



Association of Accounting Technicians of Sri Lanka

Talent Subject - July 2022 Examination

Suggested Answers

(310) BUSINESS COMMUNICATION (BC)

Association of Accounting Technicians of Sri Lanka

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A publication of the Education and Training Division

Talent Subject - Examination - July 2022

(310) BUSINESS COMMUNICATION

SUGGESTED ANSWERS

(Total 25 Marks)

SECTION - A

Suggested Answers to Question One:

(A)

Chapter 01-Conversational Skills

1.1 (2)

1.2 (1)

1.3 (3)

1.4 (4)

1.5 (1)

1.6 (3)

1.7 (2)

1.8 (4)

1.9 (1)

1.10 (2)



(10 marks)

(B)

1.11 from

1.18 at

1.12 on

1.19 to

1.13 among

1.20 on

1.14 in

1.21 around

1.15 of

1.22 before

1.16 for

1.23 after

1.17 under

1.24 down

1.25 through

(15 marks)
(Total 25 marks)

End of Section A

Suggested Answers to Question Two:

Chapter 02 - Academic Reading Skills

- | | |
|-------------|--------------|
| 2.1 first | 2.6 why |
| 2.2 as | 2.7 until |
| 2.3 second | 2.8 finally |
| 2.4 such as | 2.9 although |
| 2.5 and | 2.10 but |

(10 marks)

Suggested Answers to Question Three:

Chapter 02 - Business Writing Skills

MEMORANDUM

To : All Heads of Departments
From : The General Manager
Date : 27.08.2022
Subject : Concern on Employee Attendance

It has come to my attention that most of our staff members do not maintain regular attendance.

As you are aware, frequent absence from work has an adverse impact on the productivity and ultimately it would lead to a decline in overall organizational performance. When inquired on the issue, I came across that some of you are facing fuel and transport issues due to the prevailing country situation. Nevertheless, this issue should be addressed on a priority basis since it has a huge impact on the performance.

I request all of you to participate for a meeting scheduled on the 30th of August 2022 at 10.00 am at the main board room.

Request all Heads of Departments to be present as this is a crucial issue that must be addressed promptly.

Thank you for your cooperation.
General Manager

(10 marks)

Suggested Answers to Question Four:

Chapter 03 - Business Writing Skills

According to the information depicted in the income statement of Devika Design for the month ended 31st July 2022 the main two sources of income is Consulting and Corporate designing. The total revenue amounts to Rs. 5,850,000/- where 21% of total revenue is from consulting and 79% of total revenue from corporate designing. Corporate designing is the main revenue source for Devika Design.

The total expenses amount to Rs. 427,000 which comprises the accounting and Legal fees, Advertising fee, Bank fees, Salaries, Materials and other expenses. Salaries amount to Rs.200,000/- that is the most significant expenses representing 46.8% of total expenses. The second highest expense is Accounting and Legal expenses amounting to Rs.100,000 from total expenses.

The net profit for the month is 92.7%. A net profit of Rs. 5,423,000 shows a favourable financial performance of Devika Design for the month ended 31st July 2022.

(10 marks)

Suggested Answers to Question Five:

Chapter 03 - Business Writing Skills

5.1 footwear

5.2 making

5.3 year 2017

5.4 high

5.5 on increasing

5.6 year 2021

5.7 total profit

5.8 bad period

5.9 least

5.10 more

(10 marks)

Suggested Answers to Question Six:

Chapter 05 – Business Presentation Skills

From : devnitha@abcltd.com

To : rahulasilva@eventz.lk

cc:

bcc:

Subject: Alternative plan for the annual get together

Dear Rahula,

All the employees were eagerly looking forward to the company annual get together that was to be held this month. But in the best interest of all employees, we have decided to cancel the event due to the rise of the Covid19 pandemic. The health and safety of employees is our priority.

My suggestion for you is to utilize the budget allocated for the event to conduct a useful social welfare activity for the community. The expenses that have already been made such as food and entertainment should be looked into considering the possibility of allocating to the alternative welfare activity.

Apologies for any inconvenience caused. For further discussion or clarification please feel free to contact me and the HR department will be providing our utmost support.

Thank you,

Best regards,

Anne Michelle,

Human Resource Manager

ABC Ltd

(10 marks)

End of Section B

Suggested Answers to Question Seven:

Chapter 02 - Academic Reading Skills

(A)

7.1 unique

7.2 problems

7.3 performance

7.4 productivity

7.5 manager

7.6 members

7.7 creative

7.8 analytical

7.9 communication

(09 marks)

7.10

The most comfortable type of office is an office with a comfortable open working space, consisting comfortable sofas and beanbags.

(01 mark)

7.11

An efficient manager must invest in a project management software that consist of tools where team members can work closely together without disrupting anyone's schedule.

(01 mark)

7.12

1. Boost team members confidence.
2. Provide motivation to bring out their best during each project.

(02 marks)

7.13

- (a) Open door policy
- (b) team members

(02 marks)

(B)

Chapter 06 - Job Interview Skills

Madhawi Liyanage
No 120, Vidyalaya Road,
Maharagama.

28th August 2022

Recruiting Officer,
Gem and Bart Auditing Firm,
Kingston Road,
Colombo 04

Dear Recruiting Officer,

Request to meet regarding audit clerk vacant position

I am writing this letter as I am interested in the audit clerk vacant position at your prestigious audit firm, Gem and Bart Auditing firm. I think I will be a best fit for this job and kindly request to meet you to discuss regarding this opportunity.

To briefly introduce myself, my name is Madhawi Liyanage and I am 24 years old. I studied at Holy Cross College, Gampaha. I am currently residing in Colombo due to my studies. I am a graduate from University of Sri Jayawardhenapura and a Passed Finalist of Aat Sri Lanka.

I also possess skills such as fluency in writing and speaking English language, computer literacy and knowledge on MS Word and MS Excel for which I have completed free courses in platforms such as Udemy. I am very much interested in the audit field and would like to pursue my career in the field.

I would be grateful if you could give me an opportunity to face an interview at a time convenient to you. My contact number is 077342869 and my email would be madhawi12@gmail.com. I really appreciate your valuable time and eagerly look forward to hear back from you.

Thank you

Yours faithfully,

.....

Madhawi Liyanage

(10 Marks)
(Total 25 Marks)

End of Section C

Notice:

These answers compiled and issued by the Education and Training Division of AAT Sri Lanka constitute part and parcel of study material for AAT students.

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