

**ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA**

**TALENT SUBJECT - JANUARY 2023**

**(310) BUSINESS COMMUNICATION**

- **Instructions to candidates** (Please Read Carefully):

(1) **Time:** 03 hours.

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

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

(4) 100 Marks.

04-03-2023

Morning

[9.00 – 12.00]

No. of Pages : 06

No. of Questions : 07

**SECTION A**

(Total 25 marks)

**Question 01**

- (A) Fill in the blanks in the following sentences with the most suitable words selected from the list given below. Write numbers **(1.1)** to **(1.15)** in your answer booklet and the correct word selected by you against the relevant number:

best	softly	staff	knowledgeable	established
strongly	previous	marketing	extremely	clearly
promptly	hard	progress	online	amazing

- **Devika** said that she was **(1.1)** ..... busy and could not finish the **(1.2)** ..... report.
- We employed a **(1.3)** ..... man who will increase both our offline and **(1.4)** ..... sales.
- As we know, it is **(1.5)** ..... to compete with well **(1.6)** ..... firms like **ABC (Pvt) Ltd.**
- **Kamal** was not happy with his **(1.7)** ..... job, so he **(1.8)** ..... resigned and went abroad.
- Our manager says that we have to attend a **(1.9)** ..... meeting in half an hour.
- Everyone said that you did an **(1.10)** ..... presentation at the annual conference.
- The topic that he was asked to speak on was **(1.11)** “..... strategies” and he did it well.
- His firm is the **(1.12)** ..... promoter. It **(1.13)** ..... supports us in the hardware market.
- The speaker spoke **(1.14)** ..... and we could not hear **(1.15)** ..... what he said.

(15 marks)

(B) Select the most suitable sentence connectors given below to be used to complete the following sentences:

Write numbers **(1.16)** to **(1.25)** in your answer booklet, and the sentence connector selected by you against the relevant number:

in order to	yet	also	and	in spite of
although	therefore	because	unless	but

- (1.16)** Romesh works very hard to help his parents. .... he is also a good student.
- (1.17)** ..... Mihiri was very busy yesterday, she helped me with the work.
- (1.18)** Amila apologized several times, ..... Palitha wouldn't speak to her.
- (1.19)** It was a dark rainy day. We decided to walk ..... the bad weather.
- (1.20)** I'd love to come, ..... I really want to spend the time with you.
- (1.21)** I love to travel, but I ..... like to stay in one place and read.
- (1.22)** Jayendra bought a computer ..... catch up with the work he has neglected.
- (1.23)** ..... we work overtime, we will not be able to complete the work
- (1.24)** Our team hasn't reached a gold record ....., in spite of its popularity.
- (1.25)** The elderly gentleman does a lot of exercise, ..... he is fit. (10 marks)

(Total 25 marks)

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*End of Section A*

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## **SECTION B**

(Total 50 marks)

### **Question 02**

Write a narrative description about a person you admire and respect.

Include the following:

- A brief introduction about him/her.
- The reasons why you admire him/her.
- What you have learned from this person.

*(Use about 120 words.)*

(10 marks)

### Question 03

Read the following text. Use words from the text to complete the sentences given below:

Write numbers **(3.1)** to **(3.10)** in your answer booklet and the words selected by you against the relevant number.

We at Green Land Group are delighted to announce that we have moved our Galle Branch to a better location with super facilities to provide a better service to all our valued customers. The new office at No. 23/5, Matara Road, Galle, opened on 4<sup>th</sup> August with the graceful attendance of a distinguished gathering.

Speaking at the opening ceremony, Mr. Praveen De Silva, the Chairman of the Green Land Group stated, *“Our company is on a remarkable journey of exponential growth by offering bigger and better real estate solutions and services to our clients. Galle is really a traveler’s delight and attracts real estate investment for its breathtaking location. As a home grown corporate with a rapid growth strategy, we provide market search, infrastructure and technology to deliver an enhanced customer experience like never before.”*

- Green Land group has **(3.1)** ..... their branch in Galle to a better location.
- The new office was opened in **(3.2)** ..... and a **(3.3)** ..... gathering attended.
- One person who spoke at the gathering was **(3.4)** .....
- The company will offer a better **(3.5)** ..... to its clients.
- According to the Chairman of the company **(3.6)** ..... is a delight for **(3.7)** ..... because of its beautiful **(3.8)** .....
- Green Land Group is a **(3.9)** ..... which is growing fast.
- It will provide many things to enhance **(3.10)** ..... experience. (10 marks)

### Question 04

Imagine that you are the secretary to the General Manager of your company. You are planning to have 2023/24 annual budget meeting soon. Write a notice to all the executives of your company.

Include the following in the Notice:

- the purpose of the meeting.
- the day, date, time duration and the venue.
- the documents that need to be brought to the meeting.
- the lunch already arranged.
- a request for all to attend.

(Use about 100 words.)

(10 marks)

## Question 05

Complete the dialogue given below with the most suitable group of words selected from the list provided.

Write numbers **(5.1)** to **(5.10)** in your answer booklet and the group of words selected by you against the relevant number.

I'm sure they do	many good reasons	I do not get the feel
even on rainy days	get the chance to	many people ask me
moreover I don't use	for about ten hours of	is much easier than
you are great Sir		

**Jagath** : Good morning Sir!

**Mr. Silva** : Good morning **Jagath**!

**Jagath** : Sir, I see you ride your bicycle to work, **(5.1)**..... . You are the CEO of our company. Why don't you drive a car?

**Mr. Silva** : **(5.2)**..... the same question.

**Jagath** : **(5.3)**..... . So what is the reason Sir?

**Mr. Silva** : Well, there are **(5.4)**..... . Firstly, in a car **(5.5)**.....of the wind and the sun on my face. I don't **(5.6)**..... wave at the people on the road, and parking a bicycle **(5.7)** ..... parking a car.

**Jagath** : Excellent ! You are saving the earth by not using fuel.

**Mr. Silva** : Yes, and one other reason is when I am working, I have to be inside an office **(5.8)**..... a day. So, I prefer to ride my bicycle and feel the wind on my face. **(5.9)**.....my transport allowance and leave it as a saving for the company.

**Jagath** : **(5.10)**..... . I should try to be like you.

(10 marks)

## Question 06

Study the following table and write a paragraph comparing and contrasting the information disclosed:

**Tourist arrivals in Sri Lanka**

<b>Month</b>	<b>2021</b>	<b>2022</b>
January	1,682	82,327
February	3,366	96,507
March	4,581	106,500
April	4,168	62,980
May	1,497	30,207
June	1,614	32,856
July	2,429	47,293
August	5,040	37,760
September	13,547	29,802
October	22,771	42,026
November	44,294	59,759
December	89,506	91,961
<b>Total</b>	<b>194,495</b>	<b>719,978</b>

*(Use about 150 words.)*

(10 marks)

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*End of Section B*

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## **SECTION C**

(25 marks)

### **Question 07**

- (A) There are vacancies for the post of Assistant Accountant at **Adam and George** Auditing firm at No. 65, Havelock Avenue, Colombo 7. The following are the qualifications asked for. Prepare a Curriculum Vitae (CV) to be sent to the Human Resources Manager.

Write under the following headings:

- Personal information.
- Educational qualifications.
- Professional qualifications.
- Computer literacy.
- Work experience.
- Referees.

*(Do not write your own name and personal information.)*

(10 marks)

- (B) Imagine that you are facing an interview and the interviewer asks the following questions. How would you answer them? Write your answers using 50- 60 words for each question.

- What are your goals in life?
- What is your greatest strength?
- Why should we hire you?

(15 marks)

(Total 25 marks)

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*End of Section C*

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