

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

FOUNDATION-I EXAMINATION-SPRING (SUMMER), 2005

Tuesday, the 24th May, 2005 **1238**

**BUSINESS ENGLISH**

*Time Allowed—2 Hours 45 Minutes*

*Maximum Marks—55*

- 
- (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 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 paper.
- 

Q.2 Rewrite the following dialogue in reported speech:

Marks  
5

"How do you like this model?", asked Jack. "It's lovely," exclaimed Linda. "How clever you are at carving wood!" "I have been doing this kind of work for seven years now."

Q.3(a) Select the best options to complete the sentences:

3

- (i) (Regretfully, Regrettably) \_\_\_\_\_ we paid our last respects to a dear friend at the funeral.
- (ii) Our class thanked the teacher and used a (judicial, judicious) \_\_\_\_\_ choice of words.
- (iii) My aunt is (awaiting, waiting) \_\_\_\_\_ the arrival of the express from Islamabad.

(b) Fill in the blanks with suitable adjectives or adverbs given in parentheses:

3

(i) He had a fight at school and was punched (full, fully) \_\_\_\_\_ in the face.

(ii) With a job and that salary, you are sitting (pretty, prettily) \_\_\_\_\_.

(iii) You did (right, rightly) \_\_\_\_\_ in refusing payment for giving them advice.

(iv) He was sent off the hockey field for playing (rough, roughly) \_\_\_\_\_.

(v) Turn (sharp, sharply) \_\_\_\_\_ left at the corner and you will be in the tenth street.

(vi) I was so exhausted, I could only (flat, flatly) \_\_\_\_\_ on my back.

(c) Choose the most suitable phrasal verbs from the given options to replace the underlined words:

3

(i) Extinguish the lights before you go to bed. (blew up, put out, put off).

(ii) She was wearing a beautiful dress. (brought about, wrap up, had on).

(iii) Ahmad did not arrive till after midnight. (show up, come in, turn back).

Q.4 Following are some words (in pairs) which are often confused and misused. Illustrate the differences in meaning between the two words in a pair by using them in your own sentences.

6

(a) accede \_\_\_\_\_ exceed

(b) affect \_\_\_\_\_ effect

(c) complement \_\_\_\_\_ compliment

(d) precedence \_\_\_\_\_ precedents

(e) device \_\_\_\_\_ devise

(f) council \_\_\_\_\_ counsel

Q.5 Make a précis of the following passage:

Each of us acts according to an unwritten list of judgmental choices we would be likely to make in a given situation. The list is an ordered one: some things would always be chosen in preference to other things. People spend their lives refining this order. In many ways, the list differs from person to person, and the same person's choices might even change at different times in life. We are speaking about values when we speak of making choices according to priority. Some theorists try to categorize all persons into "Value Types." One individual might be the "Theoretical Type," responding to pursuits of discovery, another might be the "Aesthetic Type," choosing beauty and harmony over other possibilities, still another might be a "Political Type" valuing competition and personal power over other choices. Whether or not it is possible to categorize complex individuals into broad categories of types, examining your own value systems is an informative experience, and what we need to be consciously aware of is that all of our thinking and behaviour are value laden.

Q. 6 Read the following passage and answer the questions that follow:

Effective communicators have many tools at their disposal. They know how to put together the words to convey their meaning. They reinforce their words with gestures and actions. They look you in the eye, listen to what you have to say and think about your feelings and needs. At the same time, they study your reactions, picking up the nuances of your response by watching your face and body, listening to your tone and voice and evaluating your words. They absorb information just as efficiently as they transmit it relying on both nonverbal and verbal cues.

The most basic form of communication is nonverbal communication, all the cues, gestures, vocal qualities, spatial relationships and attitude toward time that allow us communicate without words. Anthropologist theorize that long before human beings used words to talk things over, our ancestors communicated with one another by using their bodies. They gritted their teeth to show anger; they smiled and touched one another to indicate affection. Although we have come a long way since those primitive times, we still use non-verbal cues to express superiority, dependence, dislike, respect, love and other feelings.

Non-verbal communication differs from verbal communication, in fundamental ways. For one thing, it's less structured which makes it more difficult to study. You can't pick up a book on non-verbal language and master the vocabulary of gestures, expressions and inflections that are common in our culture. We don't really know how people learn non-verbal behaviour.

Non-verbal communication also differs from verbal communication in terms of intent and spontaneity. We generally plan our works. When we say, "Please get back to me on that order by Friday", we have a conscious purpose. We think about the message, if only for a moment. However, when we communicate non-verbally, we sometimes do so consciously. We do not mean to raise an eyebrow or blush. These actions come naturally. Without our intent, our emotions are all written over our faces.

- (a) List any four tools that effective communicators use for communications. 2
- (b) Why does the writer think that non-verbal communication is the most basic form of communications? 3
- (c) Explain the two ways in which non-verbal communication is different from verbal communication. 3
- Q. 7 You are a permanent full time employee in an organization, functioning six days a week, and are interested in pursuing further education on weekends. In this regard you require half a day off from work on Saturdays to pursue your aim. Write a letter to your departmental head requesting him to allow you the half-day off on every Saturday. Suggest ways to compensate for this time and to complete your assigned work within the target dates. 8
- Q. 8 Write an essay of 250-300 words on any one of the following topics: 12
- (a) Challenges of Today's Workplace.
  - (b) Natural Disasters - Lessons for Mankind.
  - (c) Future Challenges and Trends in Consumer Banking.
  - (d) Success Factors in Leading Professionals.
  - (e) Importance of Continuous and Lifelong Learning.

THE END