

CA



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

# **SUGGESTED SOLUTIONS**

**09200 – Business English - II**

Certificate in Accounting and Business II Examination

September 2014

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

**Answer No. 01**

1. celebrated
2. saying
3. are
4. began
5. have coloured
6. serving
7. has been welcomed
8. comes
9. are looking
10. be obtained

**Answer No. 02**

1. name is
2. Good morning / o.k.
3. to ask a few / to ask some
4. do you want to / do you like to
5. the reason for your
6. worked in a/an hotel
7. Have worked in a canteen
8. you doing in a
9. working as a waiter / to work as a waiter / as a waiter
10. years did you work as a manager
11. as a supervisor
12. a waiter
13. speak any other languages / speak other languages
14. how long would you stay
15. you have/ you want to ask

**Answer No. 03**

- Format of the letter:

Sender's address: Easy Foods PLC, Nuge Road, Peliyagoda  
Date: Any date  
Receiver's address Slim Ways super market, Main Road, Kottawa  
Salutation: Dear sir / Dear Mr. Ravi De Silva  
Title/subject: Request to visit factory  
Ending: Yours faithfully  
Any name and signature  
Post (Manager)

- Body of the circular:

- the information (how raw material is obtained)
- express willingness to show the factory
- two possible dates for the visit
- names of two other people
- thank him for his interest

- Language

#### **Answer No. 04**

##### **Writing a report**

- Introduction: Say why the report is written / for whom etc.
- Content: Based on the points provided in the question
- Recommendations
- Language

#### **Answer No. 05**

- Introduction
- Conclusion
- Content
- Language
- Organisation

#### **Answer No. 06**

(a)

1. F      2. F      3. T

(b)

4. Climate Resilient Improvement Project (CRIP)
5. it ensures that financial support remains intact for the country's programs to overcome poverty and increase shared prosperity.
6. spend valuable time and resources trying to raise funds.
7. help financial protection, increase capacity to ensure climate resilient development
8. (a) strategy                      (b) approach

(c)

- An appropriate title
- Content
- Language
- Organisation

# CA



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

## Notice of Disclaimer

The answers given are entirely by the Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka) and you accept the answers on an "as is" basis.

They are not intended as "Model answers", but rather as suggested solutions.

The answers have two fundamental purposes, namely:

1. to provide a detailed example of a suggested solution to an examination question; and
2. to assist students with their research into the subject and to further their understanding and appreciation of the subject.

The Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka) makes no warranties with respect to the suggested solutions and as such there should be no reason for you to bring any grievance against the Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka). However, if you do bring any action, claim, suit, threat or demand against the Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka), and you do not substantially prevail, you shall pay the Institute of Chartered Accountants of Sri Lanka's (CA Sri Lanka's) entire legal fees and costs attached to such action. In the same token, if the Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka) is forced to take legal action to enforce this right or any of its rights described herein or under the laws of Sri Lanka, you will pay the Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka) legal fees and costs.

© 2013 by the Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka).

All rights reserved. No part of this document may be reproduced or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission of the Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka).

---