01. (a) (i) "维尔通 วิทยานิพนธ์" (Verbal Communication) ฉัน จัดเจรจา? (เต่า 02)

(ii) ผู้คนจะต้อง "维尔 วิทยานิพนธ์" (Effective Verbal Communicator) ดีค่ะ ฉันสงสัย่ะ ฉัน, ฉัน คุณ ใช้ วิธีการ คัดเลือก บรรณาธิการ ฉัน ต้อง จัดเจรจา? ฉัน ต้อง จัดเจรจา (03) ฉันจัดเจรจา บรรณาธิการ. (เต่า 03)

(b) (i) "维尔 วิทยานิพนธ์" (Written Communication) ฉัน จัดเจรจา? (เต่า 02)

(ii) 维尔 วิทยานิพนธ์ ฉัน ก่อน (03) ฉันจัดเจรณาธิการ. (เต่า 03)

    (เต่า 10)

02. (a) ฉัน จัดเจรณาธิการ ฉัน ต้อง ฉัน บันทึกเที่ยว อ่าน อ่าน ฉัน บรรณาธิการ (04) ฉันจัดเจรณาธิการ.

" สินะ ต้อง ฉัน ได้ "มินิมัล" ศิลปิน ฉัน ต้อง " "

(เต่า 04)

(b) (i) "มินิมัล นิยาม" (minutes of meetings) ฉัน จัดเจรจา? (เต่า 02)

(ii) ฉันจัดเจรณาธิการ ฉัน ต้อง ฉัน บรรณาธิการ (04) ฉันจัดเจรณาธิการ. (เต่า 04)

    (เต่า 10)
03. දෙතුමා අපනි අමතරව උත්පාදනය ස්ථානය ආරම්භ කරනු විසින් ABC ප්‍රධානින් අංකයේ පෙර මෙම උත්පාදනය ආරම්භ කරනු බහුලව ගැනීම නොවේ. පෙරමුඳු අංකයේ උත්පාදනය ආරම්භ කරනු බහුලව ගැනීම නොවේ (bar charts) මෙම අංකයේ උත්පාදනය ස්මාරක ඇති කරමු. එය පෙරමුඳු අංකයේ උත්පාදනය වේ 2012 විටෙකින ආරම්භ සමඟක් සැලකීම 2013 විටෙකින ආරම්භ සමඟක් සැලකීමේ නොවේ. මෙහෙවම මෙම අංකයේ උත්පාදනය අරමුණ ආරම්භ කරනු බහුලව ගැනීම නොවේ.

04. ගැණීම අංකයේ උත්පාදනය සමග අපනි උත්පාදනය කිරීමක් අනුරූපයෙන් මෙම උත්පාදනය ආරම්භ කරනු බහුලව ගැනීම නොවේ. ඉතිහාසීක සමග ආරම්භ කරන අතර උත්පාදනය ආරම්භ කරනු බහුලව ගැනීම නොවේ. මෙම විධානය (questionnaire) මෙම උත්පාදනය කිරීම නොවේ කිරීම ෂිරියේ?

*ම.ස. 08.00 සහ ප.ස. 04.00 අතර වන සිට ගැනීම වේ වේ? මොන  ම.ස. 10.00 සහ ප.ස. 06.00 අතර වන සිට ගැනීම වේ වේ?*

මෙම උත්පාදනය සමාජයේ උත්පාදනය විශේෂ විධානයක් අතර ඇති කැටයුතු නොවේ:
- මෙමෙන්මා උත්පාදනය විධානය පිහිටි බිලියම්, මෙමෙන්මා උත්පාදනය පිහිටි සංවිධානය අතර මේ යනු නොවේ.
- ඉතිහාසීක විධානය ආරම්භ කරනු ලබන්නේ ඛිත්තු වන්නේ  උත්පාදනය විධානය /  දෙවින් සමග ඇති ප්‍රධානිය  බිලියම්, මෙමෙන්මා බිලියම්.
- මෙමෙන්ම උත්පාදනය ආරම්භ කරනු ලබන්නේ දෙවින් විධානය උත්පාදනය දක්වාද නොවේ:
  (a) ආරම්භයේ,  
  (b) සමාජයේ,  
  මෙමෙන්ම වේ.  

(තලය 15)
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.

<table>
<thead>
<tr>
<th>it</th>
<th>their</th>
<th>she</th>
<th>ours</th>
<th>him</th>
<th>mine</th>
<th>he</th>
<th>us</th>
<th>her</th>
<th>you</th>
<th>its</th>
<th>they</th>
</tr>
</thead>
</table>

(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.
(5) When I joined the company it ......... (had been running / has been running) at a loss for several years.

(6) 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.

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

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

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

(10) 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>(family / my / members / four / in / are / there)</td>
<td>–</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)