



**Association of Accounting Technicians of Sri Lanka**

**July 2020 Examination –Talent Subject**

**Suggested Answers (310)**

**(310) BUSINESS COMMUNICATION**

**Association of Accounting Technicians of Sri Lanka**  
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**THE ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA**

**Talent Subject - Examination - July 2020**

**(310) BUSINESS COMMUNICATION**

**SUGGESTED ANSWERS**

(Total 25 Marks)

**SECTION - A**

*Suggested Answers to Question One:*

**(A)**

- 1.1 (3)
- 1.2 (1)
- 1.3 (3)
- 1.4 (4)
- 1.5 (2)
- 1.6 (2)
- 1.7 (3)
- 1.8 (1)
- 1.9 (4)
- 1.10 (2)

*(10 Marks)*

**(B)**

- 1. in
- 2. to
- 3. at
- 4. about
- 5. from
- 6. below
- 7. during
- 8. up
- 9. for
- 10. on
- 11. with
- 12. by
- 13. after
- 14. towards
- 15. into

*(15 Marks)*  
*(Total 25 Marks)*

**End of Section A**

***Suggested Answers to Question Two:***

***Chapter 4 - Functional Grammar***

- 2.1 You tell me the
- 2.2 Have a
- 2.3 you been
- 2.4 did you
- 2.5 you want to do
- 2.6 did/could not watch
- 2.7 What were you
- 2.8 I live in
- 2.9 Takes only an/one
- 2.10 have never got late/I never got late

**(10 Marks)**

***Suggested Answers to Question Three:***

***Chapter 2-Academic Reading Skills***

The chart brings out information provided by the Department of Motor Traffic about new registration of motor vehicles in a province for January to September for the years 2018 and 2019. It also shows the change as a percentage.

The registration of vehicles during the first nine months of 2019 has declined in comparison to the corresponding period of 2018. The total vehicle registration in 2018 was 373,033 whereas in 2019 it came down to 286,126 which is a decrease by 23.35 percent.

A remarkable reduction in registration has been recorded for all categories of vehicles except for quadric cycles and motorhomes and the highest decline in motor vehicle registration is for Motor cars. It has come down from 63,863 to 28,574 in 2019 which is a 55.3% decline. The decline may be due to the overall slowdown in economic activities or policies implemented by the government on vehicle imports.

**(10 Marks)**

***Suggested Answers to Question Four:***

***Chapter 2-Academic Reading Skills***

- 4.1 Revolutionary technologies such as Artificial Intelligence, Robotics, Automation, etc. **(02 Marks)**
- 4.2 "To prepare the workforce to cater to future employment requirements" **(01 Mark)**
- 4.3 Human-only jobs such as giving in terms of medical, geriatric and child care **(01 Mark)**
- 4.4 Due to high job security **(01 Mark)**
- 4.5 Youth can seek for apprenticeship programs available in the private sector in order to gain industry exposure **(02 Marks)**

- 4.6 Actions need to be taken to change the mindset of people in terms of job seeking as well as job generation. **(01 Mark)**
- 4.7 Employees with the required qualifications are unable to use their knowledge appropriately in their jobs **(02 Marks)**  
**(Total 10 Marks)**

***Suggested Answers to Question Five:***

***Chapter 3- Business Writing Skills***

***To all employees***

This is to notify that the much awaited library has been completed and it will be ceremonially opened on the 7th of July at 9.00 am.

The Chief Guest is the renowned academic personality, Professor M.S.K Weerathunga.

We strongly believe that this library will expand your reading ability as well as help to widen knowledge and experience.

All are cordially invited to attend.

**Manager - READ WELL**

**(10Marks)**

***Suggested Answers to Question Six:***

***Chapter 03-Business Writing Skills***

From : [hrm@yahoo.com](mailto:hrm@yahoo.com)  
To : [sup@gmail.com](mailto:sup@gmail.com)  
Subject : **Employees identity**

As you are aware, it is a mandatory requirement for all our employees to wear their identity tags when they are on duty. At many instances, I have observed that some of them are breaking this rule imposed by the management. This makes it difficult for us to identify the staff separately as they look like visitors.

There have been many complaints from customers who find it very difficult to identify the employees once they seek help and support at our establishment.

Therefore, we have decided to consider that those who do not wear their identity tags as on leave and this will be strictly monitored.

Please remind all the employees of the rule and get them to cooperate and highly appreciate if I would receive a feedback after one week.

**Human Resource Manager**

**(10 Marks)**

***End of Section B***

***Suggested Answers to Question Seven:***

***Chapter 05 - Business Presentation Skills***

Good afternoon everyone!

First of all, I must thank you all for being here today. Let me straight away explain you the objective of this meeting. It is regarding the declined sales of the company for the last quarter and there could be a reason or many reasons for this sudden downfall. The profits too have been affected at a considerable percentage as a consequence. This will severely affect the company's performance and thereby the achievement of financial targets of the year.

Going back to the sales and profits of previous years, we can see that they were on a satisfactory level. Therefore, we should immediately investigate the reasons for this drop in sales and think of ways to overcome the problem as soon as possible.

I would suggest you all to write your opinions individually on how we can face this situation. One possible reason could be that our competitors have upgraded their advertising than us. We need to find out that as well. It is very clear that our products in the market are now not moving at a steady rate.

I need you all to conduct a survey on customer needs and provide me the statistics at your earliest. Please remember to prepare a reward scheme for regular customers and that will help to improve this situation. We would draw your serious attention to this matter and wish to have a feedback on next Monday.

Thank you very much for your participation. Looking forward for a good response.

**(15 Marks)**

**(B)**

***Chapter 06 - Business Presentation Skills***

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**CAREER PROFILE**

Graduate with broad-ranging expertise in accountancy, able to work both independently and as a supportive team member. Extensive experience in preparation of Financial Statements and financial analysis. Able to quickly assimilate information, summarize and draw conclusions.

**Analytical Skills**

- Preparation of analytical reports
- Preparation statistical diagrams and interpreting data

**Communication Skills**

- Communicating with debtors and external parties in accomplishing work targets
- Presentation of Financial data to the senior management at the end of each quarter

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### Interpersonal skills

- Collaborating with colleagues with new ideas on the development of the professional experience
- Supporting the development of team members through assisting with their professional training to ensure competence

### WORK EXPERIENCE

#### Two years of mercantile experience in JZ PLC, Colombo, Sri Lanka 2016-2018

- Preparation of Financial Statements and reporting to senior management on Financial Statements
- Liaising with debtors, creditors, customers and banks

#### Two years audit and accounting experience in ABC Associates Sri Lanka 2014-2016

- Reviewing Financial Statements
- Handling a wide variety of clients and assisting their needs
- Monitoring junior staff and managing their tasks
- Reviewing Taxation related documents

### ACADEMIC QUALIFICATIONS

- A graduate in University of Sri Jayewardenepura, Sri Lanka (2015)-B.Sc. in Accounting and Finance Management
- **Completed GCE A/L in 2007 (Index No: 567890)** with four A passes (Subjects: Accounting, Economics, Business Studies, English)
- **Completed GCE O/L in 2005 (Index No: 1787860)** with 8 A passes and 2 B passes

### PROFESSIONAL QUALIFICATIONS

- Completed (Level I & II) of the examinations conducted by Association of Accounting Technicians of Sri Lanka (Registration No: 2567489)

### COMPUTER LITERACY

- Experience in handling Quick book and working in SAP and Microsoft Office Packages

### INTERESTS

- Badminton - member of XYZ Club, recently passing Level 1 qualification
- Volunteering - Member of the environmental charity club of Colombo

### REFEREES

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**(10 Marks)**  
**(Total 25 marks)**

**End of Section C**

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***Notice:***

These answers compiled and issued by the Education and Training Division of AAT Sri Lanka constitute part and parcel of study material for AAT students.

These should be understood as Suggested Answers to question set at AAT Examinations and should not be construed as the “Only” answers, or, for that matter even as “Model Answers”. The fundamental objective of this publication is to add completeness to its series of study texts, designs especially for the benefit of those students who are engaged in self-studies. These are intended to assist them with the exploration of the relevant subject matter and further enhance their understanding as well as stay relevant in the art of answering questions at examination level.

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