

CA



THE INSTITUTE OF  
**CHARTERED** ACCOUNTANTS  
OF SRI LANKA

# **SUGGESTED SOLUTIONS**

## **09200 – Business English - II**

Certificate in Accounting and Business II Examination  
September 2012

**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF SRI LANKA**

**Answer No. 01**

- (1) was held
- (2) had signed
- (3) purchased
- (4) is used/was used / are used / were used
- (5) was selected
- (6) has been working / has worked
- (7) producing
- (8) begun
- (9) will be available / are going to be available / may be available
- (10) stood

(1 x 10 = 10 marks)

**Answer No. 02**

- (1) aren't you / am I correct
- (2) I'm not / I'm not the CEO / not
- (3) who do you want to meet / How can I help you / How may I help you sir? / what brings you here
- (4) you wait for 10 / your wait 10
- (5) not in a
- (6) How are you
- (7) What / What has
- (8) the business deal we were / what I was / what we were (talking about last week)
- (9) didn't agree/disagreed
- (10) now he agrees/ he agrees now / now he is o.k. with it / now I have changed his mind
- (11) How did
- (12) explained
- (13) What do you
- (14) advertise on TV
- (15) is not very/is not that/ is not so / isn't

(Any other meaningful ,grammatically correct & relevant answers should be awarded marks)

(1 x 15 = 15 marks)

**Answer No. 03**

Format of the letter

Sender's Address: Ronald & Sons, 23, Nuge Road, Wattala.

Date: Any appropriate date

Receiver's Address : The Manager, Steelman Furniture Showroom, 42, Hill Street, Dehiwela.

Salutation : Dear Sir / Sir,

Subject : 1<sup>st</sup> Reminder / Delay in Delivery of Goods Order no (any suitable subject).

Ending of letter : Yours faithfully  
Signature and Name  
Post( Purchasing Manager)

(4 marks)

Body of the letter : Content based on the 5 points mentioned in the question

(5 marks)

Language: grammar - (2 marks)  
Vocabulary- (2 marks)  
spelling - (2 marks)

(6 marks)

If 'full block' format is used – no punctuation in addresses.

(Total 15 marks)

**Answer No. 04**

Format of report – memo format or any other acceptable format of a report, i.e.

To:

From:

Date :

Subject or Introduction:

- Content-
1. introduction / background
  2. purpose / objective
  3. findings
  4. conclusion / observation
  5. recommendations

(7 marks)

Language (grammar, tenses, agreement, verb noun & prepositions)

(6 marks)

Organisation

(2 marks)

(Total 15 marks)

**Answer No. 05**

Composition :

Introduction : (2 marks)

Conclusion : (1 marks)

Content : (5 marks)

Language : (10 marks) (grammar, vocabulary, discourse markers, punctuation)

Organization : (2 marks)

(Total 20 marks)

NOT FOR SALE

**Answer No. 06**

**(A)**

1. F
2. T
3. F

(1 x 3=3 marks)

**(B)**

4. For fuel management and conservation.
5. The environment unit is constantly identifying areas of weight reduction on aircraft which has a considerable impact on fuel savings.
6. The personnel in Aviation Fuel Department, in Flight Operations and in house software experts.
7. The strong message sent by IATA to all air lines to achieve zero emission aircraft operations in 50 years.
8.
  - a) optimum
  - b) pledged

(2 x 5=10 marks)

**(C)** An appropriate title: 2 marks

Content : 4 marks (explain the key sentence & how we should preserve the environment)

Language: 4 marks

Organization: 2 marks

(12 marks)

(Total 25 marks)

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2. to assist students with their research into the subject and to further their understanding and appreciation of the subject.

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