



ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA

TALENT SUBJECT - JANUARY 2025

(310) BUSINESS COMMUNICATION

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

(1) *Time: 03 hours.*

(2) *All questions should be answered in the answer booklets provided.*

(3) *Answers should be in the English medium by all candidates.*

(4) *100 Marks.*

08-02-2025  
Morning  
[9.00 – 12.00]

No. of Pages : 09

No. of Questions : 07

**SECTION A**

(Total 25 marks)

**Question 01**

(A) Read the dialogue between the **General Manager** of a company and his colleagues. Select the most suitable group of words, out of the four (4) groups of words given to fill in the blanks in each of the questions numbered (1.1) to (1.10). You are advised to read through all the parts before you start writing the answer.

Write the number of the selected group of words (as the answer) in your answer booklet with the question number assigned to part of the question:

(1.1) **General Manager** : Good morning everyone. Today we have to discuss and arrive at a decision regarding the purchase of that land for our Agriculture project.

So, ..... what you think about it.

(1) you want to know

(2) I would like to hear

(3) how do you say

(4) care to know, now

(1.2) **Anne Perera** : I regret to say this. It is beyond our budget. .... Well, it's just my opinion. Others may not agree with me.

(1) I know we can manage.

(2) owners are too strict.

(3) I approve, let's proceed.

(4) price is unreasonable.

- (1.3) **Rex de Silva** : It's true that the price is high, but I think ..... for our project.
- (1) the land is almost perfect (2) buying it is not clever  
(3) isn't it in a far off place (4) we cannot afford it too
- (1.4) **General Manager : Nalin** I know you have ..... . Tell us what you think. We want to start our pineapples' cultivation as soon as possible.
- (1) a lot to learn about this (2) not done any thinking here  
(3) not done any work on this (4) some experience in farming
- (1.5) **Nalin** : Even though my parents are cultivators ..... . However, the problem here is mainly the lack of a water supply.
- (1) I have a lot of experience (2) they have taught me  
(3) my experience is minimum (4) their experience is wide
- (1.6) **General Manager** : I know about this problem of water scarcity in that area. .... it?
- (1) Where do you place (2) What can we do about  
(3) Who claims about (4) How do you not say it
- (1.7) **Sashika** : As we all know without water we cannot do any farming activity in that land, but one Agro well or several wells ..... .
- (1) would help in buying. (2) can make us rethink.  
(3) will solve the problem. (4) will accelerate I think.
- (1.8) **Nalin** : Yes indeed. Agro wells are super-efficient, but rather costly. It means spending ..... .
- (1) our valuable time there. (2) a great deal of money.  
(3) not much revenue on it. (4) our energy working out.
- (1.9) **General Manager** : Since our project is a lucrative one and we focus on foreign markets, ..... water supply system is not a waste of funds.
- (1) investing in an efficient (2) wasting time and effort on  
(3) not purchasing a good (4) farming always without a



- (c) **Rahul** : The sale of umbrellas has gone up the past few months.  
**Suraj** : Yes indeed, thanks to **(1.15)** ..... . Ha ha ha.  
**Rahul** : Anyway I am glad our stocks are over.  
**Suraj** : In addition to that, profits has also **(1.16)** .....
- (d) **Hiruni** : Hello **Saman**. How was the conference you attended??  
**Saman** : Very informative, **(1.17)** ..... . I met a lot of foreign delegates.  
Why weren't you there?  
**Hiruni** : I had to attend to **(1.18)** ..... in office.
- (e) **Bandu** : Why do you want to resign from your job?  
**Chatu** : I am migrating **(1.19)** ..... next month.  
**Bandu** : Oh! Really. Are you getting a job there?  
**Chatu** : Yes, **Bandu** I'll be working as a **(1.20)** .....

(10 marks)

- (C) Fill in the blanks in the following text with the most suitable prepositions given below. Write the numbers **(1.21)** to **(1.25)** in your answer booklet and the preposition selected by you against the relevant number:

at last	by	before	among	to
---------	----	--------	-------	----

Dear Sir

We are ready to hire a person who applied for the vacancy in our company. His references are **(1.21)** ..... the best we have ever seen. We seldom find ourselves with such a perfect candidate, but **(1.22)** ..... it has happened. He may be the answer **(1.23)** ..... our accounting department's present difficulties, as he has worked as the Chief Accountant for Burgs (Pvt) Ltd.

Do you wish to interview him **(1.24)** ..... we offer him the position? Please let me know **(1.25)** ..... tomorrow morning so that I am able to plan our next move.

Thank you.

(05 marks)

(Total 25 marks)

End of Section A

## **SECTION B**

(Total 50 marks)

### **Question 02**

Study the following table. Use the information to complete the paragraph given below. Select the most suitable words from the list. Write the numbers **(2.1)** to **(2.10)** in your answer booklet and the word selected by you against the relevant number:

financial	exports	Iraq	least	Metric Tons
China	largest	imported	available	reduced

### **Major Importers of Sri Lankan Tea**

#### **Amounts in Metric Tons**

Country	2024	2023
Iraq	17,849	18,290
Russia	15,029	14,233
UAE	14,080	9,385
Turkey	10,595	16,568
Iran	7,057	2,962
China	6,895	6,667
Azerbaijan	5,975	5,245
Saudi Arabia	5,289	3,889
Chile	4,838	3,874
Syria	4,299	3,857
<b>Total</b>	<b>91,906</b>	<b>84,970</b>

The table gives information about the quantities of tea **(2.1)** ..... from Sri Lanka by ten countries in the world during the **(2.2)** ..... years 2023 and 2024. The data shows two of the countries have **(2.3)** ..... the amount of tea that they imported. These two countries are Turkey and **(2.4)** ..... . The reason for this is not **(2.5)** ..... . Syria has imported the **(2.6)** ..... amount of tea whereas Iraq imported the **(2.7)** ..... amount. In the year 2024 **(2.8)** ..... increased its tea imports by about 228 **(2.9)** ..... . According to the data, Sri Lanka's tea **(2.10)** ..... show a satisfactory improvement.

(10 marks)

### Question 03

Read the following text and pick phrases from it to complete the given below:

Write down the numbers **(3.1)** to **(3.10)** in your answer booklet and the **phrase** selected by you against the relevant number:

**Dragon Metal Industries (Pvt) Ltd. (DMI)** was begun as a small firm in the year 1970 with seven workers and the owner's three brothers. Initially it was just a small factory in a small building in Galle. Mr. Siri Amaratunge, the proprietor's main aim then was to manufacture metal chairs, beds and cabinets. Over the years the production increased as the customer base increased. Then in the year 1975 the business was moved to a larger factory and a sophisticated showroom in Colombo. The items manufactured also increased. Manufacture of pantry cupboards, computer tables and folding beds started and the **DMI** prospered. Branches were opened in Kandy, Matara and Kegalle.

The owner's main target was to attract middle income groups, small businesses and young entrepreneurs. The volume of sales kept on increasing as the customers fell in love with the durability, affordability and the beauty of the items produced by **DMI**. Mr. Amaratunge is now planning to reach the market in the Middle East. He is a talented and hardworking businessman who has provided jobs to thousands in Sri Lanka.

#### **Dragon Metal Industries (Pvt) Ltd.**

##### **Profile in Brief**

- (3.1)** Owner of the company: .....
- (3.2)** Company's origin: .....
- (3.3)** First factory's work force: .....
- (3.4)** Items manufactured first: .....
- (3.5)** Location of a larger factory: .....
- (3.6)** Types of items manufactured in the larger factory: .....
- (3.7)** Reasons for customers' attraction: .....
- (3.8)** Other branches of the company: .....
- (3.9)** Owner's future expectation: .....
- (3.10)** Qualities of the owner: .....

(10 marks)

## Question 04

Given below is an invoice you received recently from **Super Interior Designers**. There are some errors in it. You have to contact **Sajee Perera** (Manager) and inform him about the errors and ask for a correct invoice. Write a letter mentioning errors identified and request a correct invoice.

<b>Super Interior Designers</b> 26, First Lane, Nugegoda. (Phone 0777-324567) email <a href="mailto:Superin@gmail.com">Superin@gmail.com</a> , website: <a href="http://www.supinterior.comsl">www.supinterior.comsl</a>	
<b>Tax Invoice</b>	
23 <sup>rd</sup> December 2024	
To: Multicorp (Pvt) Ltd., Colombo 7.	
Customer Service Number: 243/x14	
	<b>Amount (Rs.)</b>
For Designing the reception area and CEO's office	1,000,000/-
Plus 10% VAT	<u>10,000/-</u>
Total due	<u><b>1,010,000/-</b></u>
Pay within 12 working days	
Contact for queries : Sajee Perera	Phone : 0777-324569

Include the following in your letter:

- When you received the invoice.
- The errors you noticed:
  - service rendered not for what is mentioned.
  - incorrect customer service number.
  - incorrect VAT percentage.
  - incorrect amount of money as payment.
  - VAT registration number of supplier was not mentioned.
- Request a correct invoice

*(Use about 80 - 100 words.)*

(10 marks)

## Question 05

You are a sales representative of **Brooks & Sons Ltd.** A client is coming to meet you in office regarding a business deal. An urgent personal problem forces you to leave office and there is no time to cancel the appointment with the client. You need to ask for help from **Dineth Liyanage**, your colleague:

Write a note to him including the following:

- Briefly say why you have to leave.
- Mention the appointment with client.
- Give his / her name, the purpose of visit / time of arrival.
- Make a kind request to; attend to him / her and help as much as possible.

*(Use about 60 - 75 words.)*

(10 marks)

## Question 06

The words in the following sentences are jumbled. Put them in the correct order to form meaningful sentences. Number **(6.0)** is done for you. Write the sentences in your answer booklet:

**My favourite Boss:**

**(6.0)** never / temper / He / is / person / kind / a / very / who / loses / his

He is a very kind person who never loses his temper?

**(6.1)** gentleman / many / awards / a / deserves / who

He is ..... ?

**(6.2)** one / advise / whose / I / follow / the / always

He is ..... ?

**(6.3)** sad / leave / to / had / company / his / I

I was so ..... ?

**(6.4)** success / which / me / my / touches / heart

He wishes ..... ?

**(6.5)** is / who / me / accountant / taught / an / Accountancy

My boss ..... ?

(10 marks)

---

End of Section B



## **SECTION C**

(25 marks)

### **Question 07**

- (A) You came across an advertisement in a local newspaper announcing a vacancy for the position of Accounting Assistant at a prestigious company in Colombo. You are interested in this job and sent a CV via email. Now you want to send a cover letter too.

Write the cover letter to be sent to the Human Resource Manager of the company.

Include the following:

- A brief introduction about yourself.
- Your qualifications and special skills with regard to accounting.
- work experience.
- Express your keenness to join the company.
- A kind request for an interview

*(Use about 100 – 120 words.)*

*(Do not write your own name and personal information.)*

(10 marks)

- (B) You work as the Team Leader of the “Research and Development Division” of your company. It is time to present the recently manufactured product, by your team to a group of loyal clients, before launching it to the market.

Write the speech you will deliver.

Follow the following steps:

- Introduction - Briefly explain your research work done by yourself and your team members.
- Objective - the reason for manufacturing the product.
- Body - A description about the item manufactured, material used, benefits to people and environment, how it is used.
- Conclusion - Invitation for comments and questions.

*(Use about 150 words.)*

(15 marks)

(Total 25 marks)

---

*End of Section C*