

INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF PAKISTAN



Winter (November) 2011 Examinations

Saturday, the 26th November 2011

**BUSINESS ENGLISH – (S-104)**

**STAGE- 1**

Time Allowed – 2 Hours 45 Minutes

Maximum Marks – 55

Roll No.:

- (i) Attempt ALL questions.
- (ii) Answers must be neat, relevant and brief.
- (iii) In marking the question paper, the examiners take into account clarity of exposition, logic of arguments, presentation and language.
- (iv) Read the instructions printed inside 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 presentation of 25 marks on one of the given topics.
- (vii) Question No.1 – “Multiple Choice Question” printed separately, is an integral part of this question paper.
- (viii) **Question Paper must be returned to the invigilator before leaving the examination hall.**

**SECTION – “A”**

**MARKS**

**Q.2 (a) Do as directed:**

**03**

- (i) Sana has helped the little girl. **(Change the voice)**
- (ii) Pakistan will have won the match. **(Change the voice)**
- (iii) Girl was playing with doll. **(Change the voice)**
- (iv) The Princess said, “It gives me great pleasure to be here this evening”.  
**(Change the speech)**
- (v) She said, “I do not wish to see any of you; go away”. **(Change the speech)**
- (vi) My elder brother often says to me, “If you don’t work hard, you will fail”.  
**(Change the speech)**

**(b) Correct the following sentences:**

**02**

- (i) That book contain many different kind of story and article.
- (ii) All of the guest enjoyed themself at the reception.
- (iii) Collecting stamps is one of my hobby.
- (iv) Today womans work as doctor, pilot, archaeologist, and many other thing. Both my mother and father are teacher’s

**Q.3 (a) Read the following passage carefully and then write a summary précis of approximately 100 words in your own composed sentences :**

**06**

Dengue fever is an infectious disease caused by a family of viruses that are transmitted by a special kind of mosquitoes called Aedes aegypti mosquito, which also transmits such diseases as Chikungunya and yellow fever. Do not think that it is only thick forests where dengue fever virus can be found. The urban areas of many developed countries like Brazil, Singapore, Taiwan, Indonesia, Pakistan and India are also liable to this disease. Symptoms are high fever, severe headache, pain in muscles and joints, and rash that can be described as small red spots. Some patients experience gastritis, diarrhea, vomiting and abdominal pain, hemorrhage (bleeding) and circulatory collapse.

In cases when a patient is suspected to have Melina, which is a sign of inner gastrointestinal bleeding, platelet transfusion may be necessary. Now a days, the most reliable method is the control over the mosquitoes that transmit the disease. Scientists are also trying to invent a vaccine against dengue fever, but the researches are only at the stage of experiments yet.

PTO

The bite of one infected mosquito can result in infection. The risk of being bitten is highest during the early morning, several hours after daybreak, and in the late afternoon before sunset. Aedes mosquitoes typically live indoors and are often found in dark, cool places such as in closets, under beds, behind curtains, and in bathrooms. After having been bitten by mosquitoes which carry the dengue poison, a period of three to six days elapses before the disease develops. The eyes become red and watery. The temperature rises rapidly from 103 to 105 degree Fahrenheit accompanied by profuse perspiration, the passage of much urine and sometimes violent diarrhea. To prevent the disease, it is only necessary to avoid being bitten by mosquitoes. This can be done by covering your clean water bowls.

**(b) Write the plural forms of the following nouns.**

**03**

- (i) Mouse
- (ii) Goose
- (iii) Leaf
- (iv) Self
- (v) Analysis
- (vi) Mango

**Q.4 (a) Select the word pair out of the four alternatives A, B, C, and D given which can fill the blanks well in the same sequence.**

**04**

- (i) Your \_\_\_\_\_ will \_\_\_\_\_ all the benefits you derived from your hard work.
 

(a) patience, delete	(b) possessiveness, enhance
(c) carelessness, nullify	(d) apathy, increase
  
- (ii) There are \_\_\_\_\_ instances to prove that the leader \_\_\_\_\_ courteously with everyone.
 

(a) no, major	(b) several, behaves
(c) various, demands	(d) absolute, helps
  
- (iii) There is no \_\_\_\_\_ the fact that a man of knowledge \_\_\_\_\_ great power.
 

(a) justifying, acknowledge	(b) clarifying, exhibits
(c) advocating, projects	(d) denying, wields
  
- (iv) Leaders interested in achieving \_\_\_\_\_ performance need an \_\_\_\_\_ of the relationship between work-related stress and his performance.
 

(a) durable, understanding	(b) holistic, utility
(c) powerful, analysis	(d) effective, application
  
- (v) The religious parties voted to \_\_\_\_\_ the ban \_\_\_\_\_ drinking.
 

(a) invoke, for	(b) revoke, of
(c) prohibit, prevented	(d) repeal, on
  
- (vi) Our army is \_\_\_\_\_ \_\_\_\_\_ the border of the neighbouring country.
 

(a) posted, with	(b) deployed, along
(c) assembled, at	(d) accumulated, for
  
- (vii) The speech \_\_\_\_\_ with subtle threats has resulted in \_\_\_\_\_ tension in the sensitive areas of the city.
 

(a) full, escalating	(b) Started, reduced
(c) replete, increased	(d) followed, continuous

(viii) We cannot \_\_\_\_\_ such a/an \_\_\_\_\_ act of violence.

- |                            |                         |
|----------------------------|-------------------------|
| (a) pardon, egregious      | (b) consider, important |
| (c) neglect, insignificant | (d) commit, magnificent |

**(b) Give the correct meaning of the following idiomatic expressions and then use them in your own composed sentences:** 05

- (i) Actions speak louder than words
- (ii) Silence is golden
- (iii) Odds and ends
- (iv) At the eleventh hour
- (v) From the cradle to the grave

### SECTION – “B”

**Q.5 Read the following passage carefully and then answer the questions that follows:**

#### I CLIMBED EVEREST ALONE

*(Author Reinhold Messner, climbed Mount Everest alone)*

Two years earlier I had stood atop Mount Everest with Peter Habeler. This time I was attempting the greatest challenge to climb the highest mountain on earth completely on my own. There were no porters, no fellow climbers, no bottled oxygen, no walkie talkie. From high base camp, in the 5 a.m. darkness, on the 18th of August, 1980, I set out on my greatest adventure. Minutes later, it almost ended in disaster. I was crossing a snowbridge over a crevasse. Suddenly it went, crumbling into powder and chunks of ice. I was falling-falling into the deep. It felt like eternity in slow motion. In the next moment I came to a sudden stop. Or had it been minutes, my sense of time had vanished. My headlamp, fastened to an elastic strap around my woollen cap, no longer functioned. Blackness surrounded me. 'Perhaps I will die down here!' I peered up through a gap and caught a glimpse of stars twinkling overhead.

Survival instincts surfaced. I quickly sought escape from this icy prison. With an ice-axe in one hand and a ski pole in the other, I managed to get back to firm ground. The first rays of the sun were brushing the top as I worked my way up. It was just 7 a.m. Around 9 a.m. the altimeter indicated 7,360 metres. Now and then I would push through pockets of ankle-deep snow. Gusts of wind began to sap my energy. At 7,500 metres, I could feel myself slowing considerably. I must not become exhausted, I told myself. The next two days would be far more strenuous.

I now found difficulty in breathing. Every dozen steps or so, I would stop and gasp for breath. My mind was drifting. The intervals between rest pauses became shorter and shorter. I would sit down, and then find it nearly impossible to rise again. Somehow I kept going. It seemed that there was somebody behind me giving me the needed courage. Step by step, I pushed myself onward till I reached 7,800 metres.

I found a spot and sat to unpack my rucksack. I had difficulty pitching the tent but anyhow succeeded. The wind, gusting to perhaps 80 kilometres, kept heaving it into the air. I lay listening to the wind. I shoved dried meat, cheese and bread into my mouth. Just those small movements were exhausting. I needed to drink at least four litres of water a day; to dehydrate would be fatal. I opened the flap enough to scoop some snow with the lid of my pot. In that instant the flame of my gas stove blew out. 'It will be a bad night,' I thought as I relit it.

The morning sun on August 19 hit my tent and began melting the frost on the inner walls. I knew I had to reach the top on the following day. At three in the afternoon I checked my altimeter. It read only 8,220 metres. I was frustrated by my progress. Worn out, I wanted desperately to find a resting site. But I could find none. One hour later, on a snow-covered ledge, I managed to pitch my tent. I kept thinking, 'What if the fog did not lift by morning? Should I wait? No, that was senseless.' By the day after tomorrow I would be so weak that I could never advance towards the peak. Tomorrow I had either to go up or go down. There was no other choice.

The morning of August 20 was clear but clouds were closing in. The climb to the peak was physically taxing but not too difficult. I climbed on hands and knees like a four-legged animal, sluggish and apathetic. Finally, I stood just below the peak. The fog was thick and I could hardly orient myself. The next three hours seemed to pass without notice. I climbed instinctively, not consciously. The clouds opened for brief moments, giving fleeting glimpses of the peak against the blue sky. Suddenly I saw the aluminium tripod! There it was-proof that I had reached the summit. The Chinese had anchored it at the highest point in 1975 to make exact measurements.

I sat there like a stone. I had spent every bit of strength to get there. I was empty of feeling as I had reached the highest point on earth.

**Required:**

- |              |  |           |
|--------------|--|-----------|
| <b>(i)</b>   | What made it difficult for the author to:  | <b>01</b> |
|              | (a) Breathe?   |           |
|              | (b) Communicate with base camp?  |           |
| <b>(ii)</b>  | What was the author's compelling, single-minded purpose in climbing Everest the second time? | <b>01</b> |
| <b>(iii)</b> | From the evidence, state obstacles which slowed down the author.                             | <b>01</b> |
| <b>(iv)</b>  | Give three signs to show the author was getting weak.  | <b>01</b> |
| <b>(v)</b>   | What was the main hindrance to pitching the tent?  | <b>01</b> |
| <b>(vi)</b>  | What indicated to the author that he had reached the summit of Everest?                      | <b>01</b> |

**Q.6 Write an essay of about 250 words on anyone of the following topics. 10**

- (i)** Inflation – its impact on the lives of poor people.
- (ii)** Technology – makes life simpler or complicated.
- (iii)** Books or Internet – The best and authentic source of information.
- (iv)** My Ideal Leader.
- (v)** Industrial Revolution – The basic need of Pakistan.

**Q.7 (a) As the Manager of a big departmental store you have received a letter from one of your customers complaining the poor customer services and quality of rice and sugar along with high mark up prices. Draft a suitable reply expressing regret and promising your customers to undertake an enquiry to the complaint. (Assume necessary details) 08**

**Q.7 (b) You have been working as the Chief Executive Officer of M/S “Ali International”. You have just known that Mr. Abbas Khan, Director of M/S “Arfeen Enterprises” has passed away. Write a condolence letter to the wife of Mr. Abbas Khan. (outlines of a condolence letter should be expression of grief, good qualities of the deceased and sympathies with the family). (Assume other necessary details) 08**

**THE END**