

CA



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

# SUGGESTED SOLUTIONS

## **09200 – Business English - II**

Certificate in Accounting and Business II Examination  
March 2013

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

**Answer No. 01**

1. practising
2. is expected
3. have evolved / will evolve
4. using
5. followed
6. has been developed
7. entails
8. becomes
9. are directed / will be directed
10. loses

(10 marks)

**Answer No. 02**

1. of course/ indeed / I went
2. was it/ was the interview/did it go
3. is he like/ does he look like/ what was he like/ did he look like
4. is he from
5. when he set up/started the company
6. did he ask you
7. i want to work
8. did you tell him / did you say
9. say anything about the salary / mention the salary
10. accepted the job/ the offer / agreed to join the company
11. not yet
12. would have accepted the job
13. another interview
14. many interviews have you attended / many interviews
15. This was my

(15 marks)

**Answer No. 03**

Format of the letter

Sender's Address: Mark & Jade, 64, Galle Road, Bambalapitiya

Date: Any appropriate date

Receiver's Address : The Marketing Manager Cera Computers, 25, Marine Drive , Panadura

Salutation : Dear Sir / sir

Subject : Order : Inspire S5 computers ( any suitable subject)

Ending of letter : Yours faithfully

Signature

Name / Post( HRM )

Body of the letter : Content based on the points mentioned in the question  
(catalogue details, Nos. needed, payments, request for (a) warranty (b) quick delivery)

Language: grammar, vocabulary, spelling

(Total 15 marks)

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

**Answer No. 04**

Subject

Introduction : Giving the objective /purpose of writing the report

Body of the report : findings/procedure

Opinion /Conclusion /Recommendations / Suggestions

Language : grammar & expression  
(signature/name, post, date)

(Total : 15 marks )

**Answer No. 05**

Composition :

Introduction :

Conclusion :

Content :

Language : (grammar & clear expression)

Organization:

(Total 20 marks)

**Answer No. 06**

(A) 1. T            2. F            3. T

(3 marks)

(B)

4. countries are trying to boost their economies while addressing problems like climate change and poverty.

5. such success stories and achievements are not widely known/ people are not aware of such achievements.

6. Sustainable energy is good for economics/ Sustainable energy is not bad for economics.

7. we can be optimistic about Brazil, Brazil certainly still has its challenges/its successes have been truly astonishing

8. a) very closely placed/ very near / can be easily reached /just there  
b) needs to spend a lot of money and is difficult to manage / costly and uncontrollable

(10 marks)

(C) An appropriate title:

Content :

Language : (grammar & expression)

Organization:

(12 marks )

(Total 25 marks)

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