**Section A**
(50 marks)

01. Select the most suitable group of words from the list (a) to (j) given below to fill in the blanks (in dotted lines) in order to complete the dialogues (1) to (10).

Write numbers (1) to (10) in your answer booklet, and write the letter assigned to the group of words selected by you, against the relevant number.

<table>
<thead>
<tr>
<th>(a) any better this year</th>
<th>(b) get the approval from</th>
<th>(c) organizing the conference</th>
<th>(d) for policy formation</th>
<th>(e) have to maintain</th>
<th>(f) petty cash payments</th>
<th>(g) what I have to do</th>
<th>(h) on awards for Annual Report</th>
<th>(i) an important meeting</th>
<th>(j) am studying for</th>
</tr>
</thead>
</table>

(1) Samanthi : Could you please help me with the tax files?
Suresh : Yes indeed. Please tell me .......................... .

(2) Wijesiri : Is the newspaper article ................................ ready?
(Chairman) Secretary : Yes sir. I’ll send it to you today.

(3) Jagath : What are the duties of the Chairman of your company?
Manoj : He is responsible ................................. .

(4) Roshan : Why didn’t you go to office this week?
Lakshman : Well, I ................................. my final examination next month.

(5) Jayasena : Did you record all ................................. in the cash book?
Ramani : Sorry sir. I haven’t done it yet.

(6) Lal : Was the memo on office regulations sent to all staff members?
Sam : No. We still have to ................................. the Chairman.

(7) Lal : Why don’t you get it done today?
Sam : The Chairman is at ................................. .

(8) Ruberu : I hear you were having problems with your business last year. Is there ................................. ?
Charles : There’s quite an improvement.
02. Today e-mail has become a widely used mode of business correspondence, but many business enterprises still use the ordinary mail system, through which letters are sent and received.

Write a paragraph on “E-mail and Ordinary Mail”.

Include the following in your paragraph:

- A short introduction describing the two systems: E-mail and Ordinary Mail.
- Two(02) advantages and two(02) disadvantages of both E-mail and Ordinary Mail. (10 marks)

03. You have just heard that “John Browns Leisure Group” has won one of the most prestigious awards - “The Best Inbound Tour Operator for the year 2012” in the hospitality trade.

As the Director of the Travellers’ Association of Sri Lanka, Colombo 5, write a letter to the Managing Director, John Browns Leisure Group, Ward Place, Colombo 07, congratulating him and the staff for winning the award for the second consecutive year.

Include the following too in your letter:

- Express your appreciation and warm feelings.
- Say what winning this award proves (eg: the company is the best)
- A request to continue the good performance.
- Convey good wishes for the future. (15 marks)

04. You are the area Manager of a company which deals with the selling and servicing of Agro machinery and equipment. You have been appointed by the Management to find a suitable location to open a new Sales and Services Station in the Southern Province.

You have carried out a survey in Hambantota and collected the following information:

| (1) Existing situation in Hambantota, Extent of land under cultivation: | Increased from 1,000 to 2,500 hectares. More people are involved in agriculture. High demand for Agro machinery and equipment. Not enough “Sales and Service Station” in Hambantota. |
| (2) Suitable location found: | A building with two acre bare land with all facilities, rent affordable. |
| (3) Staff requirement | Unemployed youth in the area can be deployed. |

Write a report of 150 - 175 words to the Chairman of your company, including the above information and your recommendations. (15 marks)
05. Select the most suitable verb form from the two verb forms given within brackets to fill in the blanks in dotted lines in each of the following sentences.

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

(1) Your letter ................ (is answered, will be answered) within the next three days.
(2) My boss usually ................ (come, comes) to office very early.
(3) I ................ (learnt, learn) to drive a car at the age of sixteen.
(4) The Manager ................ (does, hasn’t) signed the cheques yet.
(5) I ................ (will be going, going) to office when I’m well enough.
(6) The clerks ................ (were, will be) filing the documents when we went in.
(7) The company ................ (went, is going) bankrupt last year and we were disappointed.
(8) They ................ (have been, will be) working in this office since 1998.
(9) The restaurant ................ (was open, was opened) by my father a long time ago.
(10) The Accountant ................ (plan, is planning) to publish the report this month.

(10 marks)

06. Select the most suitable word from the words given within brackets to fill in the blanks in dotted lines in each of the following sentences.

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

(1) Thank you for your ................ (kind, kindly) letter.
(2) These students are from ................ (different, difference) parts of the country.
(3) There is some ................ (exciting, excited) news about our profits this year.
(4) Our Manager has a very ................ (interesting, interested) way of speaking.
(5) A key feature of an ................ (auditor, auditor’s) report is the “basis of opinion”.
(6) My Teacher has taught me the ................ (importance, important) rules of grammar.
(7) Their ................ (main, mainly) income is generated from the sale of books.
(8) The office staff treated us in a very ................ (friendly, friendlier) manner.
(9) Include all your ................ (personal, personnel) details in your application.
(10) I am studying ................ (finance, financial) accounting these days.

(10 marks)
07. **Select the most suitable phrasal verb** from the list given in the box below to fill in the blanks in dotted lines in each of the following sentences.

Write numbers (1) to (10) in your answer booklet, and write the most suitable phrasal verb selected by you, against the relevant number.

<table>
<thead>
<tr>
<th>get on</th>
<th>switched off</th>
<th>Put off</th>
<th>looking forward</th>
<th>get up</th>
</tr>
</thead>
<tbody>
<tr>
<td>went up</td>
<td>gave up</td>
<td>turned up</td>
<td>get back</td>
<td>broke down</td>
</tr>
</tbody>
</table>

(1) I usually ............ at 5.00 a.m. in the morning.
(2) Kamal ............ the air conditioner before leaving office.
(3) She ............ to the manager and explained her problem.
(4) I am ............ to a favourable reply from you.
(5) Our photocopier ............ while I was copying a document.
(6) We had to ............ to work after a quick lunch.
(7) It is very easy to ............ with Ravi as he is a kind man.
(8) He ............ his studies and started a business.
(9) Quite unexpectedly Shan ............ for the interview.
(10) We decided to ............ the meeting until tomorrow. (10 marks)

08. **Select the most suitable word** from the two words given within brackets to fill in the blanks in dotted lines in each of the following sentences.

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

(1) The lecturer spoke ............ (*loud, loudly*).
(2) The cashier, ............ (*careless, carefully*) counted the money.
(3) Rasika worked ............ (*hard, hardly*) and achieved his goals.
(4) Auditing and Accounting are two ............ (*close, closely*) related subjects.
(5) I ............ (*never, ever*) leave the office before 5.00 p.m.
(6) ............ (*Sometime, Sometimes*) we eat at the canteen.
(7) At the sports meet Kapila’s jump was the ............ (*highest, higher*) and he was placed first.
(8) She was typing ............ (*steadily, steady*) for five hours.
(9) We must walk ............ (*deep, deeply*) into the jungle to see the ruins.
(10) I felt ............ (*bad, badly*) as I could not help the client. (10 marks)
09. **Use punctuation marks and capital letters** wherever necessary and correct the ten (10) **incorrect** sentences given below.

Write the corrected sentences in your answer booklet.

(1) this is lasantha from business investment association

(2) we have audited the accounts of sunshine pvt ltd

(3) where did you put the accounting books

(4) professor malani ratnayakes speech last sunday was impressive

(5) i have followed a course at the national institute of education at maharagama

(6) oh i cannot believe susanthi you defeated that boasting wasanthi

(7) the lecturer said i have done my part it is up to you now to perform

(8) he said that he would tell the truth if nishan was released

(9) did you say we have human rights in sri lanka

(10) we have two examinations one in january and the other in july

(10 marks)