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**SCHOOL OF ACCOUNTING AND BUSINESS  
BSc. (APPLIED ACCOUNTING) GENERAL / SPECIAL DEGREE  
PROGRAMME 2014/15**

**YEAR I SEMESTER I (Group A)  
END SEMESTER EXAMINATION – JUNE 2014**

**BCM 10125 Business Communication I**

Date : 02<sup>nd</sup> July 2014  
Time : 09.00 a.m. – 11.30 a.m.  
Duration : Two and half (02 ½) Hours

**Instructions to Candidates:**

- Write the Index Number in the space provided at the top of this sheet. Do not write your name anywhere in this question paper.
- Answer ALL questions in this paper itself.
- This paper consists of three parts (A,B, and C)
- The total marks for the paper is 60.
- The marks for each question are shown in brackets.

**Part A**

**Question No. 01**

**Spell correctly the following misspelt words:**

grammer:	_____	adjurn:	_____
seperate:	_____	accomodation:	_____
comitee:	_____	acountantcy:	_____
asignment:	_____	gaval:	_____
continous:	_____	writen:	_____

**(Total 05 marks)**

**Question No. 02**

**Underline the correct tense from those given in brackets:**

- a. I feel the cost of living (will continue/ has continued/ was continuing) to rise.
- b. The stocktake (will be completed/ had been completed/ will have been completed) before the annual audit was conducted.
- c. Now I (know/am knowing/have known) how to conduct a business meeting.
- d. All shareholders (invited/ were invited/ are inviting) to the meeting but not everybody was present.
- e. We (have been working/ had been working/ are working) very hard since we started this degree programme.
- f. At the end of the audit I (shall have done/shall be doing/ shall do) two months of strenuous work.
- g. I (would have made/would make/ had made) a good impression at the interview if I had spoken more fluently in English.

- h. My mother (used to work / would work /had been working) as a receptionist before marriage but now she is a housewife.
- i. We (were doing/ did/had done/ will do) a fortnightly quiz when the bell rang.
- j. The people (have been evacuated/ were evacuated/ were evacuating) before the disaster occurred.

**(Total 10 marks)**

**Question No. 03**

**Rewrite these sentences correctly:**

- a. Rajitha done the welcome address.

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- b. Shagari was given a vote of thank.

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- c. The session was began at 10 a.m.

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- d. Yasitha did not came to class last Monday.

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- e. Where you went on Poya Day?

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**(Total 05 marks)**

**Question No. 04**

**Write the letter of the item in Section B (a) to (j) next to the sentence in Section A in order to form a logical sentence.**

Section A

- a. I thought the Trial Balance was right (     )
- b. Although we played well (     )
- c. We enjoyed our hike to Hantane (     )
- d. I neglected my studies (     )
- e. She collects old stamps (     )
- f. If wishes were horses (     )
- g. I am afraid I cannot confirm your order (     )
- h. Had I applied for the job (     )
- i. He knew his signature had been forged (     )
- j. I went to university (     )

Section B

- a. and moreover he knew who the culprit was.
- b. in spite of the bad weather.
- c. and consequently my Z score was low.
- d. we lost the game.
- e. until I check with the stores manager.
- f. I would have got it.
- g. beggars would ride.
- h. but I have now discovered it was not.
- i. while all my friends found employment.
- j. and old coins as well.

**(Total 10 marks)**

## Part B

### Question No. 01

Read this passage and answer the questions that follow:

Money came into use as a medium of exchange to obviate the clumsiness and inconvenience of barter transactions. Most of the functions of money really derive from its use as a medium of exchange. **It** serves as a unit of account, that is, as a calculating medium and as a means of assigning prices to commodities and services. Money generalises purchasing power, since it can be used in payment for any kind of goods offered for sale. Money serves as a store of value and as a standard for deferred payments. In both these cases, the usefulness of money to fulfil these functions depends on **its** retaining a fairly stable value. When the value of money declines **it** ceases to fulfil these functions as in the event of any severe or runaway inflation. Money enables the price mechanism to operate. Money performs a dynamic function in a modern economy.

a. Write a descriptive title for the passage.

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(2 marks)

b. What do all the pronouns in **bold** font refer to?

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(1 mark)

c. Write the single word that means:

eliminate: \_\_\_\_\_

awkwardness: \_\_\_\_\_

exchanging goods for goods: \_\_\_\_\_

come from: \_\_\_\_\_

allotting: \_\_\_\_\_

decreases: \_\_\_\_\_

general and progressive increase in prices: \_\_\_\_\_

buying and selling: \_\_\_\_\_

postponed: \_\_\_\_\_

active and forceful: \_\_\_\_\_

(5 marks)

d. What is the basic function of money?

\_\_\_\_\_  
\_\_\_\_\_

(1 mark)

e. Prepare a numbered list of the functions of money arising from its basic function.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3 marks)

f. Select any two pairs of consecutive sentences from the above passage and join each pair into one sentence by using an appropriate transition markers.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(8 marks)

**(Total 20 marks)**

### **Part C**

#### **Question No. 01**

Write a memo from **HRM** to **All Staff** drawing their attention to the need to refrain from reporting late for work and warning them about stern action in the case of those who arrive late on more than three occasions per month.

(5 marks)

#### **Question No. 02**

Write a letter of application for a post that has been advertised in a local newspaper stating that your CV is attached. (Use the full block format)

(5 marks)

**(Total 10 marks)**