

PILOT PAPER – 2023-2027 SYLLABUS

CL1.5 Business English

Certificate Level

Time allowed: 2 Hours.

Total Marks: 100

Exam Structure

This exam is consisting with four parts:

- Segment A: Question no. 01-02 (Listening)
- Segment B: Question nos. 03-04 (Reading)
- Segment C: Question no. 05-06 (Writing)
- Segment D: Question no. 07 (Speaking)

All questions are compulsory.

Question No – 01 Segment A : Listening – 10 Marks

Practice questions will be published under the Pearson Vue practice platform.

Question No – 02 Segment A : Listening – 10 Marks

Practice questions will be published under the Pearson Vue practice platform.

Question No – 03 - Segment B - Reading – 15 Marks

Read the article below and answer the questions that follow it.

- A. Professional accountants can play key roles in a future that requires skills in strategic thinking, addressing sustainability, supporting innovation and driving the digital agenda. Professional accountants take pride in their work, and a number of significant trends indicate that the future should continue to be bright for those whose careers are already in progress as well as for aspiring accountants just beginning their studies.
- B. These trends range from the rise of data and spread of automation, to the increasing acceptance of the importance of intangible assets and non-financial capital. They include growing recognition of the link between innovation and diverse, inclusive workforces, as well as the changing nature of the workforce itself. The workforce shifts include many people having longer working lives and retiring later., younger generations entering employment have changing aspirations and perspectives. Digital natives (those born after 1997) not only see mobile devices as the norm and embrace social media, but also, research suggests, seek meaning and purpose in their personal and professional lives.
- C. Accountants can act as digital playmakers, identifying the potential of technology to transform finance and business operations. These and other trends shaping the environment in which professional accountants will be working in future are identified in a new Association of Chartered Certified Accountants (ACCA) report, due to be published this month. The report draws on desk research, a member survey and in-depth interviews conducted with senior finance leaders, HR professionals and recruitment specialists in key markets.
- D. Taking stock of the various trends shaping the future of business and work, the report sets out a model to identify ways in which accountants can enjoy fulfilling and exciting careers.

This model, according to Jamie Lyon, the report’s author and portfolio lead – professional insights at ACCA, rests on the central proposition that modern society is increasingly focused on building a sustainable future, and that organisations need to focus on developing sustainable and purposeful businesses. ‘That is driving the future of the profession,’ says Lyon. ‘This report is all about the opportunities that exist for professional accountants in creating and supporting this sustainable world.’

- E. The model set out in the report envisages accountants finding exciting opportunities to support the sustainability imperative in five broad ways: as assurance advocates, business transformers, data navigators, digital playmakers and sustainability trailblazers. These aren’t specific roles or career paths, but areas where professional accountants can bring their expertise to bear for the benefit of their organisations and the wider community.
- F. Professional accountants could have an impact in more than one of these areas during their careers. Lyon envisages a future world of career multiplicity, where individuals may have many different types of roles during their working life, building lattice careers rather than climbing the traditional career ladder. ‘We will see more fluidity in terms of how people navigate across different types of activity,’ he says. ‘Roles are changing more quickly, and that is driving quicker turnover of skills. That in turn is driving the transformation of how we learn. The ways in which we learn need to change along with the skills we need to develop.’

Adapted from <https://yourfuture.accaglobal.com/global/en/>

1) Paragraph A aims to:

- a) acknowledge the complexity of modern business.
- b) focus on the challenges faced by the accountancy profession.
- c) address the training and development needs of accountants.
- d) highlight the important role professional accountants play in business.

2) The underlined word “significant” in paragraph A is closest in meaning to:

- a) minor.
- b) secondary.
- c) important.
- d) worthless.

- 3) The underlined word “They” in paragraph B refers to:
- a) rise of data and spread of automation.
 - b) the importance of intangible assets.
 - c) workforce shifts.
 - d) trends indicating the future success of the accountants.
- 4) The blank space in paragraph B can be best filled by the following word:
- a) While
 - b) Even if
 - c) Meanwhile
 - d) Although
- 5) Accountants are referred to as digital playmakers in paragraph C because they have the ability to:
- a) understand how to transform finance and business operations.
 - b) recognize the potential of technology.
 - c) facilitate business operations in the field of accounting.
 - d) guide younger professionals in the field.
- 6) According to paragraph C, the ACCA report has employed:
- I. data from existing resources.
 - II. feedback from ACCA members.
 - III. discussions with numerous stakeholder groups.
- a) I and II
 - b) II and III
 - c) I and III
 - d) I, II, and III
- 7) The idiom “taking stock of” in paragraph D means:
- a) keeping a supply of a product available for sale.
 - b) thinking about a situation before making a decision.
 - c) filling a shelf or a cupboard with a type of product.
 - d) describing ownership certificates of any company.
- 8) The underlined word “increasingly” in paragraph D is closest in meaning to:
- a) more and more
 - b) marginally
 - c) rather
 - d) to some extent

9) The underlined word “That” in paragraph D refers to:

- a) documenting professional insights.
- b) shaping the future of business and work.
- c) developing sustainable and purposeful businesses.
- d) enjoying fulfilling and exciting careers.

10) The most appropriate title for this article would be:

- a) Accounting career pathways duties and considerations.
- b) A bright future awaits accountants.
- c) The importance of financial accounting.
- d) The global accountancy ecosystem.

11) Tick (✓) whether the following statements are True (T), False (F), or Not Given (NG), based on the passage.

	T/F/NG
1. Only would-be accountants just beginning their studies will have a better future.	
2. Individuals born after 1997 consider mobile devices as the norm.	
3. Accountants will lose their legitimacy as protectors of public interest if there is no public trust.	
4. The new ACCA report has already been published.	
5. The model outlined in the ACCA report foresees accountants finding interesting opportunities to support the sustainability requirement.	

True

False

Not Given

Question No – 04 - Segment B - Reading – 15 Marks

Read the article below and answer the questions that follow it.

- A. Over the past two decades, people across the world have seen digital services transform the economy and their lives. Taxis, films, novels, noodles, doctors and dog-walkers can all be summoned with a tap of a screen. Giant firms in retailing, car making and the media have been humbled by new competitors. Thus far, one industry has withstood the commotion: banking. Even in rich countries, it is perfectly normal to queue in branches, correspond with your bank by post and deposit cheques stamped with the logo of firms founded in the 19th century. Yet, technology is at last transforming banking. In Asia, payment apps are a way of life for over one billion users. In the West, mobile banking is reaching critical mass—49% of Americans bank on their phones—and tech giants are pushing in. Facebook is proposing a payments service to let users buy tickets and settle bills.
- B. The implications are profound because banks are not ordinary firms. Banks are so vital that the economy reels when they stumble, as the crisis of 2008-2009 showed. Bankers and politicians may thus be tempted to resist technological change. But that would be wrong because its benefits—a leaner, more user-friendly and more open financial system—easily outweigh the risks.
- C. The benefits of technological change are likely to be vast. Costs should fall as branches are closed, creaking mainframe systems retired and bureaucracy removed. If the world’s listed banks cut expenses by a third, the saving would be worth \$80 a year for every person on Earth. Poor service will improve—it is easier to get money to a friend using a chat app than it is to ask your bank to transfer cash. The system will get better at its vital job of allocating capital. Fraud should be easier to spot.
- D. Yet change also poses risks. the financial system is embedded in the economy, innovation tends to create turbulence. The credit card’s arrival in 1950 revolutionised shopping but also sparked America’s consumer-debt culture. Another danger involves fragmentation and destabilisation. Banks could lose depositors to untested neobanks, creating a mismatch between their assets and liabilities that could lead to a credit crunch. If bank customers transact via tech or payment platforms, banks could end up with huge balance-sheets but without a direct connection to their clients.

E. To tap the benefits of technology safely, governments should give consumers control over their data, protecting privacy and preventing firms hoarding information.

Adapted from The Economist. 2nd May 2019

12) The underlined word “humbled” in paragraph A is closest in meaning to:

- a) shamed b) glorified c) raised d) praised

13) According to paragraph A, up to now the industry has resisted modern technology:

- a) Retailing b) car making c) media d) banking

14) What examples are included in paragraph A to show that even in developed countries banks are slow to adopt new technology:

- I. Waiting in a line in banks.
- II. Communicating via post.
- III. Using cheques stamped with the logo of firms founded in the 19th century.

- a) I and II b) II and III c) I and III d) I, II, and III

15) According to paragraph A, Facebook is planning to introduce a payment system to:

- a) encourage people to use internet banking.
- b) allow users to make all types of payments.
- c) urge firms to increase their digital presence.
- d) help banks reach a critical mass.

16) According to paragraph B, bankers and politicians are against technological advancements because:

- a) banks are considered to be ordinary firms.
- b) of the challenges faced by the financial industry.
- c) they generally dislike technological advancements.
- d) the banking sector impacts the economy.

17) The underlined word “outweigh” in paragraph B is closest in meaning to:

- a) Consider
- b) disregard
- c) be greater than
- d) identify

18) In paragraph C, mainframe systems are described as

- a) significant
- b) noisy
- c) weak
- d) original

19) The underlined word “spot” in paragraph C is closest in meaning to:

- a) notice
- b) miss
- c) neglect
- d) forget

20) The blank space in paragraph D can be best filled by the following word:

- a) Consequently
- b) Since
- c) Hence
- d) Thus

21) Name a disadvantage of credit cards mentioned in paragraph D.:

- a) They created a modern shopping experience.
- b) They reduced the discounts offered by traders.
- c) They created a consumer-debt culture.
- d) They encouraged people to contact neobanks.

22) According to paragraph D, a disparity between assets and liabilities of banks could result in:

- a) high interest rates.
- b) a credit crunch.
- c) low staff morale.
- d) lengthy balance-sheets.

23) What does 'their' in paragraph D refer to:

- a) banks' b) governments' c) consumers' d) firms'

24) What is the most suitable subheading for paragraph D:

- a) Technology enters the banking industry
b) Effects of modern technology in the banking sector
c) Advantages of technology in banking
d) Drawbacks of technological advancements in banking

25) Name one measure that should be taken by governments in order to reap the benefits of technology.

- a) Update their privacy policies regularly.
b) Enable customers to manage their records.
c) Use modern technology with care.
d) Encourage domestic cash hoarding.

26) The aim of this article is to examine the:

- a) connection between interest rates and economic growth.
b) impact of technological innovation on the banking sector.
c) evolution of smartphones and their impact on society.
d) role of neobanks in Asian countries.

Question 05 - Segment C – Writing – 12.5 Marks

27) Write a letter to your employer requesting medical leave. In your letter, you should

- inform the employer of your need for medical leave; give the number of days and a valid reason;
- update the employer about the status of the work you are handling at present;
- thank the employer for considering your leave; give your contact details in case of an emergency.

Question 06 - Segment C – Writing – 12.5 Marks

28) Imagine you are a business development executive working for Pristine Solutions (Pvt) Ltd. Mr Mahen Rodrigo, the business development manager of Zenith Holdings (Pvt) Ltd. had a meeting with you yesterday to discuss the sales targets of his company. Write a follow-up email to Mr Rodrigo. In your email, you should:

- introduce yourself;
- thank him for his time;
- add a brief recap of your meeting;
- confirm your interest in serving his company;
- state how to move forward.

Question 07 - Segment D – Speaking – 25 Marks

29) You are hoping to launch a new business for which you need to find investors. You have already sent them a business proposal and they have requested you to do a presentation on the same. Prepare a short presentation based on the proposal you have already developed.

In your proposal presentation, you must include the following:

- a brief overview of the business
- factors which prompted the formulation of the proposed business
- the proposed business in detail & the expected outcomes
- a detailed account of expected expenditure
- concluding remarks

You may invent any information you like.
