



ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA

TALENT (SKILLS) CAPSTONE - JULY 2015

(SS1) EFFECTIVE COMMUNICATION SKILLS

- **Instructions to candidates** (Please Read Carefully):

- (1) **Time:** 02 hours.
- (2) **All questions should be answered, in the answer booklets provided.**
- (3) **Answers should be in English medium by all candidates.**
- (4) **100 Marks.**

25-07-2015
Afternoon
[3.30 – 5.30]

No. of Pages : 08
No. of Questions : 07

SECTION A

Three (03) compulsory questions

(Total 40 marks)

Question 01

Select the **most correct word or phrase** for question No. 1.1 to 1.15. Write the number of the selected answer in your answer booklet with the number assigned to the question.

- 1.1** The teacher advised the pupils a lot of time watching TV, but to read English books and newspapers.

- (1) do not spend
- (2) not to spend
- (3) to not spent
- (4) to not spending

- 1.2** Cycling is a good form of travelling any fuel and it doesn't pollute the environment.

- (1) because it doesn't need
- (2) not that it needs
- (3) not only because it needs
- (4) as it has no need

- 1.3** A new advisory committee has been appointed to look into student unrest a growing concern at present.

- (1) this has become
- (2) which is became
- (3) which has become
- (4) that becomes

- 1.4** It is not quite clear when although there are many theories on "origin of life on earth".

- (1) did life begun
- (2) life begins
- (3) life began
- (4) do lives begin

- 1.5** The supervisor was disappointed because the workers
- (1) failure to come on time. (2) permitted to do the work.
 (3) has entered the main building. (4) had not reported to work.
- 1.6** If he up within two days we will start searching for him.
- (1) didn't turn (2) doesn't turn
 (3) did turned (4) do turning
- 1.7** The staff members praised decision to prohibit smoking in office.
- (1) the management that the (2) that the management's
 (3) that management for (4) the management for its
- 1.8** Neither John nor his wife Mary to live in New York.
- (1) want (2) wants
 (3) are wanting (4) have wanted
- 1.9** No one is hundred percent sure of for them.
- (1) what the future is held (2) the future holds what
 (3) what the future holds (4) the future's hold
- 1.10** harder, they would have achieved their goals faster.
- (1) Have they work (2) Had they worked
 (3) They work (4) They are working
- 1.11** We didn't know why cancelled without a warning.
- (1) the project was (2) are the project
 (3) the project were (4) has the project
- 1.12** The food served in this small restaurant is of any five star hotel.
- (1) tasty than the food (2) as tasty or better than
 (3) as or tastier than (4) tastier than that

1.13 Their apartment had three rooms,..... one was used as the nursery.

- (1) of that the large
- (2) of those larger
- (3) out of which the largest
- (4) the largest of which

1.14 In the past three months the government spent twice on education as it did in the previous years.

- (1) as many
- (2) much more
- (3) more than
- (4) as much

1.15 Being a charitable organization the "RESCUE US" movement a series of activities to raise funds for the less privileged.

- (1) carried
- (2) carried in
- (3) carried out
- (4) carried off

(15 marks)

Question 02

Complete each numbered blank in the following text converting the **verb** given within brackets into the correct form of the verb using more than one word if necessary. Write the correct form of the verb in your answer booklet with the number assigned to the blank:

Communication a long time ago

In this age of texts and tweets, it is easy to send messages. You just press a few buttons, and bang! your message (1) (*send*) and it is received in just a few seconds. Distance is no longer an issue. But things weren't always so easy.

In 1848 gold (2) (*find*) in California. Thousands of people (3) (*rush*) there to get some gold. Many people liked (4) (*live*) there and wanted their families to join them, but there was no phone, no train, and simply no easy way to communicate. What did they do? Well, they used the "Pony Express".

The Pony Express was the fastest way to get news and messages to and from the West. The trail that it (5) (*ride*) was around 2000 miles long.

It (6) (*take*) most people months to ride that far, but the Pony Express (7) (*can*) make the trip in just ten days. Such speeds were unheard of at that time. So how (8) (*do*) they do it? Well, they had a good system.

The Pony Express had 184 stations along the trail. The stations were about ten miles apart. This is about how far a horse could run at a gallop before getting (9) (*tire*). The rider (10) (*will*) switch to a new horse at each station taking only his mail pouch with him. Every 75-100 miles, the rider would get to a home station. At each home station, the rider had to take his much needed rest. Before (11) (*rest*), he would give his mail pouch to a new rider. The mail never (12) (*stop*) moving even while the horses and riders rested.

The Pony Express filled an important role for a time, but it (13) (*do*) not last. On October 24th, 1861, the first telegraph line to California (14) (*establish*). This linked them to the rest of the country. People could send messages in an instant. Two days later the Pony Express (15) (*end*) its services. But the spirit of the brave riders lives on even today.

(15 marks)

Question 03

Select the most suitable **verb** out of those given within brackets to fill each numbered blank. Write the selected answer in your answer booklet with the number assigned to the blank.

Dear Jason,

I received your letter yesterday. So here I'm (1) (*write, writing*) a reply to you.

I'm really happy to know that you have finally (2) (*reached, reach*) Lancaster safely and (3) (*settle, are settled*) down in your uncle's house.

It feels like such a long time since the last time I (4) (*seeing, saw*) you, but it's only been a several months. So far my summer (5) (*has been, was been*) great!

I spend all my weekends at the beach. I am getting a nice tan and you can no longer say I look pale. I have (6) (*been playing, being playing*) volleyball, surfing and making friends. Just this past weekend I won the second place in a sandcastle (7) (*built, building*) contest!

On weekdays I work. I (8) (*driving, drive*) an ice cream truck around and sell ice cream to the kids on the beach. It is so cool. This is a combination of the two things I love most, ice cream and the beach. The pay isn't good, but I (9) (*am loving, love*) the job so much.

I hope you (10) (*are having, have*) an amazing time too. Do you like to meet up here in Devon, some time before college starts?

I look forward to hearing from you.

Your friend,

Nathan

(10 marks)

End of Section A

SECTION B

Three (03) compulsory questions

(Total 40 marks)

Question 04

Read the following text to answer the questions given at the end of the text:

WATER

Many people may take drinking water for granted, but keeping hydrated can have a huge impact on overall health. Despite how crucial it is that people drink enough water, a significant amount of people may be failing to drink recommended levels of fluids each day.

About 70% of the human body is comprised of water, and 71% of the planet's surface is covered by water. Perhaps it is the ubiquitous nature of water that makes drinking enough of it each day is not at the top of many people's lists of healthy priorities.

One part of the body that relies on adequate water intake is the kidney. The kidneys are organs that might not get as much attention as the heart or lungs, but they are responsible for many functions that help keep the body as healthy as possible.

Why do we need to drink water? Water is needed by all the cells and organs in the body in order for them to function properly. It is also used to lubricate the joints, protect the spinal cord and other sensitive tissues, regulate body temperature and assist the passage of food through the intestines. Water also helps dissolve minerals and nutrients so that they are more accessible to the body, as well as helping transport waste products out of the body. It is these functions that make water essential for a healthy body.

Although some of the water required by the body is obtained through foods with a high water content - soups, tomatoes, oranges - the majority is gained through drinking water and other beverages.

During normal everyday functioning, water is lost by the body, and this needs to be replaced. It is noticeable that we lose water through sweating, but water is even lost when breathing.

Drinking water, be it from the tap or a bottle, is the best source of fluid for the body. Beverages such as milk and juices are also decent sources of water, but beverages containing alcohol and caffeine, such as soft drinks, coffee and beer, are less than ideal due to having diuretic properties, meaning that they cause the body to release water.

The recommended amount of water that should be drunk per day varies from person to person depending on factors such as how active they are and how much they sweat. There is no universally agreed upon threshold of water consumption that must be reached, but there is a general level of consensus as to what a healthy amount is.

According to the Institute of Medicine (IOM), an adequate intake for men is approximately 13 cups (3 liters) a day. For women, an adequate intake is around 9 cups (2.2 liters)

The Centers for Disease control and prevention CDC make a number of suggestions that could help people increase the amount of water they normally drink:

Carrying a water bottle with you means that fluid can be accessed when out and about, at work or running errands. This water can be frozen in freezer-safe water bottles to provide a supply of ice-cold water all day long, which can be more satisfying than other beverages in certain situations. Adding a wedge of lime or lemon to water can give it a different edge that may improve its taste without affecting its nutritional value.

Drinking enough should be an easily achievable health goal. "Under normal conditions, most people can drink enough fluids to meet their water needs," states the CDC. Although it is a relatively simple step to take, it can easily get overlooked as part of increasingly hectic lifestyles.

Select the most correct answer according to the information given in the passage for question number 4.1 to 4.10. Write the number of the selected answer in your answer booklet with the number assigned to the question.

4.1 Being hydrated is

- (1) not very healthy.
- (2) taken seriously.
- (3) not so easy.
- (4) good for health.

4.2 According to the text, a significant number of people drink

- (1) more water.
- (2) less water.
- (3) correct amount.
- (4) enough water.

4.3 Kidneys as the heart or lungs.

- (1) do not get consideration
- (2) get equal attention
- (3) function as a store
- (4) get neglected

4.4 One essential function of water that keeps us healthy is

- (1) Its ability to fight germs.
- (2) the lubrication of joints.
- (3) spreading of diseases.
- (4) its neutral taste.

4.5 Water automatically enters the body through

- (1) food.
- (2) drinking.
- (3) sweating.
- (4) exercise.

4.6 Drinking water from a tap is said to be the

- (1) wrong choice to make.
- (2) second best source.
- (3) ideal fluid source.
- (4) less ideal source.

4.7 Losing water from the body is one disadvantage of drinking

- (1) juices.
- (2) water.
- (3) milk.
- (4) coffee.

4.8 The amount of water a person should drink depends on

- (1) the body weight.
- (2) one's activeness.
- (3) the amount of sweat.
- (4) Both answers in (2) and (3).

4.9 The Centers for Disease Control and Prevention says

- (1) women need to drink less water than men.
- (2) men need 13 cups of water per day.
- (3) ice cold water is more satisfying than other beverages.
- (4) men and women should drink the same amount of water.

4.10 The text says, makes some people neglect their health.

- (1) Ignorance
 - (2) a busy life
 - (3) carelessness
 - (4) a problem in life
- (20 marks)

Question 05

Read the following situations and write appropriate **short dialogues** in your answer booklet with the number assigned to the question as shown in the example given below:

Example: You meet your English teacher, Miss. Adams in the morning. Greet her.

You (Samitha) : Good morning madam.

Your Teacher : Good morning Samitha.

(1) Your friend is sitting for an examination. Wish him.

You :

Your Friend :

(2) Ramani's mother is in hospital. Ask Ramani about her.

You :

Ramani :

(3) A new student has joined your English class. Welcome him/her.

You :

New Student:

(4) You got late to a meeting. Tell your boss why you got late and apologize.

You :

Your Boss :

(5) Your book on Accountancy is missing. Ask your sister whether she saw it.

You :

Your Sister :

(10 marks)

Question 06

Dr. Wijaya Godakumbura is the guest speaker at a conference. You are required to introduce him to the audience.

Write your introduction in the answer booklet. Use about 50 - 75 words. Make use of the information given below:

- Dr. Wijaya Godakumbura : A surgeon / innovator / humanitarian (internationally recognized).
- He designed “Sudeepa” (a safe, inexpensive kerosene lamp), as a burn and accident prevention measure, which is beneficial to millions (specially Sri Lanka and other Asian countries).
- He is the winner of Rolex award for enterprise (1998) BBC World Challenge award.
- He earned the famous Lindbergh Foundation grant. (10 marks)

End of Section B

SECTION C

One (01) compulsory question

(20 marks)

Question 07

Select any **one** of the following situations and **write a letter** as indicated: Use about 150 words.

- (a) Assume that you live in a rural area which is undergoing a process of development in relation to construction of a highway. You are not happy with drastic changes about to happen. Write to the responsible authority in your province explaining how the change will affect the people and the environment.
- (b) You work for a company as a public relations officer. A customer has made a complaint about the services provided by your company. Write a reply to the customer giving reasons for the shortcoming and explaining the steps taken by you to overcome the situation.
- (c) You work for a welfare organization which offers care to children with special needs. You have planned to organize an educational programme for them which needs special equipment. Write a letter to a responsible person in an educational institute in Sri Lanka explaining your situation, areas you need help with and requesting guidance. (20 marks)

End of Section C
