



Association of Accounting Technicians of Sri Lanka

Talent Subject - July 2025 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

Talent Subject - Examination - July 2025

(310) BUSINESS COMMUNICATION

SUGGESTED ANSWERS

(Total 25 Marks)

SECTION - A

Suggested Answers to Question One:

(A)

Chapter 01 – Conversational Skills

1.1 (1)

1.2 (2)

1.3. (4)

1.4 (4)

1.5 (3)

1.6. (1)

1.7. (2)

1.8. (2)

1.9. (1)

1.10 (3)



(10 marks)

(B)

Chapter 01 – Conversational Skills

1.11 statistics

1.12 report

1.13 compare

1.14 expanded

1.15 minimum

1.16 maximum

1.17 similarity

1.18 2023

1.19 100 million

1.20 expenses

(10 marks)

(C)

Chapter 04 – Functional Grammar

1.22 The attendees were notified of the meeting's time and location by Shanthi.

1.23 The meeting was called to order at the correct time by the Chairperson.

1.24 The minutes of the meeting were taken down by the Secretary.

1.25 The decisions were recorded and communicated to the relevant parties by the Secretary.

1.26 After the items in the agenda were addressed, the meeting was adjourned by the Chairperson.

(05 marks)
(Total 25 marks)



End of Section A

Suggested Answers to Question Two:

Chapter 04 – Functional Grammar Skills

- 2.1 firstly
- 2.2. which
- 2.3 As a result
- 2.4. In addition
- 2.5 Therefore
- 2.6 Moreover
- 2.7 Furthermore
- 2.8 also
- 2.9 Finally
- 2.10 In conclusion

(10 marks)

Suggested Answers to Question Three:

Chapter 02 – Academic Reading Skills

- 3.1 Having a strong vision overrides personality traits, skills, and approaches
- 3.2 The difference is that entrepreneurs can see opportunities whereas persons others see obstacles
- 3.3 They see failures not as defeats, but as learning opportunities
- 3.4 Resilience is a combination of hardiness, resourcefulness and optimism; which is a required trait to effectively start and run a business
- 3.5 They should develop the ability to fully focus on what others are saying, understand their message and respond appropriately.
- 3.6
 - (a) respond
 - (b) Resilience

(10 Marks)

Suggested Answers to Question Four:

Chapter 03 – Business Writing Skills

From: sahan@apa.lk

To: dr.aravinthsharma@gmail.com

Subject: Invitation to deliver keynote speech – APA Annual Conference 2025

Dear Dr. Aravinth,

I am reaching out to you on behalf of the Association of Professional Accountants (APA) in Sri Lanka. We are honoured to invite you as the keynote speaker at our Annual Conference, which is to be held from the 19th to 21st of September 2025 at BMICH, Colombo, Sri Lanka. The theme this year is **“Become an Agent of Change”**, and we believe your vast knowledge and impactful research will add immense value to our audience.

The event will be attended by many accounting professionals, where your insights would greatly enrich their experience and inspire them.

Please note that all travel and accommodation arrangements will be handled from our end. We request you to kindly confirm your availability.

We sincerely hope you will join us for this special occasion.

Warm regards,

Sahan

Event

Association of Professional Accountants

Nagoda

Manager

(10 Marks)

Suggested Answers to Question Five:

Chapter 03 – Business Writing Skills

Banks Enable People to Live More Comfortably.

Many people dislike banks and hold a negative perspective. In my opinion, banks are essential to a well-functioning society. Initially, banks give us access to funds we may not have at hand, allowing us to achieve our goals such as buying a home, starting a business, or making an important purchase. They provide the financial support upfront, which we can then repay in manageable instalments. Furthermore, banks encourage saving and investing through savings accounts, fixed deposits, and other products, which benefit us in the long run. We can also keep our money or assets safe in the bank, giving us peace of mind and minimising the risk of theft. Banks are vital for local and international trade as they act as intermediaries for payments and settlements, indirectly ensuring smooth access to the products and services we need for a comfortable life. I therefore reaffirm that banks enable us to live more comfortably.

(10 Marks)

Suggested Answers to Question Six:

<i>Chapter 04 – Functional Grammar Skills</i>
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6.1 who had just

6.2 that was sleek

6.3 which was nicely

6.4 who were known

6.5 which towered

6.6 whose guidance

6.7 which was still

6.8 that had been

6.9 which she had

6.10 that coursed through



(10 Marks)
(Total 50 Marks)

<i>End of Section B</i>

Suggested Answers to Question Seven:

(A)

<i>Chapter 06 – Job Interview Skills</i>

Ayesh Perera
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Academic Qualifications

BBA Spc. in Accounting at University of Colombo, Sri Lanka (2023)

G.C.E ADVANCED LEVEL Examination (2017)

04 A passes in the Commerce Stream

G.C.E ORDINARY LEVEL Examination (2014)

07 A passes and 02 B pass

Professional Qualifications

Passed Finalist of AAT Sri Lanka, 2021

ACCA, UK Level 01 & 02 complete

WORK EXPERIENCE

Management Trainee

Triston Accounting Company, Colombo 2022 August – 2023 September

Carried out bookkeeping activities, assisted with financial data entry and financial report creation, supported in ledger reconciliations and invoicing.

Finance Associate

Murge Global (Pvt) Ltd, Ratmalana October 2023 - December 2024

Performed reconciliation of accounts, worked in the team evaluating financial statements, preparing profit and loss statements and cashflow statements.

Senior Finance Associate Accountant (Promoted)

Murge Global (Pvt) Ltd, Ratmalana January 2025 – Present

Supporting the account reconciliation, budgeting, preparing tax returns, invoicing, preparation of other financial statements and liaising with debtors, creditors, customers and banks.

COMPETENCIES AND SKILLS

- Excellent communication skills in English and Sinhala
- Collaborative and teamwork skills
- Practical knowledge in MS Microsoft Packages such as MS Word, MS Excel, MS Teams.
- Experience in advanced Excel such as SAP and Oracle and other ERP systems.
- Analytical skills in analysing financial reports, preparation of statistical diagrams and interpretation of data.

INTERESTS

- Member of the Rotaract Club of Moratuwa
- Pat of the church choir
- Cricket enthusiast

REFEREE 01

Mr. Asoka Dandeniya
Senior Manager
LMV Holdings
Tel: 0777678456
Email: asoka@lmvholdings.com

REFEREE 02

Mr. Daniel Peiris
CEO
LING Finance PLC
Tel: 0777321500
Email: dhammika@ling.com



(10 Marks)

(B)

Chapter 5 – Business Presentation Skills

1. What is the Unique Selling Proposition (USP) of this product?

This product is made using cutting-edge technology such as machine learning and smart sensors making it superior to its competitors with a longer lifespan. Furthermore, even with the high-tech features, it is within a competitive range in terms of pricing.

2. What is the target market for this product?

This high-quality product made with cutting-edge technology will be catered mainly to markets such as North America, Europe and Middle East.

3. What steps have been taken to ensure compliance with international regulations?

We have thoroughly reviewed and met all relevant export-import regulations while ensuring smooth customs clearance and market acceptance.

4. How will this product impact the company's growth?

This product will increase revenue streams, strengthen our brand image and position as an industry innovator, driving long-term growth.

5. How is the product priced compared to competitors?

The product is priced to compete with its competitors in the target market despite its higher value addition with the various unique key features offered.

(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.



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