

**INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS  
OF PAKISTAN**

FOUNDATION-1 EXAMINATION—SUMMER, 2003

Tuesday, the 20th May, 2003

**1292**

**BUSINESS ENGLISH**

*Time Allowed—3 Hours*

*Maximum Marks—75*

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- (i) Attempt ALL questions.
  - (ii) Answer must be neat, relevant and brief.
  - (iii) In Marking paper, the examiners take into account clarity of exposition, logic of arguments, presentation and language.
  - (iv) Read the instructions printed on the top cover of answer script CAREFULLY before attempting the paper.
  - (v) DO NOT write your Name, Reg. No. or Roll No. anywhere inside the answer script.
  - (vi) There will also be a practical presentation examination of 25 marks on one of the given topics.
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Marks

Q. 1. Choose the correct answer. Do not copy the question/answer; only indicate the answer by writing the correct option for the question (e.g.— i(a), ii-(b) etc).

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(i) You are very quiet. What \_\_\_\_\_ about ?

- a) do you think
- b) are you thinking
- c) you thought
- d) you have thought

(ii) They \_\_\_\_\_ anything at the party last night.

- a) do not eat
- b) did not eat
- c) has not eaten
- d) have not eat

(iii) I was having \_\_\_\_\_ bath when \_\_\_\_\_ phone rang.

- a) an\_\_the
- b) a\_\_an
- c) the\_\_the
- d) a\_\_the

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- (iv) The chairman did not look \_\_\_\_\_ our proposal.  
a) over      b) at      c) on      d) for
- (v) The most suitable order of the words "basin, sugar, antique, silver, an" is:  
a) An antique sugar silver basin      b) An antique silver sugar basin  
c) An antique silver basin sugar      d) An antique sugar basin silver
- (vi) These are the main points, the \_\_\_\_\_ of his speech.  
a) small talk      b) sum and substance  
c) flesh and blood      d) bag and baggage
- (vii) He is a \_\_\_\_\_ in that office, he can get you a job.  
a) better half      b) big gun  
c) black sheep      d) feather in one's cap
- (viii) He is a very \_\_\_\_\_ athlete, he can compete in swimming as well as football.  
a) versatile      b) amateur  
c) sophisticated      d) eccentric
- (ix) It was very \_\_\_\_\_ not to get the job.  
a) distressing      b) rejoicing  
c) eradicating      d) choking
- (x) \_\_\_\_\_ the late afternoon, the children began fishing \_\_\_\_\_ the pier.  
a) after\_\_in      b) during\_\_at  
c) in\_\_on      d) with\_\_in
- (xi) "There are many cases reported about the tragedy of old people dying alone. These destitute old people are made to feel unwanted." Destitute means :  
a) isolated      b) poor      c) disabled      d) sick
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(xii) I feel \_\_\_\_\_ to speak on the subject.

- a) inqualified                      b) disqualified  
c) unqualified                      d) misqualified

(xiii) Which of the following sentence is correctly punctuated ?

- a) The commander said, "Remember our slogan, 'Do or die !'"  
b) The commander said, "Remember our slogan: 'Do or die !'"  
c) The commander said, "Remember our slogan, 'Do or die !'"  
d) The commander said, "Remember our slogan, 'Do or die' !"

(xiv) Atom is to Molecule as :

- a) Spoon is to Dish                      b) Shrub is to Tree  
c) Potato is to Chips                      d) Star is to Galaxy

(xv) Which of the following sentence is correctly punctuated ?

- a) "The people of Japan," James Mitches wrote, "are very friendly."  
b) "The people of Japan", James Mitches wrote, "are very friendly."  
c) "The people of Japan," James Mitches wrote, "Are very friendly."  
d) "The people of Japan, James Mitches wrote, "are very friendly."

Q. 2. a) Supply suitable pronouns.

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- i) I have just heard the weather forecast and \_\_\_\_\_ say there is going to be more snow. \_\_\_\_\_ are better off indoors in weather like this.  
ii) These cups are nice. \_\_\_\_\_ is hand painted.  
iii) Let's find \_\_\_\_\_ to eat.

b) Join the following pairs of sentences by using each of the following conjunctions only once. *Although, Whereas, In spite of, However.*

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- i) He lived in Germany for ten years. He never learnt German.  
ii) My car would not start. Ali's started immediately.  
iii) He did not like sports. He did not mind watching.  
iv) My parents were angry. They soon forgave me.

c) Correct the following sentences :

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- i) The weather tends improving in March.  
ii) The book that I lent you having a good bibliography.  
iii) She borrowed an egg from the neighbour that was rotten.  
iv) The majority of the people are against the new policies.

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d) Synthesize the following pairs of sentences as directed :

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- i) You can have tea. You can have coffee. (*By using conjunction*)
- ii) Libya is a leading producer of oil. It is a country in North Africa. (*By using Phrase in apposition*).
- iii) I have some homework. I have to complete it. (*By using an infinitive*).
- iv) We drove through the mountains. We saw several bears. (*By using participle "Verb+ing"*).

Q. 3 (a) Punctuate the following paragraph and capitalize where necessary :

3

husky oil is planning to increase the capacity at its ontario heavy oil refinery the estimated cost of the project is still unknown completion is scheduled for late 2006.

(b) Change the following set of dialogues into indirect speech :

7

Hotel Manager : Have you come far ?

Mr. King : From Edinburgh. I had lunch there and I 've driven all the way without a break.

Hotel Manager : Did you come through Newcastle ?

Mr. King : No. I took the West Road, from Carter Bar down to Darlington".

Q. 4. Make a precis of the following passage and suggest a suitable title.

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As learners, we fall in four groups. The first kind of learner needs to be caught up in an idea physically and personally. His personal involvement and concern of others, make him seek harmony. He is emotional. The second kind of learner absorbs all the information around him, categorizes it and reasons out the results. He will seek the data gathered to develop an idea, he is systematic. The third kind of learner is opposite the first kind, he tends to be less emotional and more utilitarian, and his thorough analysis results in a valid decision. He is practical. The fourth kind of learner, an accommodator, needs numerous approaches to learning something new. As an opposite to the second kind of learner, he realizes more on instinct than on logic. When decision must be made, he doesn't like to interfere with others' lives.

Q. 5. Read the following passage and answer the questions given below

There are several types of business organizations, including sole traders, partnerships, limited companies and public sector organizations. However, each

will have its own internal structure — the one in which human resources are organized. This is known as “formal organization” of the business. It takes into account such things as : the relationships between individuals, who is in charge, who has authority to make decisions, who carries out decisions, and how information is communicated.

Different businesses tend to have different objectives. There will also be differences in relationships, how they are managed and how decisions are made. Because these activities can be arranged in various ways, businesses tend to have different structures. There are, however, likely to be some similarities. For example many large companies are controlled by a few directors, are divided into departments with managers, section heads and have many workers in each department.

One method of organizing a business is where managers put people to work effectively based on their skills and abilities. The structure is “built up” or it “develops” as a result of the employees of the business. In contrast a structure could be created first, with all appreciated job positions outlined, and then people employed to fill them. It has been suggested that the entrepreneur Richard Branson worked out a complete organization structure for his Virgin Atlantic airline before setting up the company and then recruited the 102 people needed to fill all the positions.

**Questions :**

- |       |  |   |
|-------|--|---|
| a.    | On what basis organizations have been classified in the given paragraph ?                              | 2 |
| b.    | What are the considerations for formal organization ?  | 3 |
| c.    | Why do organizations have different structures ?   | 2 |
| d.    | Describe briefly the two structures in which businesses are organized ?                                | 3 |
| Q. 6. | Choose the sentence to achieve the right tone : (only give correct option, do not write the sentence). |   |
| I.    | Which sentence would you write to a superior ?   | 2 |
| (a)   | (i) Could we defer a decision until a later date ?   |   |
|       | (ii) I want to defer a decision until a later date ?   |   |
| (b)   | (i) We shall not achieve the proposed production target.   |   |
|       | (ii) It seems that we may not achieve the proposed production target.                                  |   |
| II.   | Which sentence would you write to a 'peer' ?   | 2 |
| a.    | (i) I would like you to deal with this matter.   |   |
|       | (ii) Would you mind dealing with this matter ?   |   |

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- b. (i) We must consider the introduction of a new system of stock control.  
(ii) We should consider the introduction of a new system of stock control.
- III. Which sentence would you write to a 'subordinate' ? 2
- a. (i) Is it possible for you to take charge of the orientation programme ?  
(ii) I would like you to take charge of the orientation programme.
- b. (i) I look forward to receiving your response in the near future.  
(ii) I await your immediate response.
- Q. 7. Write an inter-office memo addressing all heads of departments to intimate that violation of car parking rules is causing serious problems. They should advise employees to observe the rules. This memo should be from Personnel Department. 7
- Q. 8. Write an essay of about 250 to 300 words on one of these topics : 10
- (i) Fortune is fickle.
  - (ii) Advertising.
  - (iii) Internet creates a new geography.
  - (iv) Communication skills—a must for a manager.
  - (v) Where there is a will, there is a way.
  - (vi) The role of Non-Governmental Organizations (NGOs)

THE END

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