

EXAMINER'S REPORT**TALENT SUBJECT - JULY 2026****(305) BUSINESS COMMUNICATION**

Business Communication – July 2026 paper comprised three Sections as Section A, Section B and Section C with 7 compulsory questions to test candidates' English language proficiency in various contexts in relation to business environment, basically, conversational skills, functional grammar, reading comprehension, business and analytical writing, business presentation skills together with vocabulary.

According to the observations and the comments of marking examiners, the paper had been set to the relevant standard and this time performance of the candidates was at a satisfactory level.

Section A

(25 marks)

Question No. 01**Part A (allotted 10 marks)**

This question was designed to assess candidates' conversational skills in real life and work environment by selecting appropriate phrases to ensure coherence, consistency, and logical flow within a dialogue. Candidates were expected to verify that the selected expressions including idiomatic phrases aligned with the intended message and maintained conversational continuity.

It was noticed that the candidates had found the question easier and all had attempted and scored higher marks for this question.

Suggestions for improvement:

Read the full context: Candidates should read the entire dialogue before attempting to fill in any blanks.

Understand the overall tone and purpose of the conversation and select the correct response.

Practise with different contexts: Practising with dialogues across different business contexts—such as meetings, negotiations, and formal emails—can help candidates to become familiar with common phrases as well as idiomatic phrases.

Develop vocabulary: Focus on expanding vocabulary related to business and financial terms.

Practise dialogue-based exercises to enhance contextual language use.

Part B (allotted 10 marks)

This question aimed to evaluate candidates' competence in English communication within various business contexts and their ability to analyse and interpret data presented in a table and use correct business terminology to describe it. Candidates were required to fill ten blanks by selecting the most suitable phrases from the given options by referring to the data table. Many candidates had performed well, and all candidates had attempted the question. This question was very useful for weaker candidates to get some marks

Suggestions for Improvement:

Develop stronger proficiency in conversational English used in business settings.

Don't start answering with the word list without reading the table.

Read a variety of business texts including newspapers, magazines and annual reports etc. to improve the competency to answer this type of questions.

Part C (allotted 05 marks)

This question had assessed candidates' grammatical proficiency, particularly their understanding and application of conditionals clauses. Candidates were required to write the correct verb phrase .

All the candidates had attempted to answer this part. The majority of candidates had performed satisfactorily, while some had confusion in using the correct verb phrase in the result clause, specially in third conditional.

Suggestions for Improvement:

Zero, first, second and third conditionals should be understood well and relative clauses and their usage by improving grammatical knowledge.

Improve vocabulary to answer this type of question successfully.

Section B

(50 marks)

This section comprised of 5 compulsory questions each carrying 10 marks with a total of 50 marks.

Question No. 02

This question had been set to assess the comprehensive reading ability (specially business related text) of candidates and measure technical vocabulary level of them. Further this question measured how the candidates identified lexical as well as contextual meanings to answer the questions. And also, in this question it was expected how specific answers were provided to the respective questions. All had attempted this question and many of them had scored well. However, some had given lengthy answers without understanding the specific answers. It was one reason to reduce marks for this question. The other reason some had was technical terms which they could not understand.

Suggestions for improvement:

As this is a comprehensive question, candidates should read the text well few times to understand the lexical and contextual meanings.

The candidates should understand the discourse markers and linking words in the text to understand the text.

The candidates should understand the specific answers the each question requires.

Question No. 03

This was a context-based vocabulary question related mainly to business and accounting terminology. Students were given 10 words and had to select the most appropriate word for each blank. This question was moderate in difficulty to candidates. Some answers were relatively easy because the context had given strong clues: The major weakness among weaker students is likely to be confusion between related accounting terms. For example, Assets vs Equipment, Equipment is a type of asset, so students may find it difficult to decide which term is required unless they carefully examine the grammar and context.

Suggestions for improvement:

Understand business-related vocabulary.

Identify the meaning of words from context.

Understand how financial information is presented in a business context.

Use appropriate words grammatically and logically in sentences.

Candidates need to read business related articles such as company annual reports, business pages in newspapers and magazines to familiarize the accounting terms.

It'll make easier for candidates to answer such question when understanding how accounting concepts are connected rather than memorising individual definitions.

Question No. 04

This question was set to assess the academic reading skills and vocabulary level of candidates. Further, this question was aimed at how the candidates should recognized lexical and contextual meanings of the text and vocabulary to answer the given questions. The most of candidates had tried this question and had good performance.

However, as it was mentioned in previous reports some candidates had written lengthy answers and copied the chunks from the text.

Suggestions for improvement:

Candidates are advised to read business articles in newspapers and magazines in order to improve the reading knowledge.

Candidates should understand the questions before answering.

Vocabulary level and grammar knowledge should be improved.

Question No. 05

Having assessed the business writing ability of candidates, this question had been set to compose a professional email applying appropriate formatting. Many candidates had tried this question and were successful moderately with given guidelines in the question.

Many candidates had answered within the given range of vocabulary.

However, some had bewildered in the email format and organization of facts.

Suggestions for improvement:

Candidates should use only specific information and not unnecessary elaborations when composing professional emails.

Candidates should follow instructions given in the question.

Candidates can refer professional emails and AAT Business Communication user manual for further learning.

Question No. 06

The English language knowledge on linking words had been tested through this question and the technique used here was filling the gap from the most appropriate given words. All the candidates had attempted this question and it was noted that the performance was above average.

A few candidates had failed to do this question well as it was noticed that they had less grammar knowledge to understand the cause and effect between the coordinate sentence and subordinate sentence.

Suggestions for improvement:

The candidates should read texts with lengthy sentences such as newspaper articles, literary texts, etc.

The candidates should improve grammar knowledge to understand the combination between sentences in order to select the most appropriate linking words.

Recommend to practise use of linking words to master in this.

Section C

Question No. 07

Part A (allotted 10marks)

This question was set to assess the ability of writing a curriculum vitae in professional manner in responding to a job advertisement in a newspaper. All the candidates had attempted this question and had attempted at a satisfactory level. It was noticed that the candidates had written the CVs in different formats which could be accepted as satisfactory answers though some had followed the traditional format. However, the majority had earned good marks for this question as the points to be included in the CV had been given as a guide.

Some CVs were written with too much context and excessive details, which, sometimes, were included in an irrelevant way mixing academic qualifications to professional, skills to extracurricular activities, etc. Only a very few cases were noted that covering letters were written instead.

Suggestion for improvement:

The candidates are advised to use AI tools and apps to familiarize modern CVs when practising.

It is very important to pay attention to the given guidelines to write a very comprehensive CV and also this guideline is very helpful to candidates to earn good marks.

Candidates should avoid too much context, excessive details.

It should be emphasized that the clarity is important in a question like this to show the candidate's personality.

AAT self-study text should be referred to get a better understanding how CV is correctly prepared.

Part B

This question was set to assess the ability of creating and writing a formal speech on a given topic with the help of guideline given with the question. Almost all the candidates had attempted this and it was noted that majority of them scored at a moderate level for this. The given guideline had been followed by many and some speeches were beautifully written. However, it was found that some speeches had no proper beginning and ending though they had good contents. And it was also noted that some candidates had included facts which were out of the topic due to not having understood the question but ignored the given guidelines.

Suggestion for improvement:

Candidates should read newspapers, printed speeches, interviews etc. It is very essential to pay attention by the candidates, when a speech is prepared, to select right choice of words, relevant fillers etc. to make the speech alive. Presenting information on the subject matter is also very important.

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COMMON SUGGESTIONS FOR IMPROVEMENTS:

- (1)** Pay attention on spelling and punctuation marks when answering.
- (2)** Ensure answers are relevant and clearly linked to the question numbers.
- (3)** Pay attention on grammatical accuracy, appropriateness to the questions.
- (4)** Follow the given instructions thoroughly and read the questions understandably.
- (5)** Pay attention on clarity and should write relevant question numbers correctly.
- (6)** Use reading techniques like scanning, skimming and inferring when attempting to answer questions related to reading.
- (7)** Pay attention on required length of answers.
- (8)** Improve good range of vocabulary.
- (9)** Clear and legible hand writing.
- (10)** Manage time to answer the paper.
- (11)** Pay attention to the given guidelines.
- (12)** Practice more exercises include in the Self-study Text.

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