



Association of Accounting Technicians of Sri Lanka

Talent Subject - January 2025 Examination

Suggested Answers

(310) BUSINESS COMMUNICATION (BC)

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

Talent Subject - Examination - January 2025

(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 (4)

1.3 (1)

1.4 (4)

1.5 (3)

1.6 (2)

1.7 (3)

1.8 (2)

1.9 (1)

1.10 (2)

(10 marks)

(B)

Chapter 01 - Conversational Skills

1.1 executive post

1.12 a new coat of paint

1.13 meet the manager

1.14 he be back

1.15 the rainy season

1.16 increased steadily

1.17 interesting and useful

1.18 an urgent matter

1.19 to Canada

1.20 Business Analyst

(10 marks)

(C)

Chapter 04 – Functional Grammar Skills

1.21 among

1.22 at last

1.23 to

1.24 before

1.25 by

(05 marks)
(Total 25 marks)

End of Section A

Suggested Answers to Question Two:

Chapter 02 – Academic Reading Skills

- 2.1 imported
- 2.2 financial
- 2.3 reduced
- 2.4 Iraq
- 2.5 available
- 2.6 least
- 2.7 largest
- 2.8 China
- 2.9 Metric Tons
- 3.0 exports

(10 marks)

Suggested Answers to Question Three:

Chapter 02 – Academic Reading Skills

- 3.1 Mr. Siri Amaratunge
- 3.2 Galle
- 3.3 seven workers and the owner's three brothers
- 3.4 metal chairs, beds and cabinets.
- 3.5 in Colombo
- 3.6 pantry cupboards, computer tables and folding beds
- 3.7 the durability, affordability and the beauty of the items
- 3.8 Kandy, Matara and Kegalle
- 3.9 to reach the market in the Middle East
- 3.10 talented and hardworking

(10 Marks)

Suggested Answers to Question Four:

Chapter 03 – Business Writing Skills

08th February 2025

Nihal Jayasinghe
Multicorp (Pvt) Ltd.,
341, Rosmead Place,
Colombo 07

Sajee Perera,
The Manager,
Super Interior Designers,
26, First Lane, Nugegoda.

Dear Mr. Perera,

Request for a corrected invoice

This is to inform you regarding the invoice we received on 6th February 2025 for the work completed by your organization. There were several errors in the invoice sent as mentioned below;

- The service rendered was incorrectly mentioned on the invoice
- The customer service number was incorrect.
- The VAT percentage applied was incorrect.
- The total amount due was incorrect.
- VAT registration number of super interior designers was not mentioned.

Kindly issue a revised invoice with the correct details at your earliest convenience. Please let me know if you require any further clarification.

Best regards,

Nihal Jayasinghe
Finance Manager,
Multicorp (Pvt) Ltd

(10 Marks)

Suggested Answers to Question Five:

Chapter 03 – Business Writing Skills

08.02.2025

Dear Dineth,

I have to leave office immediately to take my son to the hospital. I am having a client appointment and there is not enough time to cancel.

The client, Mr. Ian Peries from KBL Enterprises is coming at 2 pm to finalize the terms on their contract. Could you please meet him on my behalf and assist him as much as possible?

I really appreciate your help. I'll follow up as soon as I return.

Sincerely,
Ashan

(10 Marks)

Suggested Answers to Question Six:

Chapter 02 – Academic Reading Skills

(6.1) He is a gentleman who deserves many awards

(6.2) He is the one whose advice I always follow

(6.3) I was so sad I had to leave his company

(6.4) He wishes me success which touches my heart

(6.5) My boss who is an accountant taught me Accountancy

(10 Marks)

(Total 50 Marks)

End of Section B

Suggested Answers to Question Seven:

(A)

Chapter 6 – Job Interview Skills

Malki Mendis
Dewala road,
Nugegoda.
08th February 2025

Human Resource Manager,
ACNT Partners,
42, Bauddhaloka Mawatha,
Colombo 07.

Dear Sir/Madam,

Application for the Position of Accounting Assistant

I am writing to express my interest in the Accounting Assistant position advertised in Daily mirror Newspaper. I hold a bachelor’s degree specializing in Accounting from the University of Sri Jayawardenepura and I have completed Level 1 of ACCA qualification. Further I possess strong skills in financial reporting, bookkeeping, debtors and credits leasing and accounting softwares such as QuickBooks and SAP.

I have five years of experience in the accounting field where I worked as a trainee at GHJK Conglomerate for one year, then worked as a Junior Accounts Executive at JZ Global PLC, a global accounting firm and promoted to senior accounts executive thereafter.

I am eager to contribute my expertise to your esteemed company and would appreciate the opportunity for an interview to discuss further. Thank you for your time and consideration.

.....
Thank you
Best regards,
Malki Mendis

(10 Marks)

(B)

Chapter 05 – Business Presentation Skills

Good evening, Ladies & Gentleman

I would like to warmly welcome you all today. As the team leader of the Research and Development Division, I am honored to introduce a product that our dedicated team has been working on for months by putting in extensive research, one that we believe will delight your taste buds while aligning with today's demand for healthier food choices.

Our goal was simple: to develop a biscuit that brings together **great taste and high nutritional value**. In today's fast-paced world, people are looking for snacks that are both **delicious and guilt-free** and that was exactly what we set out to achieve.

Let me introduce you to **Oat it!** a biscuit designed for **both indulgence and well-being** as it contains the finest ingredients such as oats, chia seeds, pumpkin seeds, all proved to be highly nutritional. Another great feature is that it does not have any artificial preservatives or flavors with moderate use of sugar. **Oat it** is such a versatile snack, with its vibrant packaging made to attract both the young and the old, it's perfect for breakfast, tea time or as a quick snack. And we are committed to sustainability by using biodegradable packaging.

Before this product officially reaches the market, we wanted to share it with you as our loyal customers. Your feedback is essential to us, and we would love to hear your thoughts.

Please feel free to ask questions and share your comments after trying our new product.

Thank you.

(15 Marks)

(Total 25 Marks)

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.

© 2021 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)