

ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA

TALENT (SKILLS) CAPSTONE - JANUARY 2016 (SS1) EFFECTIVE COMMUNICATION SKILLS

• Instructions to candidates (Please Read Carefully):

06-02-2016 Morning [8.45 - 12.00]

(1) Time allowed: Reading - 15 minutes

Writing - 03 hours

(2) All questions should be answered, in the answer booklets provided.

No. of Pages : 10
No. of Questions : 08

(3) **Answers** should be in the **English medium** by all candidates.

(4) 100 Marks.

SECTION A

Three (03) compulsory questions (Total 30 marks)

Question 01

Select the **most correct word or phrase** to fill each blank in question No. **1.1** to **1.10.** Write the **number** of the selected answer (word or phrase) in your answer booklet with the **number** assigned to the question.

1.1	The topic for discussion at today's meeting was funds for welfare activities.							
	(1)	we could collect somehow	(2)	how we could collect more				
	(3)	how much we could collect	(4)	how much more we collect				
1.2	The	government has plans to artificially boost te	a price	es the industry.				
	(1)	to assisting aims in	(2)	aims at assisting				
	(3)	aimed at assisting	(4)	aimed onto assisting				
1.3	We	will have to buy used equipment th	ne nev	v models are very expensive.				
	(1)	although	(2)	because				
	(3)	even if	(4)	in spite of				

1.4	Mos	st of the engineers after the merge	er of th	neir companies.	
	(1)	have been left	(2)	had to resign	
	(3)	had being left	(4)	has to vacate	
1.5	The	supervisor as well as the manager	preser	nt at the meeting.	
	(1)	are going to be	(2)	is going to be	
	(3)	were going being	(4)	was going to be	
1.6	This	s photocopier is too expensive,it is	ideal	for our project.	
	(1)	since	(2)	moreover	
	(3)	because	(4)	otherwise	
1.7	Spe	aking at the monthly meeting, the Chairman .		our stock options.	
	(1)	said a few words in regards	(2)	say a few words about	
	(3)	said a few words regard	(4)	said a few words about	
1.8	If o	ur company expands its operations, more you	uth		
	(1)	will have employed	(2)	would be employed	
	(3)	could have been employed	(4)	will be employed	
1.9		a client investigates all options before i	nvesti	ng.	
	(1)	It is recommended that	(2)	Its recommended that	
	(3)	What that is recommends	(4)	What is that recommends	
1.10	The	group of trainees recruited recently	busi	ness etiquette.	
	(1)	needs more instructions on	(2)	need more instruction on	
	(3)	are needing more instructions for	(4)	needs more instructions at	
				(10 marks)

Question 02

Complete each numbered blank in the following text converting the **verb** given within brackets into the correct form of the verb using more than one word if necessary. Write the correct form of the verb in your answer booklet with the number assigned to the blank:

The study of genetics is so (1) (advance) today that some countries in the world might soon be able to produce a kind of genetically produced 'superman', (2) (use) techniques known as 'genetic engineering'. At first this seems to be an attractive possibility, but when we consider it in detail, we find there are many problems (3) (involve). A distinction is usually, (4) (make) between 'negative' and 'positive' genetic engineering. In negative genetic engineering, an attempt is made to eliminate harmful genes in order to produce genetically normal people. The aim of course, is a desirable one; however it does pose the problem of (5) (understand) what a harmful gene is. Genes are not really good or bad. The gene which (6) (cause) a certain form of anaemia, for example can also protect against malaria. By eliminating this gene we may get rid of anaemia, but we increase the risk of malaria. In positive genetic engineering we try to create better people by developing the so called 'good genes'. Although this form of genetic engineering will give us greater control of mankind's future, there (7) (be) several reasons for caution. First there is the possibility of mistakes. While (8) (accept) that geneticists are responsible people, we must also admit that things can go wrong, the result being the kind of monster that we read about in horror stories. Secondly, there is the problem of (9) (decide) what makes a better person. We may feel for example, that if genetic engineering created more intelligent people, then we (10) (can) call it a good thing. On the other hand, intelligence does not necessarily lead to happiness. Do we really want to create

people who are intelligent, but perhaps unhappy?

(10 marks)

Question 03

Select the most suitable **verb** out of those given within brackets to fill each numbered blank. Write the selected answer in your answer booklet with the number assigned to the blank.

o the Editor,
eylon Daily News,
come from Singapore and I am (1)(visiting, been visiting) Sri Lanka for the first time. I have lways (2)(wanting, wanted) to visit Sri Lanka, "the pearl of the Indian Ocean".
What I (3)
am happy to say Sri Lanka is a wonderful country, an interesting and exciting place to visit. I am glad
lease publish this letter in your newspaper.
happy tourist (10 marks)
End of Section A

SECTION B

Three (03) compulsory questions
(Total 40 marks)

Question 04

Read the following text to answer the questions given at the end of the text:

We are born with a strong <u>affinity</u> to nature's sounds such as the chirping of birds, rustling of leaves in the wind and the music made by the water flowing in a river. These are pleasant sounds that are <u>soothing</u> to the ear.

But there are other sounds too. Virtually 24 hours of the day, especially in urban areas, our eardrums are <u>assailed</u> by loudspeakers, electronic amplifiers, motor vehicle engines and the <u>tooting</u> of horns. It makes no difference whether we are in our homes, walking on the road, using public transport or attending a social event.

The long-term effect of such harsh sounds on the mental and emotional set-up can hardly be assessed in mere <u>tangible</u> terms. Research, however has confirmed that prolonged subjection to loud and unpleasant noises has disturbed the emotional balance of individuals, in addition to the damage to their auditory organs. It is a sad fact that most of what goes on as pop music- metal music in particular, in their deafening loudness produces an unnerving effect but goes unchecked. Organizers of public functions, musical entertainments and even religious festivals are all guilty of the offence of pollution.

In addition to sound pollution, there is also an unconventional "sight pollution" to be added to the list. There is hardly anyone – especially the city <u>dwellers</u>, and the motorists who have not been affected by this particular aspect at some time or another. As for the exact measure of light rays that the eye can tolerably <u>withstand</u>, I must plead ignorance. But everyone experiences a point at which the eye would repel the glare of a light from a shiny surface or from a strong beam as reflex action.

Then there is the wayward motorist who drives with his main beams on, blinding those on the oncoming vehicles. In the <u>metropolis</u> all around us the sober coloured walls of buildings sometimes a couple of stories high, are being competitively replaced with mirrored glass. Who can assure us that, in the long term our eyes and <u>consequently</u> the sense faculties will not be affected by the strain? Shouldn't our environmental laws cover this aspect of pollution too?

(A)	4.1 to	4.10			tion given in the text for question number in your answer booklet with the number
	4.1	This	text is all about		
		(1)	nature's sound of chirping birds.		
		(2)	harsh sounds made by vehicles and p	eople	e.
		(3)	sound pollution in the metropolis.		
		(4)	pollution affecting the ear and eye.		
	4.2	The	two words "other sounds" in paragrap	h two	refer to sounds from
		(1)	chirping of birds, and loudspeakers.		
		(2)	strong beams and metal music.		
		(3)	electronic amplifiers and tooting hor	ns.	
		(4)	rustling of leaves and amplifiers.		
	4.3	The	writer of the text the exact r	neasu	re of light the human eye can withstand.
		(1)	clearly states	(2)	emphasizes on
		(3)	doesn't know	(4)	tells the reader
	4.4	Sight	t pollution		
		(1)	affects people living in the city only.	(2)	affects any motorists driving at night.
		(3)	is done by organizers of busy events.	(4)	mostly affects motorists and city dwellers.
	4.5	Acco	ording to the text a person who is expo	sed to	o harsh sounds gets
		(1)	emotionally disturbed sometimes.	(2)	physical injuries frequently.
		(3)	emotional and physical damages.	(4)	damaged ears and eyes.
	4.6	Wha	t is special about pop music is that it c	an pr	oduce a
		(1)	sound that is soothing.	(2)	sound that is deafening.
		(3)	person who is deaf and blind.	(4)	sound that is well- liked.
	4.7	The	words "wayward motorist" refer to		 .
		(1)	an undisciplined driver.	(2)	a goodhearted motorist.
		(3)	a careful car driver.	(4)	a driver with good ways.

4.0	Ald	ctor that contributes towards signit po	Jiiutio	11 15
	(1)	the sober coloured buildings.	(2)	walls with mirrored glass.
	(3)	competition between motorists.	(4)	the presence of high buildings.
4.9	Mot	torists with the main beams of their v	ehicles	s on, can
	(1)	help the drivers of oncoming vehicle	es.	
	(2)	damage their own eyesight.		
	(3)	blind the drivers of oncoming vehicl	es.	
	(4)	destroy their main beams.		
4.10	The	best title for this text is		
	(1)	Nature's soothing sounds.	(2)	Pollution goes unchecked.
	(3)	High rise buildings in towns.	(4)	Organizers of events. (10 marks
4.11		oklet with the number assigned to the nity:	ques	non.
4.11	Affir	nity:		
	(1)	Desire.	(2)	Hatred.
	(3)	Natural liking.	(4)	Feeling
4.12	Soo	thing:		
	(1)	Irritating.	(2)	Gently calm.
	(3)	Disturbing.	(4)	Pressing
4.13	Assa	ailed:		
	(1)	Apprehended.	(2)	Followed by.
	(3)	Violently attacked.	(4)	Availed of.
4.14	Too	ting:		
	(1)	Ironing.	(2)	Flying.
	(3)	Sound by horn.	(4)	Driving

(B)

4.15	Tan	gible:						
	(1)	Imaginative.	(2)	Real.	(3)	Estimated.	(4)	Assumed.
4.16	Offe	ence:						
	(1)	Hurt.	(2)	Scold.	(3)	Behave.	(4)	Breaking a law.
4.17	Dwe	ellers:						
	(1)	Residents.	(2)	Devils.	(3)	Thieves.	(4)	Tourists.
4.18	With	nstand:						
	(1)	Withhold.			(2)	Go beyond.		
	(3)	Get affected.			(4)	Remain unaffec	cted.	
4.19	Met	ropolis:						
	(1)	Main city.			(2)	Rural area.		
	(3)	Road network.			(4)	Small town.		
4.20	Con	sequently:						
	(1)	Subsequently.			(2)	Prior to.		
	(3)	As a result of.			(4)	Previously.		(10 marks) (Total 20 marks)
Question	n 05							
Question	1 03							
number ass	ole: Yo	ing situations and d to the question. I ou are at the wedo	Follow ling of gratula	a friend. V	vish him/	below:		booklet with the
Yo		brother is in India :	. Ask C	hathuri wh	nat he is o	doing there.		

	s > 3 > d > b	tc.) I mall farm 00,000 ui isplayed o uilt-air cr	ngineer, inventor, Olympian athlete, pilot, violinist, paint two wheeled tractor (sold in 27 countries including Manufactured worldwide by – land master company, N ers nits sold in 27 countries UK, Japan, Australia, etc. concern about farming aft, was passionate about flying on Vidya Jyothi (Luminary of Science) Deshamanya (Pride of the Nation) End of Section B	. UK, Australia, Japan,
	s > 3 > d > b	tc.) I mall farm 00,000 ui isplayed o uilt-air cr	two wheeled tractor (sold in 27 countries including Manufactured worldwide by – land master company, Ners nits sold in 27 countries UK, Japan, Australia, etc. concern about farming aft, was passionate about flying on Vidya Jyothi (Luminary of Science)	. UK, Australia, Japan,
	s > 3 > d > b	tc.) I mall farm 00,000 ui isplayed o uilt-air cr	two wheeled tractor (sold in 27 countries including Manufactured worldwide by – land master company, Ners nits sold in 27 countries UK, Japan, Australia, etc. concern about farming aft, was passionate about flying	. UK, Australia, Japan,
	s > 3 > d	tc.) I mall farm 00,000 ui isplayed (two wheeled tractor (sold in 27 countries including Manufactured worldwide by – land master company, Ners nits sold in 27 countries UK, Japan, Australia, etc.	. UK, Australia, Japan,
	e s > 3	tc.) I mall farm 00,000 ui	two wheeled tractor (sold in 27 countries including Manufactured worldwide by – land master company, Ners nits sold in 27 countries UK, Japan, Australia, etc.	. UK, Australia, Japan,
	e s	tc.) I mall farm	two wheeled tractor (sold in 27 countries including Manufactured worldwide by – land master company, Ners	. UK, Australia, Japan,
	> iı	nvented -		
			gineer, inventor, Olympian athlete, pilot, violinist, paint	ter
		_	=== : == : :	
		_	et 1924 - 18 th August 2010 (life span)	
	ile of Dr. \			
	about 50			
serv	ice to ma	n". Use t	o make a short speech at a conference. The theme of the following information and write your speech about ind was remarkable.	
Qı	estion 0	16		
	Your	friend :		(10 marks)
(5)	You	: :	ving to a new house. Ask about the new house.	
(E)	Vour frie	and is mov	ving to a new house. Ask about the new house	
	Your	Mother:		
(4)	You nee You	d a text b :	ook. Ask your mother for Rs.1,000/- to buy it.	
	Teach			
	You 	:		
(3)		e absent	yesterday. Tell your teacher why you were absent.	
121	IVIEVE			
(2)	You Meva	n ·		
/2\	Vall			

SECTION C

Two (02) compulsory questions (30 marks)

Question 07

Select any **one** of the following situations and **write a letter** as indicated: Use about 150 words.

- (a) You are the president of the welfare association of your village/town. The members of your association are planning to carry out a series of activities to raise the standard of living of the people of your area. Write a letter to a government authority asking for approval to raise funds. Explain briefly what you are planning to do.
- (b) You use the public transport system, mainly the private buses to travel. You are unhappy about the way the transport system operates in your locality. Write a letter to a responsible government authority explaining the inconvenience passengers have to face giving examples and ask for improvements in the service. Give your suggestions.

(15 marks)

Question 08

Write a descriptive and narrative paragraph on the following to be read out at a community centre meeting arranged by the local authority for residents of the area affected by Dengue Fever.

Use about 150 words.

Assume that you work as an Executive in a reputed manufacturing company involved in the manufacture of a product named "Mosquimaru" to combat the spread of dengue mosquitoes. The product is a small spray unit for home use and has been approved by relevant authorities as harmless to human beings. The product is reasonably priced, and can be used for a period of 2 months. Research has proved that there are no side effects or after effects in the use of this product.

Your paragraph should:

- explain the danger in allowing the breeding of mosquitoes.
- explain how it occurs and the responsibility cast on everyone in society to eradicate this menace, specially in the area affected by dengue infection.
- emphasize on the convenience of using your product in households thereby not only safeguarding the health of your family members, but also that of others in the neighborhood.

Remember your purpose is not merely a sales promotion, but a social welfare act, on the invitation of the relevant authorities. (15 marks)

——————————————————————————————————————
--