

CA



THE INSTITUTE OF
CHARTERED ACCOUNTANTS
OF SRI LANKA

SUGGESTED SOLUTIONS

09200 – Business English - II

Certificate in Accounting and Business II Examination
September 2013

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF SRI LANKA

Answers No. 01

1. obtaining
2. are performed /are being performed
3. is
4. based
5. done
6. seeks
7. are
8. are said
9. influenced
10. is gaining/has gained

Answers No. 02

1. Good afternoon
2. Is there a problem / What's the problem/Do you have a problem/Is there any problem
3. What are you doing / What are you reading
4. Who has sent / Who has written /From whom is
5. What does he
6. do you think
7. Could you write /Why don't you write/Will you/Can you
8. What's the subject
9. What's the date /The date
10. time
11. Where do you/which place do you
12. the purpose of the/ this /the aim/the object
13. When do you
14. Is coffee and cake O.K/ alright/ all right/ How about coffee and cake/Can/ Shall we give/Could I arrange something like coffee cake.
15. Thank you very/so

Answer No. 03

Format of the letter:

Sender's Address : Good Food, 43, Kandy Road, Peliyagoda

Date : Any date

Receiver's Address: Mr.S. Liyanage, Sleek Furniture Distributors, Main Road, Kadawatha

Salutation ; Dear Mr. Liyanage / Dear sir

Subject: Defective furniture / any other suitable one

Ending : Yours sincerely/ faithfully

Signature

Name / Post (manager)

Body of the letter : Content based on the points mentioned in the question
Grammar and vocabulary

Answer No. 04

Introduction (explaining the purpose of writing the report)

Body of the report : how investigations were carried out

reasons for the losses (3 points given in the question)

suggestion with justification

Language (Grammar and vocabulary)

Answer No. 05

Composition :

Introduction :

Conclusion :

Content :

Language :

Organization:

Answer No. 06

(A) 1. T 2. F 3. T

(B)

4. We should consider / our own people/ local think tanks/ consultants
5. If someone comes up with a better idea for reducing power consumption during office hours, that could be treated as an innovation .
6. Any two of the following:
Inventors and innovators should be encouraged to file patents as / it could be useful one day / good ideas need to be protected / patent rights can be sold for hefty amounts
7. They should do it by fusing marketing and innovation.
- 8 (a) entirely (b) mundane

(C) An appropriate title:

Content :

Language :

Organization

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2. to assist students with their research into the subject and to further their understanding and appreciation of the subject.

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