



No. of Pages - 15

No of Questions - 10

SCHOOL OF ACCOUNTING AND BUSINESS
BSc. (APPLIED ACCOUNTING) GENERAL / SPECIAL DEGREE
PROGRAMME

YEAR I SEMESTER I (Group A)
END SEMESTER EXAMINATION – FEBRUARY 2015

BCM 10125 Business Communication I

Date : 13th February 2015
Time : 09.00 a.m. – 11.30 a.m.
Duration : Two and half (02 ½) Hours

Instructions to Candidates:

- Write the Index Number in the space provided at the top of this sheet. Do not write your name anywhere in this question paper.
- Answer ALL questions in this paper itself.
- This paper consists of five parts (A,B, C, D and E)
- The total marks for the paper is 100.
- The marks for each question are shown in brackets.
- Answers should be written neatly and legibly.

Section A

Grammar review- Question forms

Add suitable **question words** to the items below.

1. will you enter the university? In 2015.
2. do you work this amount? By multiplying.
3. did you get late? I missed the train.
4.does your friend live? At Maharagama.
5.office is this? Our Accountant's.
6.are you looking for? My calculator.
7.is your new boss..? He's John Smith.
8.do you get your salaries? Monthly.
9. can you begin work? Immediately.
10. do you save the accounts files? On the desktop.

Complete each sentence with a suitable question tag.

Example: This report is not complete, is it?

1. Vimal isn't in the office today,?
2. You didn't speak to the manager,?
3. Sarath can't type fast,?
4. I am late,?
5. Let's go,?

(5 Marks)

The questions below are jumbled. Unscramble them.

Example: apply/you/did/why /for/ job/ this?

Answer: Why did you apply for this job?

1. packages/ learnt/ have/ how/ you/ many/accounts/related?
.....
2. willing/overtime/be/work/you/would/to?
.....
3. foreign/do/ a/speak/you/language?
.....

4. you/examinations/ done/have/any/English?

.....

5. me/ your/ achievements/ tell/about/academic?

.....

(5 Marks)

Business Vocabulary

Write opposite words for the following.

absence -

accept -

private -

maximum -

occasionally -

convenient -

exclude -

rural -

(8 Marks)

Pick the correct letters for each word.

- | | | | |
|---|--------------------------------|----|----------------------------------|
| 1 | ac..... (re/er/or) | 7 | agricultur..... (al/ul/el) |
| 2 | g..... de(iu/ai/ui) | 8 | fa.....lities(si/ci/sci) |
| 3 | stre..... (cht/tch/net) | 9 | use..... (ful/full/pull) |
| 4 | bel.....f (ei/ie/ea) | 10 | lib.....ry(re/ra/era) |
| 5 | bisc.....t(e/i/ui) | 11 | machin..... (ory/ery/ary) |
| 6 | r neration (emu/anu/ene) | 12 | impra.....le (rarea/cticab/nata) |

(12 Marks)

Section B

Office Related Communication

Read the following telephone conversation. Put it into correct order and mention right order of sentence number 1, 2, 3, etc in the box next to each sentence.

- a. Sorry, I will be out on Thursday.
- b. Ah, that suits me too. Shall we meet at 10 o'clock?
- c. Yes, I remember, let me check.... Did you say 'next week'?
- d. Yes. Shall we meet on Thursday?
- e. In that case, how about Friday or Saturday morning?
- f. Yes, Friday seems fine.
- g. All right then, Ten o'clock at our main meeting room?
- h. Yes, see you then, Bye.
- i. Thanks for reminding me about this Lionel. Goodbye.

- j. Malik Asela speaking.
I am Lionel Kirigoda. I am calling to find out if we could have a discussion about
- k. organizing the external audit for our company. Remember we talked about it a month ago at the annual meeting. Shall we meet next week?
- l. Hello, can I speak to Malik Asela, please.

(12 Marks)

Choose the most suitable word for each space from A, B, C and D and underline them.

Scotland

Scotland is (1).....northern part (2)..... the island of Great Britain. The Atlantic Ocean is on the (3) and the North sea is on the east. (4). people (5) Scotland (6)..... a different language (7) Gaelic. There are (8)..... five million people (9) Scotland, and Edinburgh is (10) most famous (11)

Scotland (12) many mountains; the highest one is (13)..... “Ben Nevis”. In the South of Scotland, there (14).....lot of sheep. (15).long (16) ago, there (17) many forests, but now there are only a (18).....

Scotland is (19) a small country, but it (20) quite beautiful.

1	A	an	B	A	C	the	D	around
2	A	on	B	at	C	of	D	along
3	A	west	B	east	C	right	D	left
4	A	some	B	Most	C	all	D	any
5	A	in	B	on	C	at	D	around
6	A	use	B	write	C	speak	D	accent
7	A	known	B	called	C	as	D	before
8	A	among	B	between	C	about	D	around
9	A	at	B	In	C	living	D	there
10	A	his	B	its	C	your	D	Scotland
11	A	town	B	city	C	village	D	area
12	A	have	B	has	C	is	D	in
13	A	known	B	called	C	name	D	its
14	A	are	B	is	C	live	D	farm
15	A	once	B	a	C	an	D	when
16	A	age	B	time	C	period	D	once
17	A	is	B	was	C	were	D	in
18	A	few	B	little	C	lot	D	many
19	A	an	B	only	C	one	D	is
20	A	known	B	are	C	is	D	was

(20 Marks)

Section C

Analysing Texts

Meet Taranis, unmanned combat air vehicle

By Chamari Senanayake – Daily News 20 July 2010

In December 2006, the UK Defence Ministry announced that the contract for the ‘Taranis’ unmanned air vehicle demonstrator program had been awarded to a team led by the defense firm BAE Systems. Named after the Celtic God of Thunder, Taranis, it was designed to explore and demonstrate how emerging technologies and systems can deliver battle-winning capabilities for the UK armed forces.



Amid tight security, the *Taranis* Unmanned Combat Air Vehicle (UCAV) was unveiled at BAE Systems’ Warton airfield in Lancashire, England on July 12. Uncleared visitors were not allowed to approach the aircraft, but the stealth-driven configuration seemed unchanged from artists’ impressions

‘Taranis’, the super fighter at the unveiling. Pic. released previously.

A[P?]

—The Defence Ministry provided 143 million pounds to construct the trial aircraft. This is a partnership between the Defense Ministry and industry British engineering firms including BAE Systems, Rolls Royce, QinetiQ and GE Aviation.

It is about the same size as a Hawk jet and is equipped with stealth equipment and an ‘autonomous’ artificial intelligence system. Almost invisible to ground radar, it is designed to travel at high jet speeds and cover massive distances between continents.

The plane is built to carry out intelligence, surveillance and reconnaissance on enemy territory using on-board sensors and designed to carry a cache of weapons, including bombs and

missiles, giving it a potential long-range strike capability. It can be controlled from anywhere in the world *via* satellite communication.

BAE Systems Group Managing Director Nigel Whitehead said that the project is keeping the skills of full aircraft design capability alive in the UK..

Trade-offs had been made to meet the limited budget and “every feature of the project has represented a huge technical challenge.” “*Taranis* has been three-and-a-half years in the making and is the product of more than a million man-hours,” he added.

International Security Strategy Minister UK Gerald Howarth said the project “reflects the best of our nation’s advanced design and technology skills.” *Taranis* will be stealthy, fast, able to carry use a number of on-board weapons systems and to defend itself against manned and other unmanned enemy aircraft. Rolls Royce will focus on the next generation propulsion system for the ‘*Taranis*’ demonstrator.

In early 2009, a UFO was spotted by hundreds of witnesses in England with many believing it was the work of an ‘alien’ craft. One saw orangey-yellow spheres skimming across the sky. Another reported a ‘massive ball of light’ with ‘tentacles going right down to the ground’.

Then witnesses spoke of an earsplitting bang at 4 a.m. To add more mystery to it, at the nearby wind farm one of the 60ft blades from a 200ft turbine was found ripped off. Another had been left twisted and made useless.

The UFO allegedly responsible for wrecking a wind turbine could have been a secret unmanned stealth bomber on test flights, it was later revealed. The claim came from Defence Ministry insiders who reportedly said that a black delta-wing craft ‘*Taranis*’ was making test runs on the coastal bombing ranges at Donna Nook and North Coates in Lincolnshire, close to the site of the damaged turbine. This proves the power and speed of the mighty *Taranis*.

Read the sentences below about Taranis, the combat Air Vehicle. After reading the article, decide if each sentence is correct or incorrect.

If it is correct, write **A in the box**.

If it is incorrect, write **B in the box**.

1. *Taranis* was commissioned by the UK Defence Ministry for the country's commercial use.
2. At Warton airfield in Lancashire, England, *Taranis* was on display for anyone to see.
3. Prior to the contractions, artists had painted a picture of the air vehicle and it looked exactly like the picture after it was built.
4. *Rolls Royce* company worked with the Defence Ministry to fund the project.
5. *Taranis* is invincible by 'all' ground radars.
6. *Taranis* can be controlled only by their bases in England with the help of satellites.
7. It took England two years to build *Taranis*, which was named after an Olympic God.
8. *Taranis* is a combat air vehicle built to attack, but it cannot protect itself from others' attacks.
9. The air vehicle can spy on enemies using its built-in sensors.
10. People in England mistook the air vehicle for an alien ship when it was being tested.

Section D

Presenting statistical data- graphs and charts

Look at Graph below, which illustrates data relating to education and homelessness in the USA. Fill in the gaps in the text, which follows, using the correct form (superlative or comparative) of these words:

Successful

Good

Bad

High

low

and where necessary, use *while*

Note: More than one answer may be possible in some cases. First question is done as an example

Examples of superlative and comparatives:

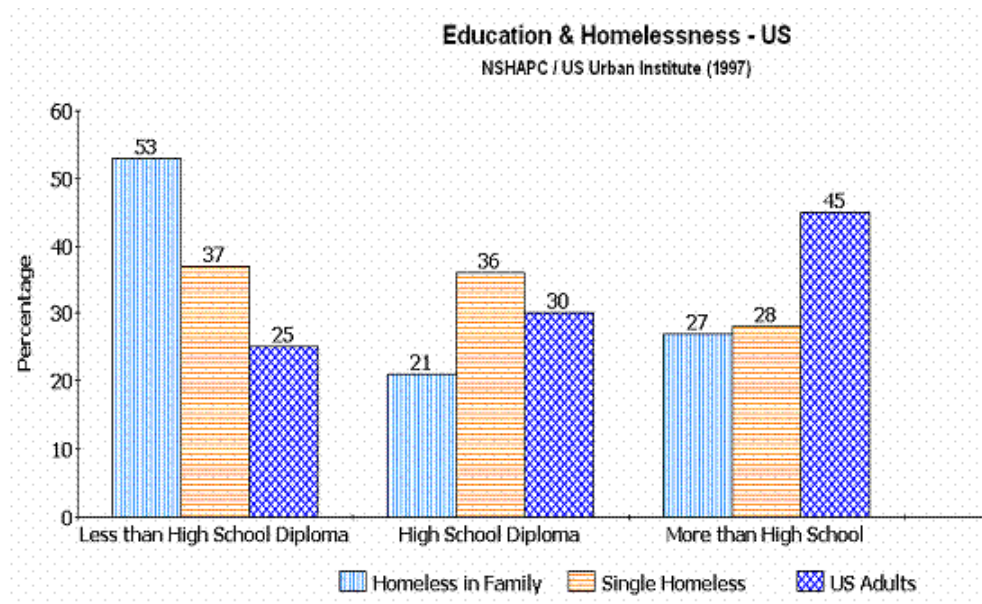
high- higher-highest

successful-more successful-most successful

bad- worse- worst

low-lower-lowest

good-better-best



The chart shows the educational achievements of homeless people in America (divided into those in families and single homeless people) compared to those of all US adults, for the year 1997. The (i) *worst* educational attainment was for homeless people in families (53% with less than a high-school diploma), (ii) _____ the (iii) _____ results were for all US adults (45% or more with more than a high-school diploma). Single homeless people were (iv) _____ than those in families: the percentage of single homeless without a high-school diploma was much (v) _____ than for homeless people in families (37% compared to 53%), (vi) _____ the percentage having only high-school diplomas was much (vii) _____ (36% compared to 21%). Having said this, similar percentages of homeless people in families and single homeless people had more than a high-school diploma: 27% and 28% respectively. In sum, it is clear that homeless people had (viii) _____ educational attainments than US adults as a whole, and that homeless people in families had (ix) _____ levels of achievement than single homeless.

(8 Marks)

Section E

Business Letters

Below is a letter from a prospective employee applying for a post you have advertised in a newspaper. Imagine you are the receiver of this letter and write a letter of reply requesting him for copies of his certificates within four days, (which he has forgotten to include in the application) and also asking for details of two referees and mentioning a suitable date, time and venue for the interview.

<p>15/01/2015</p> <p>Manager Human Resources Department Anchor Milk 10, Havelock Road Colombo 04</p> <p>Dear Sir/Madam,</p> <p><u>Application for post of Sales Representative for Colombo area</u></p> <p>With reference to your advertisement in the Sunday Observer of 10th January, I wish to apply for the above post.</p> <p>I have previously worked as a part-time Sales Rep for Abans Ltd. Sri Lanka for two years and completed a Diploma in IT from the University of Colombo. I am fluent in</p>	<p>No 4, First Lane Depanama Pannipitiya Tel: 0777 xxxxxx Email: xxxxx@gmail.com</p>
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English, computer literate and good with people. Therefore, I believe I am quite suitable for the position.

My academic achievements and extra qualifications are all given in my CV attached, and if you need any further information, or need me to come for an interview please do not hesitate to contact me anytime via telephone or by email.

I look forward to hearing from you soon.

Thank you.

Yours sincerely,

Malik Asela

Malik Asela Kirigoda

(10 Marks)

[illegible]

[illegible]