



Association of Accounting Technicians of Sri Lanka

Talent Subject - July 2024 Examination

Suggested Answers

(310) BUSINESS COMMUNICATION (BC)

Association of Accounting Technicians of Sri Lanka

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A publication of the Education and Training Division

THE ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA

Talent Subject - Examination - July 2024

(310) BUSINESS COMMUNICATION

SUGGESTED ANSWERS

(Total 25 Marks)

SECTION - A

Suggested Answers to Question One:

(A)

Chapter 01 - Conversational Skills

1.1 (2)

1.2 (1)

1.3 (4)

1.4 (3)

1.5 (1)

1.6 (1)

1.7 (2)

1.8 (3)

1.9 (2)

1.10 (4)



(10 marks)

(B)

Chapter 01 – Conversational Skills

- 1.11 has gone up fast
- 1.12 more profits now
- 1.13 with no windows
- 1.14 make a request
- 1.15 production of biscuits
- 1.16 repair it immediately
- 1.17 has dropped
- 1.18 not enough space
- 1.19 service is excellent
- 1.20 has a good range

(10 marks)

Chapter 04 – Functional Grammar Skills

(C)

- 1.21 will have to
- 1.22 would help
- 1.23 will be able to
- 1.24 will fail
- 1.25 can meet

(05 marks)
(Total 25 marks)

End of Section A

Suggested Answers to Question Two:

Chapter 02 – Reading Skills

- 2.1 manufacturing
- 2.2 export
- 2.3 three
- 2.4 ready
- 2.5 according
- 2.6 seats
- 2.7 luxury
- 2.8 hundred
- 2.9 total
- 2.10 decline

(10 marks)

Suggested Answers to Question Three:

Chapter 02 – Reading Skills

- 3.1 trust
- 3.2 expensive
- 3.3 committing
- 3.4 accountants
- 3.5 classify
- 3.6 software
- 3.7 entered
- 3.8 match
- 3.9 reports
- 3.10 ensure

(10 Marks)

Suggested Answers to Question Four:

Chapter 5 – Business Presentation Skills

Welfare Society of Business English Institute

NOTICE

Date: 10th August 2024

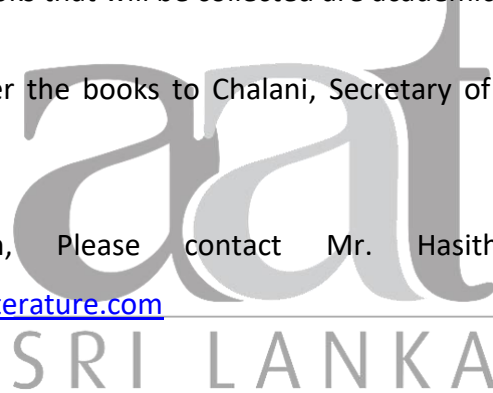
Books Donation in lieu of Anniversary Celebration

In celebration of the Institute’s Anniversary, the Welfare Society is organizing a book donation to the libraries of several rural schools.

We kindly request all students to contribute to this worthy cause by providing new, used or old books. The types of books that will be collected are academic, stories for children, etc.

All students can hand over the books to Chalani, Secretary of the Welfare Society on or before 31st August 2024.

For more information, Please contact Mr. Hasitha on 077543970 or hasitha@businessenglishliterature.com



..... (signature)

Dilshan Perera,
President,
Welfare Society

(10 Marks)

Suggested Answers to Question Five:

Chapter 3 – Business Writing Skills

Dinushini Fernando
48/A, Perera Road,
Nawinna.
dinushinif@gmail.com
077345890

17th August 2024

Mr. M.S. Dias
Best Garment Emporium
156, Ward Place,
Colombo 07

Dear Mr. Dias,

Complaint regarding poor quality of garments

I am Dinushini Fernando and on the 12th of August I placed an order through your Best Garment Emporium website purchasing three items and paid Rs. 8,000 for the garments and Rs. 350 for delivery. Please see the item numbers below.

Black top –0071

Red top – 0052

Black pant –0201

Unfortunately, the quality of the items has been highly disappointing. The color faded in both tops within a week and the pant tore during washing.

I am extremely dissatisfied with this purchase and request a full refund for the items.

Appreciate your prompt attention and response to this matter.

Sincerely,

..... (signature)
Dinushini Fernando

(10 Marks)

Suggested Answers to Question Six:

Chapter 1 – Conversational Skills

- (6.1) Why do you want to work at this Company?
- (6.2) What interests you about this position?
- (6.3) Could you tell us about your strengths and weaknesses?
- (6.4) Where do you think you will be in five years?
- (6.5) What are your goals for the future?

(10 Marks)

(Total 50 Marks)



End of Section B

Suggested Answers to Question Seven:

(A)

Chapter 5 – Business Presentation Skills

Ladies and Gentlemen of the Board,

Good Morning to you all!

I'm here to present the performance of our company for the year ending 31st March 2024.

The year 2024 was a very tough year for Silva Hardware Ltd. due to challenging market conditions, which resulted in a 13% decline in our top line, with sales revenue falling to Rs. 1,000 million.

However, we made significant strides in controlling costs, reducing our cost of sales by 20%. This had a favorable impact on our gross profit, which remained relatively stable at Rs. 460 million compared to Rs. 475 million in 2023.

While distribution expenses dropped by Rs. 10 million, administration expenses increased by Rs. 15 million, slightly affecting the bottom line. Consequently, our net profit before tax decreased to Rs. 142.5 million, and profit after tax stood at Rs. 128.5 million.

Moving forward, our focus must remain on driving revenue growth while maintaining cost efficiency.

Thank you!

(15 Marks)

(B)

Chapter 6 – Job Interview Skills

Tharushi Madanayake
32, Ratna Road, Ragama
0777348980
tharushim@yahoo.com

EDUCATIONAL QUALIFICATIONS

Academic Qualifications

University of Colombo, 2019 – 2022

- BBA Accounting (Specialization) Degree

Anula Vidyalaya, Colombo

- 4As (2017) in G.C.E Advanced level – Commerce Stream

Professional Qualifications

- AAT Passed Finalist, Association of Accounting Technicians of Sri Lanka, 2022
- ACCA qualification, Applied Knowledge level (Ongoing)

WORK EXPERIENCE

Management Trainee

JMP Audit Partners, 2021 August – 2022 January

- Assist company finance team on bookkeeping
- Assist with report analysis and development
- Accurate inputting and processing of invoices

Management Trainee

JML Holdings (Pvt) Ltd, 2022 February - 2023 February

- Performing reconciliation of accounts
- Assist company finance team on bookkeeping

Finance Executive

Detra Printing Company, 2023 February – Present

- Preparing profit and loss statements
- Inputting invoices and other financial information into Quick books platform
- Creating Reports from Quick books platform

COMPETENCIES AND SKILLS

- Excellent communication skills in English and Sinhala
- Excellent written and oral proficiency in English
- Microsoft Packages Skills (MS Excel, MS PowerPoint, MS Word)
- Computer Literacy including working on QuickBooks & SAP
- Analytical and Teamwork skills

SPECIAL ACHIEVEMENTS

- Winning the Best Speaker Title at the Gavel Club Competition 2022

EXTRA-CURRICULAR ACTIVITIES

- Member of Colombo Gavel Club
- Interest in Stock trading
- Member of Kelaniya Environmental Society

REFEREES

1. Mr. Arosh Hanthana

Senior Professor

University of Colombo

0777342890

arosh@fmfcmb.lk

2. Roy Perera

Senior Manager

Sampath Bank

0773216751

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End of Section C

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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