

Examiner's Report

Final Examination – July 2011

(62) Business Communication - II

Question No. 01 - (Marks Allotted 15)

- (A) Marks allotted 5 No. attempted 100%
Accounts, commerce and business related vocabulary.

Satisfactory response; gaps in business related sentences have been correctly filled. All candidates have attempted this.

- (B) Marks allotted 10 No. attempted 80%
Test of passive transformation

A speech of the Managing Director in point form to convert to the reported speech. Very poor response. Less than 20% received all correct.

The reason for poor response is that more than two changes from direct to indirect included in the sentences. The grammatical skill of most candidates not developed to that extent.

Question No. 02 - (Marks Allotted 10)

No. attempted 90%

Preparation of a draft tender notice based on facts provided.

Easy exercise. Response of those attempted satisfactory. It is within the capabilities of the candidates, since it was a matter of completing the format using the given data.

Question No. 03 - (Marks Allotted 15)

No. attempted 70%

Basic report writing using non-verbal input.

The input (graph) provided is simple, no complications. Few candidates were able to use the full quota (150) words required. Students performance are not in satisfactory level.

More practice on commenting on trends is suggested.

Question No. 04 - (Marks Allotted 15)

No. attempted 85%

Writing of a presentation on given data or writing a memo.

Students response were satisfactory. A written presentation on the given draft and the memo comes more or less to the same. 150 words requirement was not adhered to.

Question No. 05 - (Marks Allotted 10)

No. attempted 90%

Writing a letter of complain based on given data.

Response satisfactory. But the candidates away from urban centers showed many weaknesses.

Question No. 06 - (Marks Allotted 15)

No. attempted 100%

Reading comprehension

The most candidates found the questions in manageable since it is relevant to their subject area. Many were able to extract answers without much difficulty. But it has to be pointed out that most were not made using their own words but chunks from the passage.

Question No. 07 - (Marks Allotted 20)

No. attempted 65%

Essay Writing.

Response of those who attempted can be graded as successful.

Many have attempted topic No. 1 – qualities of a good Accounting Technician.
The essays are of a fairly high quality.

The other topic that was selected by a fair number was No.3 – Has the computer created or killed jobs. But the arguments expressed were not powerful and not effective enough.

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