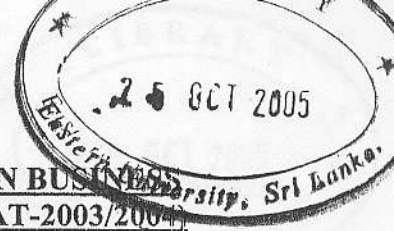


EASTERN UNIVERSITY, SRI LANKA



FIRST YEAR/FIRST SEMESTER EXAMINATION IN BUSINESS  
ADMINISTRATION/COMMERCE (PROPER/REPEAT-2003/2004)

**ENG: 1013 - ENGLISH FOR COMMUNICATION**

Index No: .....

Time: 02 hours

Answer all questions on this paper itself.

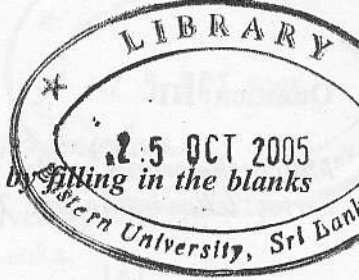
For Examiner's use only:

<u>Question Number</u>	<u>Marks Obtained</u>	<u>Maximum Marks</u>
I	.....	10
II	.....	10
III	.....	10
IV	.....	15
V	.....	15
VI	.....	20
VII	.....	20
Total	.....	<u>100</u>

Examiner's Name :

Examiner's Signature :

Date :



**Question: I**

Complete the following dialogue between Kamal and Anusha, by filling in the blanks with suitable responses.

- Kamal : Hello! Good morning. Nice meeting you.  
Anusha: .....  
Kamal : I'm Kamal and from Kandy.  
Anusha: .....  
Kamal : I'm an undergraduate at the Eastern University of Sri Lanka.  
Anusha: .....  
Kamal : .....  
Anusha: I'm also in the first year.  
Kamal : I'm on my way to the hostel.  
Anusha: .....  
Kamal : All right. Good bye.  
Anusha: Bye.

[2 x 5 = 10 marks]

**Question: II**

Read the following newspaper report and underline the mistakes in the capitalization and rewrite it. There are ten mistakes. One has been done for you.

Girl Dies Of Snake Bite

An eight year old girl died due to a snake bite. this was revealed at an inquest held by the kurunegala city coroner into the death of d.k.chandranie of kandy. the father of the deceased, said that his wife had gone to the middle east for employment. she did not send me any money, so i had to go to Colombo in search of a job. I got this sad news while I was there. a snake had bitten her leg.

An eight year old girl died due to a snake bite. This was revealed at an inquest held by the Kurunegala City Coroner,  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

[1 x 10 = 10 marks]

**Question: III**

*Match the words under column A with their meanings under column B. Write the correct letter in the box. The first one has been done for you.*

**[A]**

- |     |              |            |
|-----|--------------|------------|
| 1.  | Book Keeping | [...g....] |
| 2.  | Debt         | [.....]    |
| 3.  | Account      | [.....]    |
| 4.  | Trade marks  | [.....]    |
| 5.  | Bankruptcy   | [.....]    |
| 6.  | Ledger       | [.....]    |
| 7.  | Dividend     | [.....]    |
| 8.  | Premium      | [.....]    |
| 9.  | Input        | [.....]    |
| 10. | Balance      | [.....]    |
| 11. | Margin       | [.....]    |

**[B]**

- a. the legally declared state of being unable to pay debts.
- b. record book of debits and credits.
- c. a share of profits divided among the shareholders of a corporation.
- d. the difference between cost and selling price.
- e. data fed into a computer.
- f. the difference between debits and credits.
- g. is the day to day recording of transactions of an enterprise.
- h. is a sum of money owed.
- i. a book keeping record of business transactions.
- j. are intangible assets consisting of the right to exclusive use of particular marks or motifs.
- k. a payment usually for an insurance policy.

[1 x 10 = 10 marks]

**Question: IV**

*Study the following sentence patterns and make similar sentences.*

**Eg:** I 'm an undergraduate.  
She is a teacher.

- 01. Raja is dark.  
.....
- 02. We are not lazy.  
.....
- 03. Is English an international language?  
.....
- 04. My friend has a car.  
.....
- 05. Do they have lectures?  
.....

[3 x 5 = 15 marks]

**Question: V**

*Re-arrange the following jumbled sentences to make meaningful sentences.*



**Eg:** I / Sri Lanka / undergraduate / am / Eastern / an / at / University / the / of / . /  
I am an undergraduate at the Eastern University of Sri Lanka.

01. Management / I / a / first / student / am / year / . /  
.....

02. early / she / up / in / morning / gets / the / . /  
.....

03. is / ADB / planning / the / provide / to / million / year / 150 / this / dollars / . /  
.....

04. retailing / shops / industry / are / supermarkets / and / part / the / of / . /  
.....

05. rates / credit / interest / banks / very / charge / high / of / on / loans / . /  
.....

[3 x 5 = 15 marks]

**Question: VI**

*Read the following passage and answer the questions that follow.*

Dealing with people

In business, people have to deal in person with all kinds of people. You may have to use English when talking to different people within your company who don't speak your language: these may be colleagues or co-workers, superiors or subordinates – who may work with you in your own department, in another part of the building or in another branch. And you may also have to deal in English with people from outside the organization: clients, suppliers, visitors and members of the public. Moreover, these people may be friends, acquaintances or strangers – people of your own age, or people who are younger or older than you. The relationship you have with a person determines the kind of language you use.

This relationship may even affect what you say when you meet people: for example, it is not appropriate to say 'Hi, how are you!' when meeting the Managing Director of a large company or to say 'Good morning, it's a great pleasure to meet you' when being introduced to a person you will be working closely within the same team.

Remember that people form an impression of you from the way you speak and behave – not just from the way you do your work. People in different countries have different ideas of what sounds friendly, polite or sincere – and of what sounds rude or unfriendly! Good manners in your culture may be considered bad manners in another.

Remember also that your body language, gestures and expression may tell people more about you than the words you use.



