

EASTERN UNIVERSITY SRI LANKA
ENGLISH LANGUAGE TEACHING UNIT
FIRST YEAR-SECOND SEMESTER EXAMINATION IN
BUSINESS ADMINISTRATION/COMMERCE 2008/2009(SEP- 2010) (PROPER/REPEAT)

ENG: 1013 - BUSINESS COMMUNICATION

Time: 03 hours

o:

all questions on this paper itself.
neatly and clearly.

aminer's use only.

Question Number Maximum Marks Marks Obtained

I	10
II	10
III	10
IV	15
V	20
VI	35

	100
Total

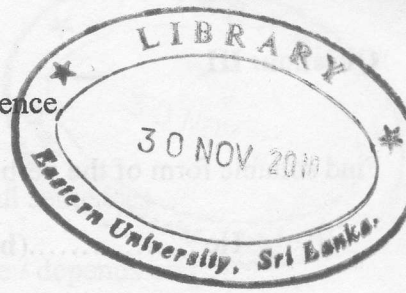
iner's Name :

iner's Signature :

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Section: I

Use the suitable **modals** from the box below and complete each sentence.



.....type 100 words per minute.

.....you like a hand with those bags?

.....sell more than all the other people put together.

.....program computers in Basic when he was four.

..... you help me to write this article?

..... I get you something to drink?

.....I ask you a question?

..... please you stop talking- I'm trying to concentrate.

..... I follow these instructions to do this assignment?

..... you speak any other languages?

Can	may	would
Could	might	should

(1x10 = 10 marks)

Section: II

Complete the following sentences in any way you wish.

1) If you buy in bulk,.....

2) I'll study another language if.....

3) If I spoke perfect English,.....

4) If I wouldn't work so hard if

5) If they don't give me promotion.....

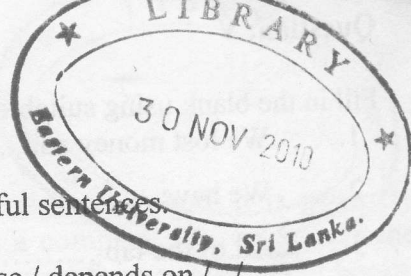
(5x2=10 marks)

Question: III

Find suitable form of the verb given in brackets in each sentence.

- (i) He(**be**) a qualified accountant and member of the management team
- (ii) Faculty of Commerce & Management (**conduct**) many external and extension programs as a means of generating income to the University.
- (iii) A large number of Sinhalese students(**register**)with the E follow their relevant courses for the academic year 2010/2011.
- iv) A group of Management students (**ask**) to present a paper new concept at this Annual Research Session.
- v) The purpose of this meeting is to(**organize**) an Orientation Program for the New Comers of this academic year.
- vi) The undergraduates(**enjoy**) their campus life during their the University.
- vii) The first year second semester examination for the first year students of Arts(**postpone**).
- viii) The academic activities for the new batch of students (**commence**) in December.
- ix) The final year students(**make**) a tour around the island scenic beauty of the country by November.
- x) The final year students of faculty of FCM(**arrange**) a Seminar to have an awareness on Global Economic Crisis last month.

(1x1)



Question IV

Re-arrange the following jumbled words / phrases to make meaningful sentences.

1. /business / of modern day's / the success / of business letter / use / depends on / . /

.....
.....

2. / I / Sri Lanka / undergraduate / am / Eastern / an / at / University / the / of / . /

.....
.....

3. / of good / good writing / is the result / planning and / clear thinking / . /

.....
.....

4. / business letter / in very plain / be written / should always / and simple language / . /

.....
.....

5. / use / verb forms for / people frequently / the wrong / various tenses / . /

.....
.....

[3x5=15marks]

Question: V

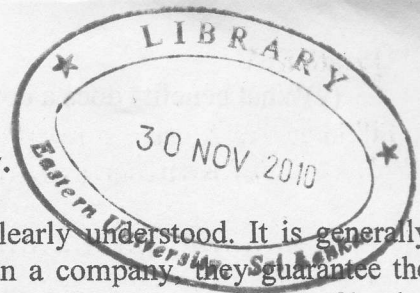
Fill in the blank using suitable words given below.

1. We lost money and,, have made changes.
2. We have covered all contingencies.
3. All of the lab indicate the drug is safe.
4. We no further problems.
5. Is it to ask questions of our own?
6. The union is for more flexible benefits.
7. The of the warehouse has been doubled.
8. A has been named to investigate.
9. Did all the board members with the decision?
10. Our have made one recommendation.
11. Who will the changeover?
12. One computer is to network administration.
13. Her was a shock to all of us.
14. The agreed to consider the matter.
15. procedures are now in place.
16. Is it to begin so early?
17. The has begun making strange noises.
18. The mayor declared the site a health
19. The committee the procedure immediately.
20. results have all been positive.

laboratory,	established,	consultants,	appropriate,
initiated,	employees,	concur,	anticipate,
hazard,	disclosure,	commission,	analyses,
furnace,	dedicated,	capacity,	adequately,
feasible,	coordinate,	bargaining,	accordingly.

[20x1=20marks]

Question: VI



Read the following passage and answer the questions given below.

The difference between accountancy and auditing is not always clearly understood. It is generally thought that if accounts are prepared by professional accountants in a company they guarantee the accuracy of accounts. This is not so. They are instructed to prepare accounts from a given set of books. The accountant's work would be that of agreeing the trial balance and then the preparation of the profit & loss account and the balance sheet. But carrying out an audit is quite distinct from accounting. The auditors do not prepare accounts at all but they examine the balance sheet and the profit & loss account prepared by others. Then they express their opinion that the balance sheet and profit & loss account give a true and fair view. In doing so the auditor works in accordance with the Companies Act of 1982. Detection of any shortcomings or errors could be stated in the audit report. By detecting irregularities the auditors can provide constructive assistance to the company.

(1) (i) According to the passage, is there a difference between accountancy and auditing?

.....
.....
.....

(ii) Pick out a statement from the passage to support your answer and write it down.

.....
.....
.....

(iii) What is the work of an accountant in a company?

.....
.....
.....

(iv) What are the duties of an auditor?

.....
.....
.....

(v) What benefits does a company get from the detection of financial irregularities?

.....
.....
.....

(2) Find words from the passage that have the following meanings. Write down the word.

- (i) tallying the accounts.....
- (ii) give an assurance
- (iii) different from
- (iv) to discover or find out
- (v) useful suggestions

(3) Write a short paragraph on the role of an accountant in a company and the role of an auditor.
(Limit your paragraph to 4-5 sentences.)

Accountant

.....
.....
.....
.....
.....

Auditor

.....
.....
.....
.....
.....

(35 marks)