



**Association of Accounting Technicians of Sri Lanka**

**January 2016 Examination**

**Questions and Suggested Answers  
Subject No : SS1**

**EFFECTIVE COMMUNICATION SKILLS  
(ECS)**

**Association of Accounting Technicians of Sri Lanka**  
No. 540, Ven. Muruththettuve Ananda Nahimi Mawatha,  
Narahenpita, Colombo 05.

Tel : 011-2-559 669

**A publication of the Education and Training Division**

**THE ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA**  
EDUCATION AND TRAINING DIVISION

**January 2016 Examination**  
**(SS1) Effective Communication Skills**

**SUGGESTED ANSWERS**

**SECTION – A**

All questions of this section have to be answered.

(Total 40 marks)

***Suggested Answers to Question One:***

- 1.1 - (2). how we could collect
- 1.2 - (3). aimed at assisting
- 1.3 - (2). because
- 1.4 - (2). had to resign
- 1.5 - (1). are going to be
- 1.6 - (4). otherwise
- 1.7 - (4). said a few words about
- 1.8 - (4). will be employed
- 1.9 - (1). it is recommended that
- 1.10 - (1). needs more instructions on

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

- 1. - advanced
- 2. - using
- 3. - involved
- 4. - made
- 5. - understanding
- 6. - causes
- 7. - are
- 8. - accepting
- 9. - deciding
- 10. - could

---

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

- (1.) – visiting
- (2.) – wanted
- (3.) – have learnt
- (4.) – have been
- (5.) – explained
- (6.) – spoke
- (7.) – knew
- (8.) – found
- (9.) – gave
- (10.) – came

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

**(A)**

- 4.1 (4) pollution affecting the year and the eye
- 4.2 (3) electronic amplifiers and tooting horns
- 4.3 (3) doesn't know
- 4.4 (4) mostly affect motorists and city dwellers
- 4.5 (3) emotional and physical damages
- 4.6 (2) sound that is deafening
- 4.7 (1) an undisciplined driver
- 4.8 (2) walls with mirrored glass
- 4.9 (3) blind the driver so the oncoming vehicles
- 4.10 (2) pollution goes unchecked

**(B)**

- 4.11 – affinity : (3) natural liking
- 4.12 – soothing: (2) gently calm
- 4.13 – assailed : (3) violently attacked
- 4.14 – tooting : (3) sound by horn
- 4.15 – tangible: (2) real
- 4.16 – offence: (4) breaking a law
- 4.17 – dwellers: (1) residents
- 4.18 – withstand : (4) remain unaffected
- 4.19 – metropolis : (1) main city
- 4.10 – consequently: (3) subsequently

---

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

- (1.) You : What's your brother doing in India?  
Chathuri : Well, he's reading for a degree in Management.
- (2.) You : Mevan I want to meet you to discuss about the assignment. What time  
would you be free?  
Mevan : How about in the afternoon? I'll be free after lunch time.
- (3.) You : Teacher I was absent yesterday because I was not feeling well.  
Teacher : That's alright. Make sure that you take downs the notes from someone.
- (4.) You : Amma, I need thousand rupees to buy an Accounting book? Have you  
got money?  
Mother : Fine, make sure that you show me the book and the receipt in the evening.
- (5.) You : I heard that you're shifting to your new house. Where is it located?  
Your friend : This is in Kottawa road Thalawathugoda.

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

Good morning everyone I gives me a great pleasure to speak a few words about a person who has made a great contribution to mankind by way of innovation, creativity and professionalism. Dr. Ray Wijewardena is person who does not need a special introduction. Born on 20th August 1924 and he left us on the 18th August 2010, but his contribution and the legacy continues. By profession he was an Aviator and pilot and an Engineer. But he is best known as an Inventor and athlete and a violinist a painter. He is a rare combination of so many talents in one person. Perhaps the most important contribution he made is the invention of the two wheeled tractor which revolutionized the agriculture industry and helped small farmers and industries immensely worldwide. More than three million tractors have been sold worldwide, and twenty seven countries manufacture this including developed countries like UK, Japan and Australia. He was a passionate Engineer and was Dr. Wijewardena built an aircraft himself which show cases his ingenuity. A life spent for its fullest and Dr. Wijewardena won Vidya Jothi and Deshamanya awards which showcases the recongnition that he exemplified in his life.

---

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

16 Feb. 2016

Mayor  
Urban Council  
Kalutara

Your Mayor ship,

### **Welfare activities to raise the standard of living**

‘Ekamuthuwa’ is a social welfare society founded on theme; ‘safe and happy living for all’. The society is a collective of people living in ‘Ganaseth Gama’ in Kaduwela. The village comes under 547 A Grama Niladhari division. Currently there has 465 families as members, and as a welfare society we always look for ways to maintain a clean environment free of communicable diseases. The society conducts a variety of health care activities such as healthcare clinics and awareness programmes to provide education and awareness of the residence of the area. With this letter I have attached a copy the registration details of the society along with its constitution.

The society hopes to build a permanent community centre for the area, and we have already received a piece of land donated by a member of the society. A plan has been drawn to build the centre, and the member of pradeshiya sabah for the area is constantly working with us in this effort. To raise funds for this centre the member have decided to carry out a series of activities. The complete proposal has been attached with this letter.

We would be grateful if you could grant approval for the proposal for us to commence the activities. We would also appreciate if you could give us an appointment for us to come and meet you so that we would be able to explain things to you in person. Your early response in this regard is highly appreciated.

Yours sincerely,

Dineth Salgado

**President – Ekamuthuwa Welfare society**

**Copies :** ASP Kaduwela Police Area  
Gramaniladhari 547 A

---

120/5, Dehiowita Rd.  
Gampaha South  
Gampaha

16 Feb. 2016

Director  
Public Transport Commission  
Western Provincial Council  
Chief Minister's Office  
Colombo – 05

Dear Sir / Madam,

**Complaint on public transport services of the area**

I wish to complaint on the public transport services of the area specially with regard to the private buses operating in the area. Most of the people who live in my area are employed in the public sector, and they use public transport services for their day-to-day travelling needs. However most of the people face a lot of difficulties on a daily basis as the buses do not operate on a proper schedule. Due to the delay in private buses so many people have complained of missing their office trains, and getting late to report for duty. School children also often complaint of problems they face with transport.

Even though there are a lot of people using public transport services in the area, the number of buses allotted for the area by the authorities is also insufficient. As a result the buses are overcrowded and people sometimes have to walk to the town to get the train or buses to their work places.

The residents of the area have spoken many times to the provincial authorities to find an answer to this problem but so far no proper solution has been given to the problem. We kindly request you to look into the matter and take necessary action to improve public transport of the area.

Yours faithfully,

**W D Perera**

---

### ***Suggested Answers to Question Eight:***

Dengue epidemic is claiming lives of all ages and classes. The disease spreads by a mosquito, and there are two possible solutions for this menace. One solution would be to eradicate mosquito breeding sites and the other method would be to minimize mosquito bites. Eradicating mosquito breeding sites is the responsibility of any citizen of the country. By keeping the environment clean and free of mosquito breeding sites, this problem can be minimized to a greater level. At the same time it is the responsibility of the parents and adults to make sure that mosquito bites are minimum on children and adults. The spray 'mosquimaru' has been approved by the Health Ministry and is an effective mosquito repellent. Priced at only Rs. 100/-, the product is available at every store island wide. The usage of the spray also very simple; by just spraying this from the four corners of a room, the mosquitoes will stay away for six to eight hours. The product is proven to be free of side effects and it will help to prevent from the killer stings of the dengue mosquitoes.



---

***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.

**aat**  
SRI LANKA

---

© 2014 by the Association of Accounting Technicians of Sri Lanka (AAT Sri Lanka)

*All rights reserved. No part of this document may be reproduced or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without prior written permission of the Association of Accounting Technicians of Sri Lanka (AAT Sri Lanka)*