

EASTERN UNIVERSITY, SRI LANKA.

FACULTY OF COMMERCE AND MANAGEMENT
EXTENSION PROGRAMME

FIRST EXAMINATION IN CERTIFICATE IN
BUSINESS ADMINISTRATION - 2005

CBA: 1043 – English for Communication

Index No:

Time: 03 hours

Answer all questions on this paper itself.

For Examiner's use only:

Question Number	Marks Obtained	Maximum Marks
I	10
II	10
III	05
IV	10
V	10
VI	10
VII	05
VIII	15
IX	10
X	15
Total	<u>100</u>

Examiner's Name :

Examiner's Signature :

Date :

15 OCT

Question. I

Fill in the blanks with a, an or the.

My elder brother is [1] Engineer. He works in a private firm. He works at the head office of [2] private firm for two weeks and then he visits [3] firm outlets. He does [4] important job and earns [5] very good salary. The firm manager has now moved into [6] air-conditioned room. It is [7] very beautiful room. [8] room has a round table, five chairs and [9] almirah. But others still have [10] same old things in the rooms.

[1 x 10 = 10 marks]

Question. II

Select the correct prepositions from the box and complete the sentences.

into, on, from, across, by, towards, at, along, among, in

1. My mother gets up 6 o'clock in the morning.
2. The Department of Immigration and Emigration is situated Colombo.
3. The chief guest distributed the prizes the winners.
4. They travelled the Colombo road.
5. There is a flower vase the table.
6. The poem was written Anne Ranasinghe.
7. The passengers rushed the moving train to reserve seats.
8. The ship sailed the Pacific Ocean.
9. The troops are advancing the neighbouring country.
10. A delegation is coming Norway to meet Sri Lankan Prime Minister.

[1 x 10 = 10 Marks]

Question. III

Write a suitable "question tag" to complete each sentence.

Eg: The manager is at the meeting, isn't he?

1. They don't fail to pay their bills,?
2. We can send the catalogues by post,?
3. She isn't in the office today,?
4. You could confirm this by sending a fax,?
5. We shouldn't interrupt the meeting,?

[1 x 5 = 5 Marks]

Question. IV

Match the following words with their meanings. Write the correct letter in the box.

Words	Meanings
a. account	is a sum of money owed. [.....]
b. affidavit	is the day to day recording of transactions of an enterprise. [.....]
c. balance	a book-keeping record of business transactions. [.....]
d. book keeping	a money shortage. [.....]
e. corporation	a written oath [.....]
f. debt	a business operating under a charter. [.....]
g. deficit	the difference between debits and credits. [.....]
h. input	record book of debits and credits. [.....]
i. journal	data fed into computer. [.....]
j. ledger	written record of financial transactions. [.....]

[1 x 10 = 10 Marks]

Question. V

What would you say in the following situations? Write the correct letter of the response in the boxes provided against each situation.

Situations

1. You meet a stranger in the morning. []
2. Your brother got through his CBA examination. []
3. An old-friend met with an accident. []
4. Grand father is recovering from the illness. []
5. You meet your classmate after a long time. []
6. Your friends in the meeting make a lot of noise. []
7. Your family friends are celebrating the new year. []
8. You want the volume of the television reduced. []
9. Your aunty is leaving for London. []
10. You want your servant to keep the house tidy. []

Responses

- a. Wish you a speedy recovery
- b. Wish you a safe journey
- c. Congratulations on your successful results.
- d. Happy new year
- e. Please keep quiet
- f. I'm shocked by the incident
- g. Keep the room cleaned
- h. Glad to meet you
- i. Good morning to you
- j. Could you please reduce the sound?

[1 x 10 = 10 Marks]

Question. VI

Put the correct form of the verb given in the brackets.
The first one has been done for you.

Eg: The employees have not finished [finish] their work yet.

1. Raja [attend] lectures at the EUSL every week end.
2. Tea and Garments [export] from Sri Lanka.
3. The external students [submit] their assignments last week.
4. The earth [rotate] around the sun and itself.
5. The cease – fire agreement [sign] between the Government and the LTTE.
6. It [rain], since yesterday.
7. The sun [set] in the west.
8. There [be] twenty five districts in Sri Lanka.
9. India and Pakistan [have] nuclear weapons.
10. The Indo-Sri Lanka peace accord [sign] in 1987.

[1 x 10 = 10 Marks]

Question. VII

Make the following statements into questions [interrogatives].

Eg: The Prime Minister of Sri Lanka is visiting India.
Is the Prime Minister of Sri Lanka visiting India?

1. We are the external students of the Eastern University.
.....
2. She explained her position to the media.
.....
3. Ram had visited them last year.
.....
3. We visit our parents regularly.
.....
4. The EU President met the leaders last month.
.....

[1 x 5 = 05 Marks]

Question. VIII

Fill in the gaps in the following sentences using the given words.

1. After receiving their enquiry, we sent them a
2. We have just received an for the goods we wanted.
3. Another word for 'buy' is
4. A bill and a letter of credit are both
5. Please inform us when the cargo arrives at its
6. We send a before making up an order.
7. Our agents will the goods to you when they arrive.
8. It's important to include the of each package on all the forms.
9. I've just heard that charges are going up.
10. That firm is our sole of these components.
11. They have added 15% for the charge.
12. When will you be able to the goods to us?
13. The price is 30% higher than the wholesale price.
14. Doing business on the phone with companies is very costly.
15. Before we can accept your order, we require a of 5% of the total price.

down payment

deliver

freight

proforma

purchase

overseas

shipping

dimensions

destination

invoice

retail

supplies

forward

documents

quotation

[1 x 15 = 15 marks]

Question. IX

Assume that your brother/sister has been selected for the Eastern University to follow a degree programme and he/she needs hostel accommodation. Fill in the form neatly & correctly for your brother/sister.

Application for Hostel Accommodation

1. Name in full:-
2. Permanent address:-
.....
.....
3. Distance from the permanent address to university:-
.....
4. Faculty:-
5. Registration No:- 6. Sex:-
7. Name & Address of parent or guardian:-
.....
.....
8. Name & address of person who should be informed in case of emergency:-
.....
.....
9. Signature of applicant:- 10. Date:-

[10 marks]

Question: X

Read the following passage and answer the questions given below.

Firms are a very important part of the economy of a country. They are responsible for producing goods and services. Businesses use materials and change them in some way to produce goods or a service. Businesses come in every shape and size. While the vast majority of the world's businesses are small, large firms often dominate the economy in many countries.

Large businesses offer very much to small ones in a wide variety of ways. In many countries, there are both private and nationalized firms belonging to the government. A small private firm may have just one owner but a very large firm has thousands of shareholders.

In very large firms, the owners have very little to do with the day-to-day running of the firm. This is left to the management. Very large companies may be organized into several large departments, or sometimes divisions. The organizational structure of the companies is very hierarchical with the board of directors at the top and various departmental heads reporting to them. Often the only time the shareholders can influence the board is at the yearly shareholders' meeting.

Some firms may only produce one product or service. Others may produce many different products. In fact they may seem to be like a collection of businesses inside one company. The bigger the business becomes, the further, it may expand geographically. Many large firms have manufacturing plants and trading locations in several different countries, spread around the world.

1] Indicate whether the following statements are true [T] or false [F] according to the passage.

- a) As majority of the World's companies are small, they dominate the economy of many countries.
- b) Nationalized companies are the property of the Government.
- c) Private companies do not have shareholders.
- d) Shareholders in large firms participate in the day-to-day running of the firm.
- e) Department heads of a firm report to the Board of Directors.

2] Answer the following questions in your own words.

a) What plays the major role in a country's economy?
.....

b) Who is at the top of general organizational structure of a large firm?
.....

c) When can the shareholders of a company influence the board?
.....

d) What seems to be like a "collection of businesses"?
.....

e) How will you define "Multinational Companies"?
.....

3] Find words from the given list below to match the meanings.
Write down the word in the space provided.

collection, shareholder, dominate, hierarchy, important, majority

Eg: the large number or amount – majority

a) having or likely to have great effect
.....

b) to have or exercise control or power (over)
.....

c) an owner of shares in a business
.....

d) arranged according to ranks in an organization
.....

e) a set of things of the same type
.....

[15 marks]