01. (a) (i) भाषणविद्युष उद्देश्यांकार (Verbal Communication) असंतूप असेल? 
   (02 पृष्ठभंडार)

(ii) अभ्यासात्मक उद्देश्यांकार भाषणविद्युष (Effective Verbal Communicator) असंतूप असेल म्हणून असंतूप असेल म्हणून मिळालेले विविध प्रकारच्या विषयांमध्ये चर्चा असते? अहिल्याचे प्रश्न (03) विषयांमध्ये बांधूनसारखे.
   (03 पृष्ठभंडार)

(b) (i) लेखनाता उद्देश्यांकार (Written Communication) असंतूप असेल?
   (02 पृष्ठभंडार)

(ii) लेखनाता उद्देश्यांकार असंतूप कसे असेल? अहिल्याचे असंतूप असेल आणि त्याच्या विषयांमध्ये विषयांमध्ये चर्चा असते? (03)प्रश्नांमध्ये विषयांमध्ये बांधूनसारखे.
   (03 पृष्ठभंडार)

02. (a) मित्रांनी केले आणि त्यांनी मित्रांच्या केल्या झालेली अवधारणा (04) जिन्हीनमयी म्हणून.

"एक मित्रासह विषयांतील विषयांतील चर्चा असेल, तेच चर्चा असेल?
(A meeting without an agenda is sure to be a failure)

    (04 पृष्ठभंडार)

(b) (i) कामासंबंधित अवधारणा कसे असेल?
    (02 पृष्ठभंडार)

(ii) काम अवधारणा संबंधित मार्गदर्शक निर्देश  (04) मार्गदर्शक निर्देश.
    (04 पृष्ठभंडार)
03. 在此例中，请分析公司ABC一季度的成本费用情况。根据图表显示，2013年第一季度的成本费用（cost incurred）相比2012年第一季度（first quarter）有所增加，具体数据如下（单位：万元）：

<table>
<thead>
<tr>
<th>项目</th>
<th>2012年</th>
<th>2013年</th>
</tr>
</thead>
<tbody>
<tr>
<td>成本费用</td>
<td>20,000</td>
<td>25,000</td>
</tr>
</tbody>
</table>

成本费用主要包括：
- 原材料费用（bar charts）
- 销售费用
- 管理费用
- 折旧费用
- 税金

图表显示，成本费用的增长主要来自于原材料和销售费用的增加。

04. 假设你是一位公司高管，请就以下问题给出你的看法。

（a）你更倾向于灵活的工作安排（flexible work arrangements）还是固定的上班时间？
（b）你更倾向于哪种工作方式？
（c）你认为哪些因素会影响员工的工作满意度？

（15字以内）
Section B
(Answers to this Section should be in the English medium by all candidates)
(50 marks)

05. Select the most suitable pronouns from the box given below and fill in the blanks in the following sentences.

Write numbers (1) to (10) in your answer booklet, and write the correct pronoun selected by you, against the relevant number.

| it | their | she | ours | him | mine | he | us | her | you | its | they |

(1) My friends promised that ........ would help me with the new business venture.

(2) Ms. Wijeratne is the new Office Assistant. Everyone says ........ work is excellent.

(3) Let me have your driving license, please. ........ drove through the traffic lights just now, when the lights were red.

(4) He opened his briefcase to get the diary, but realized ........ was missing.

(5) The students will hand in ........ projects at the end of the year.

(6) Our fax machine is in good working order, but the fax machines in the head office are better than ........ .

(7) This company is developing faster than ........ global competitors.

(8) I have decided to leave. The decision is ........ and I am free to do as I wish.

(9) My mother was my best teacher. ........ taught me about unconditional love.

(10) We got into the train when the train was about to leave, but all of ........ found comfortable seats. (10 marks)

06. Complete the following sentences selecting the correct verb out of the two verbs given within brackets.

Write numbers (1) to (10) in your answer booklet, and write the correct verb, selected against the relevant number.

(1) What’s he doing? Is he ........ (repairs / repairing) the computer?

(2) When I left the office at 7 o’clock yesterday, it ........ (is raining / was raining) hard.

(3) She usually ........ (eats / eat) lunch at the office canteen.

(4) My secretary started typing the report half an hour ago and now he ........ (has finished / had finished) typing it.
When I joined the company it ........ (had been running / has been running) at a loss for several years.

Up to yesterday I had written three letters, now I have written five letters and by tomorrow I ........ (will have written / have written) ten letters.

Large quantities of cinnamon ........ (are exported / is exported) from Sri Lanka every year.

Usually book-keeping ........ (was taught, is taught) in Accountancy.

At the moment he ........ (has been questioned / is being questioned) by the tax officer.

If I were you, I ........ (would apply / will apply) for the job.    (10 marks)

07. Words of the answers to each of the following 10 questions given within brackets are not in the proper order.

You are required to re-arrange those in the correct meaningful order, as shown in the example, and write in your answer booklet from (1) to (10).

Example:

<table>
<thead>
<tr>
<th>Question:</th>
<th>How many members are there in your family?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(family / my / members / four / in / are / there)</td>
</tr>
<tr>
<td>Answer:</td>
<td>There are four members in my family.</td>
</tr>
</tbody>
</table>

(1) How many levels are there in the AAT examination?
    (AAT / there / levels / examination / are / three / in / the)

(2) Why was the tax on imported items increased?
    (exports / government / to / wants / because / encourage / the)

(3) What is your ambition?
    (become / ambition / to / is / an / my / accountant)

(4) How old are you?
    (old / years / am / I / twenty)

(5) What is the staple food in Sri Lanka?
    (and / is / it / curry / rice)

(6) Why is it important to have computer knowledge?
    (computerized / because / is / it / everything / now / is)
(7) What is your favourite game?
(cricket / favourite / is / game / my)

(8) When did AAT reach its Silver Jubilee?
(reached / 2013 / its / silver jubilee / AAT / in / year / the)

(9) Do you like to listen to good music?
(it / oh, yes / love / I)

(10) Why should you learn the English Language?
(language / English / because / is / an / international) (10 marks)

08. Select the appropriate articles (a / an / the) out of those given within brackets to fill in the blank in each of the following sentences.

Write numbers (1) to (10) in your answer booklet, and the selected article, against the relevant number.

(1) Every two years ........ (a / an) election is due to be held by the Association.

(2) Improving the quality of life of the people is ........ (an / the) responsibility of the state.

(3) The residents staged ........ (a / an) protest over pollution of drinking water.

(4) Engaging in telephone conversations while walking on the road has caused many ........ (a / an) accident.

(5) Global warming is identified as ........ (an / the) cause for many natural disasters.

(6) President Mandela is definitely ........ (a / an) outstanding world leader of this century.

(7) Sachin Tendulkar of India received ........ (a / the) highest honour as a cricketer.

(8) AAT Sri Lanka is ........ (a / an) Educational Institute for accounting students.

(9) Discipline should be made ........ (a / the) most important aspect of Education.

(10) The lecturer received ........ (a / an) token of appreciation from the students.

(10 marks)
09. Given below are ten (10) pairs of sentences. Use the given linking word/s and join each pair of sentences to form a single (one) sentence. Study the example given. You may have to remove words from some of the sentences.

Write the ten (10) completed sentences in your answer booklet.

**Example:**

<table>
<thead>
<tr>
<th>Question:</th>
<th>Answer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>We knocked on the door. There was no answer. (but)</td>
<td>We knocked on the door, but there was no answer.</td>
</tr>
</tbody>
</table>

(1) Darani admired my computer. The computer was a gift from my parents. (which)

(2) The story was not true. Everyone believed it. (even though)

(3) Susantha works in the Accounts Department. He is getting a promotion. (who)

(4) Sumudu speaks French. Sumudu speaks Hindi. (and)

(5) You can go home early. You can stay and watch a movie. (or)

(6) This is my friend Tarun. He was the best speaker at yesterday’s debate. (who)

(7) The lecturer said something. It made the students laugh. (which)

(8) The letter took a long time. It arrived in the end. (nevertheless)

(9) She rides a bicycle. She saves money on travelling. (so that)

(10) When Lal’s car needed repairs he called his friend Raj. Raj’s brother is a mechanic. (whose)

(10 marks)