

SE1- Communication and People Skills

November 2017

Examiner's comments

Question-wise comments

Question No. 01 Filling in the blanks.

Tests vocabulary related to the subject of Accountancy. The standard of the passage is good.

As the necessary words were provided most students (about 95%) have fared well.

Question No. 02 Correction of sentences by replacing the error in each sentence.

Candidates have failed miserably here. This shows a general weakness in sentence construction and basic grammar. Quite a number have not understood the given instructions as it is seen that the first sentence given as an example has been tempered with. Some students have not attempted this question. About 95% have not been able to get a single mark.

Question No. 03 Guided Comprehension

Topic: Rupee Depreciation- Implications to Economy

A good question and direct answer was expected. Only a few have answered in their own words while the majority have quoted direct from the passage. Most candidates scored well.

Question No. 04

This is a more difficult comprehension passage and students have not been able to clearly understand the passage as a whole. Scoring is unsatisfactory and chunks from the article have been copied straight away. Many could not find the words with equivalent meanings. Most answers were not relevant to the question. Also the candidates tend to give unnecessary details.

Question No. 05 Reading a graph

A very good question. Quite suitable for this stage. Tests the ability to write a report based on the given graph. But most of the answers were inaccurate. Even the introductions were full of errors in grammar, spelling and punctuation. As this is a writing exercise the handwriting should have been clear. There were many illegible answers. The salient points have been overlooked and there was very little of comparing and contrasting the given information.

Most answers were a simple description of the sales of the books.

Question No. 06 Writing a memorandum

An easy question and most students seem to be familiar with writing memos. It has been easier as the format had been given. Scoring of marks is very satisfactory.

Question No. 07 Writing a summary

A very interesting article has been provided but quite a number have not attempted this question. Most students do not know the rules of precise writing and collecting the salient facts in the passage. Some have copied chunks from the passage instead of writing in their own words. There were many spelling and grammatical mistakes in the answers. A few had given very short answers.

Question No. 08 Report Writing

Candidates are expected to write a report to the Managing Director of the company regarding the feasibility of the establishment of a new outlet of the company. Here also the rules of report writing has not been followed. Most have given inappropriate headings. The given structure has not been followed. Numerous errors in basic grammar and language were observed.

Question No. 09

Selecting the suitable answers seems an easy test. The listening skill is good and most scored marks.

Question No. 10

Another listening test and very good marks have been obtained. There were many options for the given spaces and they were all accepted. In general the question paper was quite satisfactory. All the questions were relevant to the syllabus. There were no shortcomings in the question paper and they were well planned.

The mistakes that the candidates have made were because of their scanty knowledge of simple grammar and carelessness regarding spelling, pronunciation and handwriting. The presentation and terms used in the question paper did not create any ambiguities. No technical errors were found. The model answers and the distribution of marks were well planned. This standard should be maintained throughout.

The students should be advised to read more English Newspapers specially the business section. They should also be given more practise in expressing their views on simple communication tasks pertaining to Accountancy.