

EASTERN UNIVERSITY OF SRI LANKA
ENGLISH LANGUAGE TEACHING UNIT
FIRST YEAR-SECOND SEMESTER EXAMINATION
BUSINESS ADMINISTRATION/COMMERCE 2008/2009 (PROPER/REGULAR)

ENG: 1113 – ENGLISH FOR COMMUNICATION

Roll No: MS-829

Time: 03 hours

Answer all the questions on this paper itself.
neatly and clearly.

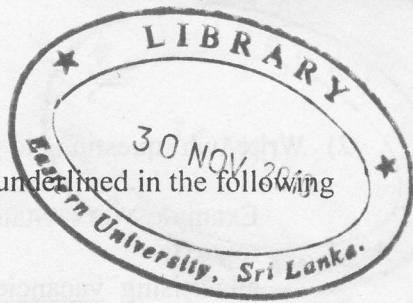
Examiner's use only

Question Number	Maximum Marks	Marks Obtained
I	15
II	15
III	15
IV	15
V	20
VI	20
Total	100	-----

Examiner's Name :

Examiner's Signature :

.....



underline the word or group of words closest in meaning to word underlined in the following sentence.

Advertisements help in the disposal of surplus.

- a) excess
- b) locally made
- c) shortage.

The business magazine of the news- paper gives the study of the current business situation.

- a) past
- b) present-
- c) important

A two way-chain of communication between the management and the subordinates is vital for the success of a business.

- a) persons working under another.
- b) distributors
- c) consumers

Industries should be located away from crowded cities to reduce the hazards of air, noise and water pollution.

- a) effects
- b) danger
- c) percentage

A customer who exceeds his overdraft limit will have to pay additional bank charges as well as interest on excess.

- a) overdrawn amount
- b) amount drawn
- c) limited amount

(3x5=15 Marks)

2) Write 'wh' questions to get the underlined words as answers.

Example: Statement : A businessman, owning a shopping complex, built town, is advertising vacancies for clerks and sales girls.

'Wh' questions: What is a businessman, owning a shopping complex, built town and advertising?

i. Some senior officers, experienced and qualified in their areas of work, are conducting classes for professional examinations at certain centers.

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ii. The flood level is raising in certain low- lying areas during these monsoon rains.

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iii. Some flood victims are not getting relief assistance due to transport difficulties.

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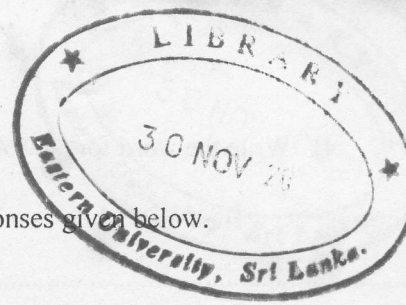
iv. I am writing comments in your answer scripts to help you to understand your mistakes.

.....
.....

v. Certain laborers, working temporarily in places, are finding it difficult to obtain employment during these rainy days.

.....
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(3)



Complete the following dialogue by filling the blanks with suitable responses given below.

You: [01].....?

Partner: It's 5 o'clock.

You: Could you please guide me to the Public Library?

Partner: [02].....

You: Is it a walking distance?

Partner: [03].....

You: At what time does the Library open?

Partner: It opens at 6.30 a.m

You: [04].....?

Partner: I am not sure, You can get details from the staff.

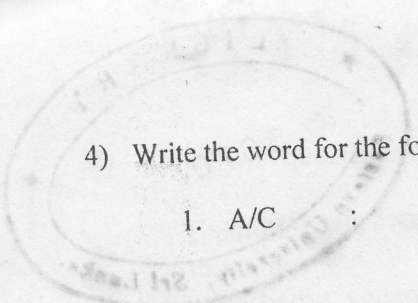
You: [05].....

Partner: You're welcome, bye.

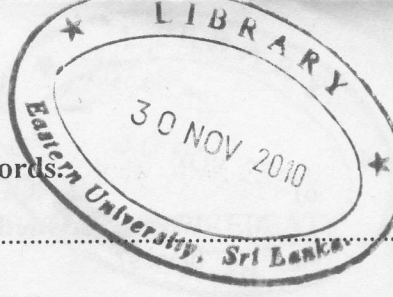
- Yes it's a walking distance; it's only a ten minute walk.
- Excuse me, what's the time now.
- Thank you, bye.
- Yes of course, go straight ahead along the road.
- When does it close

(3x5=15 Marks)

4) Write the word for the following abbreviations.

- 
1. A/C :
 2. agcy. :
 3. bal. :
 4. b.f. :
 5. B.P. :
 6. b.s. :
 7. Cap. :
 8. C.O.D. :
 9. Co-op. :
 10. dept. :
 11. encl. :
 12. est. :
 13. inf. :
 14. B.S :
 15. f.o :

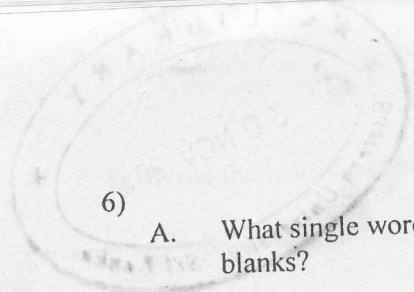
(1x15=



Write a paragraph on – steps to be taken to start a business in 100 words

A series of horizontal dotted lines for writing the paragraph.

(20 Marks)



6)

A. What single word or phrase is being defined in each of these sentences Write the answer in the blanks?

Example: The things you hope to do/ achieve within a period of time - goals

1. Money you borrow from a bank for your business.
2. What you must pay the bank if you borrow money -
3. The continuous increase in the price of things. -
4. When a company does not make a profit or a loss. -
5. When an economy is in a period of reduced and slow business activity.

B. Replace the underlined word(s) in each sentence with another word(s) that has the same meaning.

Example: Fortunately the company is doing well now. thriving

1. There has been a slow rise in sales.
2. This comes after a dramatic fall last year.
3. And it's growing very quickly.
4. This is one of their main objectives.
5. Profits have risen considerably.