01. (A) You are required to fill in the blanks in dotted lines in the following passage with the most suitable words, selected from those given within brackets in the blanks numbered (1) to (5).

Write down numbers (1 to 5) in your answer booklet, and write the correct word for each blank dotted line against each number.

How do managers keep good, talented employees on their teams? This question is frequently (1) ............ (asked / requested) from managers working with high quality employees. If an employee is really good, the company as well as the (2) ............ (employees / competitors) in the market get to know about it.

When things get uncomfortable for that employee or the grass starts to look (3) ............ (greener / grown) outside, there is a risk of the company (4) ............ (lost / losing) him or her.

So it is up to the managers to create an (5) ............ (environment / culture) in which these talented individuals can stay and perform even better.

(05 marks)

(B) In each of the five(05) sentences given below, one word is underlined (bold).

Select the word which has the same meaning of the underlined (bold) word from those given in the following box.

Write down numbers (1 to 5) in your answer booklet, and write the word selected by you against each number.

| determined | praiseworthy | pilfer | pending | plentiful |

(1) The chairman in his speech said, the exceptional performance of the production division of our company was commendable.

(2) The bountiful harvest gathered was attributed to the use of organic fertilizer and the conducive weather conditions.

(3) Successful administrative assistants remain resolute in the face of difficult tasks and difficult bosses.

(4) It is considered a white collar crime to steal funds from the company for which one works.

(5) The expected visit of the auditors has made everyone in our office very active.

(05 marks)
(C) In each of the following sentences one word is underlined. From those words given in the box below select the word which has the **opposite meaning** of the underlined word.

Write numbers (1 to 5) in your answer booklet, and write the word selected by you against each number.

<table>
<thead>
<tr>
<th>unrealistic</th>
<th>rigid</th>
<th>permanent</th>
<th>insignificant</th>
<th>denied</th>
</tr>
</thead>
</table>

(1) Even though the budgetary approval was granted we could not make any new purchases for the office.

(2) We need to hire a temporary data entry operator to help us with our increased workload.

(3) They definitely have to develop a plan that will be financially feasible in the next quarter.

(4) Most of our clients are quite flexible; meeting their needs is easy.

(5) Mr. Perera a prominent member of the local community started his career as a teacher.

(05 marks)

(D) Construct five(05) **sentences in question form** to bring out the meaning of any five(05) words in the following box:

<table>
<thead>
<tr>
<th>confiscation</th>
<th>conflict</th>
<th>depreciate</th>
<th>inflation</th>
<th>stationery</th>
</tr>
</thead>
<tbody>
<tr>
<td>surplus</td>
<td>value</td>
<td>assets</td>
<td>interest</td>
<td>cost</td>
</tr>
</tbody>
</table>

(05 marks)

(Total 20 marks)

02. You are the Senior Accountant of **Sun Rays (Pvt) Ltd.**, a company that occupies its own building at No.22, Gemunu Road, Kottawa. The second floor of the building will become vacant within three months, and the Directors of your company have decided to use the second floor for its own Accounts Department. You have been requested to arrange for furniture for the staff consisting of 12 employees.

Draft a letter to be sent to a supplier of furniture stating the floor area and your requirements and calling for quotations. Assume that the existing used furniture is to be disposed of, and that you basically require tables, chairs and filing cabinets only.

(10 marks)
03. Study the following bar chart relating to Foreign Exchange Earnings. Write a paragraph interpreting the information in the chart, commenting on trends, and comparing figures of relevant years. You may include any other observations you wish to make.

Use about 150 words.

![Sources of Foreign Exchange Earnings](chart)

04. You are an Accounts Assistant at **ACB (Pvt) Ltd.** an agro-chemical industrial company marketing the product “Maduru Maraya”, a spray used to prevent breeding of dengue mosquito. The company has received several complaints from purchasers that the product is outdated and non-effective. On receipt of the complaints you have been provided with the relevant documents and stock verification records. You discover that a few outdated products have been issued to sales staff inadvertently.
(a) It is your duty to send a reply to all the customers who purchased the product and sent complaints. Draft a common brief reply to be sent to all the complainants. (Write only the body of the letter. Do not write the addresses, date, salutation, ending, etc.)

Include the following in your reply:

- an apology for the mishap.
- a promise to refund the money paid by them.
- a request to return the invoices.  

(b) Write a very brief report in summary form to be submitted to the management giving the facts relating to the complaints, recommending remedial action for the future.  

(Total 10 marks)

05. You are a junior executive of an Educational Institute, conducting professional courses for school leavers, specially targeting those who do not qualify to enter the university system.

The courses available are in the following fields:

- Accounting & Auditing.
- Industry & Commerce.
- Taxation.

You have been asked to prepare a questionnaire to be sent out to prospective applicants. Write the questionnaire. Include about 08 questions / prompts to get all necessary information from prospective candidates.

Give a title to the questionnaire.

(10 marks)
Under proposed changes to a global ethics code for accountants, while auditors must report a suspected fraud to outside authorities, management accountants need only report their suspicions internally. At the same time, if corporate accountants spill the beans to CFOs, finance chiefs must report what they have learned to either senior executives or the audit committee of the board.

As a matter of principle, corporate accountants have always maintained companies' finances. But there has never been any guidance concerning when that confidentiality should be breached.

In the case of suspected or other illegal acts, however, the International Ethics Standard Board for Accountants (IESBA) an independent standard setting board, is finally suggesting new steps that different accountants should take to disclose that information to management, the board, or external sources. Recently the IESBA issued an exposure on how professional accountants should disclose suspected illegal acts committed by a client or employer. The draft adds changes to the code of ethics for professional accountants, which was first revised in 2009.

The IESBA exposure draft distinguishes between auditors and corporate and other professional accountants. If the suspected illegal act affects financial reporting or is within the expertise of the auditor, the auditor would be required to discuss the issue with management and the audit committee. If the response within the company is, in the auditor's judgement, "not appropriate" and "of such consequence that disclosure would be in the public interest," the auditor must disclose the suspected illegalities to the appropriate external authorities," according to the proposal.

For other professional accountants including those who work for corporations the approach would be similar except for one thing: while auditors are required to report to an appropriate authority, staff and other accountants serving the company would be only obliged to discuss it with management and the audit committee.

“For professional accountants it is not a requirement to disclose to an appropriate authority; it is a right they are expected to exercise” explained an official at IESBA who preferred to remain anonymous. “We recognize the fact there are accountants at all levels within the organization,” the official added. “For an accountant to have a requirement to always report might be going a little too far, so that's why we have that slightly different test.”

All this added responsibility for accountants, however, is not expected to lessen the role the CFOs must play in ensuring their company's financial reporting runs as accurately as possible. If a finance chief is told by his or her staff accountant about a suspected illegal act, the CFO would be governed by the same code of ethics, since he or she is in the accounting reporting chain. “All professional accountants have a part to play here if they encounter suspected illegal acts. A distinguishing mark of the accounting profession is its responsibility of acting in the public interest,” the IESBA official said.
(1) According to the text what are the two(02) main categories involved in reporting illegal acts?

(2) What was lacking in the Code of Ethics, last revised in 2009, that triggered the IESBA to propose further changes?

(3) What is the criterion that compels CFO’s to follow the code of ethics?

(4) What is the most important social responsibility of the accounting profession as identified in this text?

(5) Which of the following gives the meaning of the phrase "spill the beans" used in the text?
   - hide confidential facts.
   - reveal secret information.
   - collect as many facts as possible.  (15 marks)

07. Write an Essay on any one(01) of the following topics. Use about 200 words.
    Your essay will be assessed on the following criteria:
    • Introduction and conclusion.
    • Content.
    • Language and organization and logical presentation of ideas.

        or
        The Tourism Industry of Sri Lanka.

    (2) Is Financial Accounting essential for the success of a business?

    (3) Modern methods Vs traditional methods of auditing.

    (4) Barriers to effective interpersonal communication.

    (5) The need for English in the world of work.

    (6) Success in life is measured by the amount of money earned.  (20 marks)