



Association of Accounting Technicians of Sri Lanka

Talent Subject - January 2023 Examination

Suggested Answers

(310) BUSINESS COMMUNICATION (BC)

Association of Accounting Technicians of Sri Lanka
No.540, Ven. Muruththettuve Ananda Nahimi Mawatha,
Narahenpita, Colombo 05.

Tel : 011-2-559 669

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THE ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA

Talent Subject - Examination - January 2023

(310) BUSINESS COMMUNICATION

SUGGESTED ANSWERS

(Total 25 Marks)

SECTION - A

Suggested Answers to Question One:

(A)

Chapter 01 – Conversational Skills

- 1.1 extremely
- 1.2. progress
- 1.3 knowledgeable
- 1.4. online
- 1.5. hard
- 1.6. established
- 1.7. previous
- 1.8. promptly
- 1.9 staff
- 1.10. amazing
- 1.11 marketing
- 1.12 best
- 1.13 strongly
- 1.14 softly
- 1.15 clearly



(15 marks)

(B)

Chapter 04 – Functional Grammar

1.16 and

1.17 although

1.18 but

1.19 in spite of

1.20 because

1.21 also

1.22 in order to

1.23 unless

1.24 yet

1.25 therefore

(10 marks)

(Total 25 marks)



End of Section A

Suggested Answers to Question Two:

Chapter 03 – Business Writing Skills

My Sister – A gift from god!

The special bond I share with my sister is one of the blessings I always treasure in my life. My Sister, Senuri is someone who is very dear to me and I always call her my first best friend and second mother.

She is four years older to me and is now 26 years old. She has built a successful career as a Business Analyst in a leading multi-national organization in Sri Lanka. She is also very talented as her hobbies include canvas painting, stitching and baking.

The reason why I always look up to my sister is that she is very hard working. She completed all her undergraduate and postgraduate studies well. She also takes care of our parents very well and also supports and helps me with my studies and endeavors.

Even though she gets very busy with her office work she does not neglect her duties at home. Also, she has taught me the importance of maintaining integrity in both personal and career related matters.

(10 marks)

Suggested Answers to Question Three:

Chapter 2 – Academic Reading Skills

3.1 moved

3.2 August

3.3 distinguished

3.4 Mr. Praveen De Silva

3.5 service

3.6 Galle

3.7 travelers

3.8 location

3.9 home grown corporate

3.10 customer

(10 Marks)

Suggested Answers to Question Four:

Chapter 03 – Business Writing Skills

XYZ Holdings PLC

NOTICE

Annual Budget Meeting

05th March 2023

All the company executives are invited for the 2023/2024 Annual Budget Meeting which will be held on the 17th of March 2023 from 11 a.m to 1.00 p.m at the Office Conference room. Kindly bring all your budget reports and other necessary documents to the meeting. Lunch is arranged for all attendees which will be served after the meeting.

Your attendance for the meeting is highly essential.

Liyan Silva
Secretary to the General Manager

(10 Marks)

Suggested Answers to Question Five:

Chapter 01 – Conversational Skills

- 5.1 even on rainy days
- 5.2 many people ask me
- 5.3 I'm sure they do
- 5.4 many good reasons
- 5.5 I do not get the feel
- 5.6 get the chance to
- 5.7 is much easier than
- 5.8 for about ten hours of
- 5.9 Moreover I don't use
- 5.10 you are great sir

(10 Marks)

Suggested Answers to Question Six:

Chapter 02 – Academic Reading Skills

The table presents information on tourist arrivals in Sri Lanka of each month for the years 2021 and 2022.

In the year 2021 the highest tourist arrivals was in the month of December recording 89,506 tourist arrivals in contrast to the year 2022 with highest tourist arrivals recorded in the month of March with 106,500 tourist arrivals which is 15% of the total number of tourists arrived to Sri Lanka in the year 2022. The lowest tourist arrivals in the year 2021 was in the month of May with 1,497 tourists in contrast to 2022 where the lowest tourist arrivals recorded was in the month of September.

When comparing the tourist arrivals in Sri Lanka from each month from 2021 and 2022 there is a significant increase. In contrast to the month of January in 2021, January 2022 has 80,645 more tourists and in the month of December, the year 2022 recorded 2,455 more tourist arrivals than the previous year.

Overall, there is a 270% increase in tourist arrivals in the year 2022 in comparison to its previous year recording the total number of tourist arrivals as 719,978 for the year 2022. This gives hope for Sri Lanka since this indicates a potential growth in tourism.

(10 Marks)

(Total 50 Marks)

End of Section B

Suggested Answers to Question Seven:

(A)

Chapter 06 – Job Interview Skills

Nayanathara Hettige Perera
217, David Road, Nugegoda
Tel: 0777456903
nayanathara21@gmail.com

CAREER PROFILE

Graduate with broad-ranging expertise in accountancy, able to work both independently and as a supportive and collaborative team member. Experience of around four years in the accounting field with knowledge in preparation of financial statements, financial analysis and auditing & taxation. Focuses on attention to detail while being efficient in work allocated.

RELEVANT SKILLS

Analytical Skills

- Preparation of analytical reports
- Preparation of statistical diagrams and interpretation of data

Communication Skills

- Literate in English and Sinhala languages to communicate with internal and external parties
- Communicating with debtors and external parties in accomplishing work targets
- Presentation of financial data to the senior management at the end of each quarter

Interpersonal Skills

- Collaborating with colleagues for new ideas on the development of the professional experience.
- Willingness to learn and work in a team to solve problems and find solutions to problems that arise.
- Ability to lead a team for efficient and effective task completion.

EDUCATIONAL QUALIFICATIONS

Completed bachelor's degree of B.Sc. in Accounting and Finance Management at University of Sri Jayewardenepura, Sri Lanka (2019)

Completed G.C.E ADVANCED LEVEL Examination (2014) (Index Number: 40018097) with 04 A passes in the Commerce Stream.

Completed G.C.E ORDINARY LEVEL Examination (2011) (Index Number: 28704510) with 08 A passes and 01 B pass.

PROFESSIONAL QUALIFICATIONS

Completed (Level I & II) of the examinations conducted by Association of Accounting Technicians of Sri Lanka (Registration No: 458192)

EXPERIENCE

Audit Executive

ABC Associates, Sri Lanka

2021-2023

Reviewing Financial Statements.

Handling a wide variety of clients and assisting their needs.

Preparing company ledgers.

Monitoring junior staff and managing their tasks.

Record keeping via SAP and ERP system.

Preparation of Taxation related documents.

Junior Executive

JZ PLC, Colombo, Sri Lanka

2019-2021

Preparation of Financial Statements and reporting to senior management on Financial Statements

Liaising with debtors, creditors , customers and banks.

Trainee

GHJK Conglomerate, Colombo, Sri Lanka

2018-2019

Carrying out bookkeeping activities including journal postings and ledger reconciliations

Invoicing and record keeping.

COMPUTER LITERACY

Knowledge in MS Microsoft Packages such as MS Word, MS Excel, MS Teams.

Experience in advanced Excel such as SAP and Oracle and other ERP systems.

INTERESTS

Guitar Player in a music band.

Part of the Charity Club XYZ of Colombo that is into community service and environmental service.

Part of Colombo Toastmasters Club.

REFEREES

1. Mr. G.D Fernando,
Senior Partner,
Sylvester Global,
Sri Lanka
Tel - 011-4516720
gerard@gmail.com

2. Professor J.K Sahabandu
Department of Commerce,
University of Sri Jayewardenepura,
Sri Lanka.
Tel – 0777314790
academics03.usjp.co.lk

(10 Marks)

(B)

Chapter 06 – Job Interview Skills

What are your goals in life?

My short-term goal in life is to accumulate knowledge in the accounting field and gain as much as experience within a short time span. Thereafter my goal would be to become the senior accountant in a reputed firm that is well established and use my knowledge and experience to make a meaningful contribution. In the long-term I wish to advance in my career and become a leader in my field of work.

What is your greatest strength?

My greatest strength is that I am persistent. Even during my A/L examination and graduate exams no matter how difficult they were I studied hard and didn't give up on achieving my goals. This quality has helped me in many aspects of life including my work place where I was able to meet my deadlines and work under pressure. My superiors identified this quality in me and placed more trust and responsibility thereafter. So, among many strengths I believe this is my greatest strength.

Why should we hire you?

In a reputed and well-established firm as yours, the reason I am to be hired among hundreds of applications is because I will deliver more than the level expected. Deliverables in terms of meeting deadlines, quality of work, attitude and work ethic will be more than 100%. Furthermore, as I am a team player it will be easy for collaboration and effective communication among colleagues.

(15 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.

These should be understood as Suggested Answers to question set at AAT Examinations and should not be construed as the “Only” answers, or, for that matter even as “Model Answers”. The fundamental objective of this publication is to add completeness to its series of study texts, designs especially for the benefit of those students who are engaged in self-studies. These are intended to assist them with the exploration of the relevant subject matter and further enhance their understanding as well as stay relevant in the art of answering questions at examination level.



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