



Association of Accounting Technicians of Sri Lanka

Talent Subject - January 2024 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

THE ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA

Talent Subject - Examination - January 2024

(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 4

1.4 3

1.5 1

1.6 1

1.7 3

1.8 2

1.9 4

1.10 2



(10 marks)

(B)

Chapter 01 – Conversational Skills

- 1.11 Keeps declining
- 1.12 Do you suggest
- 1.13 sales have increased
- 1.14 bringing down
- 1.15 advertising campaign
- 1.16 at an alarming rate
- 1.17 profits will drop
- 1.18 our new product
- 1.19 user friendly
- 1.20 market survey

(10 marks)

(C)

Chapter 04 – Functional Grammar Skills

- 1.21 Would soon lose
- 1.22 had a stronger
- 1.23 Will do
- 1.24 Had trained the team
- 1.25 Would not have

(05 marks)

(Total 25 marks)

End of Section A

Suggested Answers to Question Two:***Chapter 3 - Business Writing Skills***

According to the information depicted in the graph there is a comparison of monthly tourist arrivals between the year 2022 and year 2023 from the months from January to September.

There is a 93.1% increase when comparing tourist arrivals in the first nine months.

The most significant increase can be seen in the month of August with a 261.2% increase in tourist arrivals between the years.

The lowest increase from 2022 to 2023 was recorded in the month of February where there were 96,507 tourist arrivals in 2022 and 107,639 tourist arrivals in 2023 with a minor increment of 11.5%.

In 2022 the highest tourist arrivals was in the month of March with 106,500 tourist arrivals and in 2023 the highest tourist arrivals was in the month of July with 143,039 tourist arrivals. In 2022 the lowest volume of tourist arrivals was recorded in the month of September whereas in 2023 the lowest volume of tourist arrivals was in the month of May.

(10 marks)

Suggested Answers to Question Three:***Chapter 2 - Reading Skills***

- 3.1 profits
- 3.2 corporate
- 3.3 accounts
- 3.4 business
- 3.5 financial
- 3.6 vital
- 3.7 planning
- 3.8 professionals
- 3.9 bookkeeping
- 3.10 taxation

(10 Marks)

Suggested Answers to Question Four:

Chapter 5 – Business Presentation Skills

NOTICE

There will be a special guest speaker speech

On the 25th of February 2024

From 2:00 pm to 3:00 pm

At the Main Hall.

The guest speaker will be Mrs. Kasthuri Chellaraja, the Group CEO and Executive Director of Hemas Holdings PLC. Mrs. Chellaraja is renowned as the first female Group CEO of a publicly quoted conglomerate in Sri Lanka. She will be sharing insights on "How soft skills help to could your career in Accounting" to guide our students in selecting career paths aligned with their strengths.

Attendance of all Accountancy students is mandatory.

Madhavi Mendis

Course Coordinator

SRI LANKA

(10 Marks)

Suggested Answers to Question Five:

Chapter 03 – Business Writing Skills

Manthila Dandeniya
No 27,
Pieris Road,
Ratmalana.
17th February 2024

Branch Manager,
Sarasa Bank,
No. 561,
Saranankara road,
Dehiwala

Dear Sir/ Madam,

Request for Extension of Time to Settle Personal Loan

I trust this letter finds you well. I'm writing to formally request an extension for the settlement of my personal loan from your esteemed institution. Unfortunately, unforeseen circumstances have arisen. Firstly, my father's critical health condition necessitates substantial financial support. Secondly, his illness has diverted my attention from managing the construction of my home, the purpose for which I acquired this loan.

Hence, I respectfully appeal for a six-month extension to settle this loan. Your understanding and assistance during this challenging period would be greatly valued.

Thank you for your consideration. Please feel free to contact me for any additional details.

Yours faithfully,
Manthila Dandeniya
(Signature)

(10 Marks)

Suggested Answers to Question Six:

Chapter 01 – Conversational Skills

(6.1) reads the letter, I cannot post it

(6.2) missed the bus, he arrived in office on time

(6.3) tired, we hope to finish our work by 5 pm

(6.4) able to find a solution to the problem

(6.5) studied hard, you got through the exams with distinctions

(10 Marks)

(Total 50 Marks)



End of Section B

Suggested Answers to Question Seven:

(A)

Chapter 6 - Job Interview Skills**CURRICULUM VITA****PERSONAL AND CONTACT DETAILS**

- Name - Maneka Jayasinghe
- Address - 32, Ratna Road, Ragama
- Phone no. - 0777348980
- Email address - manekaj@gmail.com

EDUCATIONAL QUALIFICATIONS

- ***Academic Qualifications***

University of Sri Jayawardenepura, 2019 – 2023

- BSC in Accounting (Special) Degree

Visakha Vidyalaya, Colombo 04

- 4As (2017) in G.C.E Advanced level – Commerce Stream

- ***Professional Qualifications***

- AAT Passed Finalist, Association of Accounting Technicians of Sri Lanka, 2020

WORK EXPERIENCE

- ❖ ***Management Trainee - YMP Audit Company, Colombo 2021 August – 2022 August***

- Assist company finance team on bookkeeping
- Analyze data and trends
- Assist with report analysis and development
- Accurate inputting and processing of invoices

- ❖ ***Finance Executive - JML Holdings (Pvt) Ltd, Ratmalana September 2022 - October 2023***

- Performing reconciliation of accounts
- Evaluating financial statements
- Preparing profit and loss statements
- Preparing cashflow statements

❖ **Assistant Accountant (Promoted) - JML Holdings (Pvt) Ltd, Ratmalana November 2022 - Present**

- Supervises the preparation of the account reconciliation
- Prepares budgets
- Verifying payments and invoices accurately.
- Preparing tax returns

COMPETENCIES AND SKILLS

- Excellent communication skills in English and Sinhala
- Microsoft Packages Skills (MS Excel, MS PowerPoint, MS Word)
- Presentation and PR Skills

EXTRA-CURRICULAR ACTIVITIES

- Member of Ragama Toastmaster Club
- Member of Kelaniya LEO Club
- Member of Over 20 National Karate Team

REFEREES

Mr. Nilantha Dharmadasa
Senior Lecturer – Accounting
University of Sri Jayawardhenapura
Tel: 077560340
Email: nilantha@sjp.lk

Mrs. Dhammika Alwis
CEO
LING Finance PLC
Tel : 0777321500
Email: dhammika@ling.com

(10 Marks)

(B)

Chapter 2 – Academic Reading Skills

Ladies and gentlemen,

I'm pleased to present the financial position of ACNC (Pvt) Ltd as of March 31st, 2023. Our company has seen remarkable growth and stability compared to the previous year.

In terms of non-current assets, our Property, Plant, and Equipment have significantly increased to Rs. 92,000, reflecting our commitment to infrastructure development. Despite this, our Accumulated Depreciation also rose proportionally to Rs. 22,000.

Moving on to current assets, our Inventories stand at Rs. 22,600, indicating efficient inventory management practices. Notably, Trade and Other Receivables have surged to Rs. 40,250, showcasing improved credit management. Additionally, our Cash and Cash Equivalents have grown to Rs. 2,300, reflecting enhanced liquidity.

In the equity section, Stated Capital remains stable at Rs. 80,000, while Retained Earnings have rebounded to Rs. 13,300 from a deficit of Rs. 28,300 in the previous year, indicating a significant turnaround in profitability.

Regarding liabilities, our Long-Term Loans have decreased to Rs. 16,200, demonstrating prudent debt management. Current Liabilities, mainly Trade and Other Payables, have slightly increased to Rs. 25,650, reflecting increased operational activity.

In conclusion, ACNC (Pvt) Ltd has strengthened its financial position, with improved asset management, profitability, and prudent liability management. I'm confident that our strategic initiatives will continue to drive growth and success in the future.

Thank you.

(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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