **(03 Marks)**
- (e) What are the activities that were found to damage the environment? **(03 Marks)**
- (f) Select from the list below words or phrases having similar meaning to the words underlined in the above passage.

planned  
routine  
build

components  
provide capital

worried  
effect

**(7 × 1 Mark = 07 Marks)**  
**(Total 22 Marks)**

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

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

- (a) 13<sup>th</sup> Amendment to the Constitution.
- (b) Commonwealth Summit.
- (c) Effect of increased Electricity prices on the economy.

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

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