

**Eastern University Sri Lanka**  
**English Language Teaching Unit**  
**Second Year - First Semester Examination in Business Administration / Commerce**  
**2009 / 2010**  
**[ May / June 2011 ] - Proper / Repeat**



**ENG: 2022 - Business Communication - II (Written and Oral)**

Index No: .....

Time: 02 hours

Answer all questions on this paper itself.  
**Write neatly and clearly.**

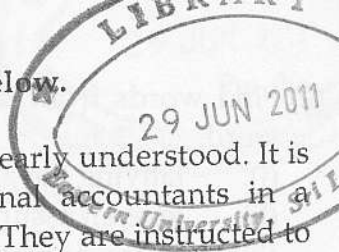
For Examiner's use only.

Question Number	Maximum Marks	Marks Obtained
I	25	.....
II	10	.....
III	15	.....
IV	10	.....
V	15	.....
VI	10	.....
VII	15	.....
	.....	.....
<b>Total</b>	.....	.....

Examiner's Name : .....

Examiner's Signature : .....

Date : .....



01. Read the following passage and answer the question 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**

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

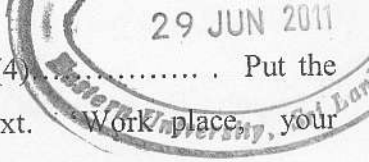
(25 Marks)

02. Fill in the blanks in the following article with suitable words from the list given below.

Writing a good resume

Very first, Clearly state your objectives in two to three lines. Highlight what you want to and your growth prospect targets. Do Not spend more lines here.

Next put your professional or (1).....summary. This is purely about your work (2)..... and knowledge, and not the list (3).....where you worked. Highlight the areas where you are strong and your specialties. This should speak more so spent more lines (should start at objective) and can go up to the end of the first page.



Next is the work summary which list the companies hired you (4)..... Put the latest company first. Make the company name as a Title text. (5).....and period of work in next lines. (separate lines)

Your educational (6).....should come next. Mention the degrees in the reverse order (highest qualification comes first).

Put any certifications in separate topic if you have any. Put your (7).....and awards received in a separate topic. Just (8).....the title of the award/certification and the period on which you are awarded. Do not brief them in lines.

Next you can put your work/project (9).....If you are in a manufacturing and other industries, put the departments you have worked. Put your responsibilities, team size, and your contributions. Contributions are more (10)..... because all the employers will spend more time here.

Last but not least, put your personal details at the end. This includes your full name, email, phone number, passport and visa details. Contacts are really important. Make sure you give a phone number reachable always for you.

- (a) important
- (b) details
- (c) mention
- (d) achievements
- (e) qualifications
- (f) designation
- (g) earlier
- (h) companies
- (i) experience
- (j) work

( 10 Marks)

**03. Read the following dialogue and answer the questions.**

Sumith : Yesterday's committee meeting was so boring. It went on and on.

Chitra: Why, what happened?

Sumith : The President that smart guy, went on talking so much I thought he'll never stop!

Chitra: Why didn't the Vice President stop him?

Sumith : She tried her best, but he just ignored her.

Chitra: Anyway what on earth was he going on about?

Sumith : About us – how incompetent, lazy and hopeless we are!

Chitra: Really? I thought he liked us.

Sumith : My foot! He went to town about how we're only interested in reading the papers and drinking tea, and that we don't even know how to write a Memo.

Chitra: But that's not fair, we know how to write Memo.

Sumith : You know what I think, he may be smart but he doesn't know the new format of Memos and stuff.

Chitra: So maybe, it's time he went for a course to upgrade his skills. Shall we suggest it to him?

Sumith :Are you mad? Then the next meeting will be worse – he'll blast us for insubordination.

Chitra: That's not insubordination, it's constructive criticism.

Sumith : Call it what you will, I'm not going to say anything.

Chitra: Typical male behavior and we're considered the weaker sex!

I. Why did Sumith call the meeting "boring?"

.....

II. What's the meaning of "ignored her"?

.....

III. In this dialogue, what does the expression "my foot" mean?

.....



IV. What does “upgrade his skills” mean?

.....

V. What’s the meaning of “insubordination”?

.....

(5 x 3 = 15 Marks)

**04. Assume that you have made a presentation on a selected topic related to your field. Write five sentences on how the presentation made you to develop your English language skills.**

1. ....

.....

2. ....

.....

3. ....

.....

4. ....

.....

5. ....

.....

[2 x 5 = 10 marks]

05. Assume that you are going to apply for a post. Write your curriculum vitae with all the relevant particulars.

(15 marks)

06. Write a "Welcome Address" in 50-75 words to be delivered at a function organized by your faculty. (The structure of the welcome address, punctuations and grammar would be looked into for awarding marks.)

(10Marks)

07. Write a composition on one of the following:  
Word Limit: 250

- a) Importance of English for career Success
- b) Future job market for English Medium Graduates in Sri Lanka
- c) English and Information Technology for the Future development of a nation

(15Marks)