

INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF PAKISTAN

SPRING (SUMMER) 2008 EXAMINATIONS

Tuesday, the 20th May, 2008

BUSINESS ENGLISH – (S-102)

Stage- 1

Time Allowed – 2 Hours 45 Minutes

Maximum Marks – 55

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- (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 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 question paper.
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Marks

Section – “A”

Q.2 (a) Read the excerpt given below and do as directed:

Pakistan – the land of the pure

(1) People call our beloved country Pakistan which means the land of the pure.
(2) The name was coined by Chaudhary Rehmat Ali who was a Cambridge student and who spent his life fighting for the idea of a separate homeland for the Muslims. (3) Pakistan, he wrote is both a Persian and an urdu word and is composed of letters taken from all our homelands Punjab afghania (NWFP) Kashmir iran sindh afghanistan and baluchistan.

Required:

- i) Change the sentence No. 1 from Active to Passive. 1
- ii) Correct the sentence No. 2 by adjusting the noun phrase in apposition and the defining clause. 1
- iii) Punctuate and correct the sentence No. 3. 1

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| | Marks
5 |
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- (b) Construct sentences using an adjective and its matching noun (given in lists A and B respectively). Each word in the list should be used only once.
- List A: Adjectives**
Sumptuous Horrific Escalating Myriad Progressive
- List B: Nouns**
Profits Organization Meal Problems Incident
- Q.3 (a)** Re-write the following sentences removing errors (the sentence may have more than one errors): **5**
- i. His old house in falling to pieces. We need to have it rebuild.
 - ii. I do not like cheese. I do not like mayonnaise neither.
 - iii. While walking in the garden, beautiful flowers can be seen anywhere.
 - iv. Our colony boasts one library, one garden and there are many schools.
 - v. Manager found alot of errors in clerks typing.
- (b) Given below is a short list of such words which are in common used but are generally confused because they sound alike. Give the correct meanings of the words and use in your own sentences: **5**
- i. Access - Excess
 - ii. Advice - Advise
 - iii. Compliment - Complement
 - iv. Spacious - Specious
 - v. Stationery - Stationary
- Q.4** Choose the correct word or words that should be used in each sentence listed below: **6**
- i. I am (anxious, eager) to (tell, advise) you that you are right.
 - ii. The dissension (between, among) the five departments has been settled by a (well known, well-known) authority.
 - iii. The man (who, which, that) was crossing the street was struck by a car (who, which, that) Mr. Smith was driving.
 - iv. (A, An) university regent held (a, an) one-hour meeting with (a, an) honor society (council, counsel).
 - v. We had (already, all ready) received the suit when your letter arrived. I am (already, all ready) to write this customer.
 - vi. Your rug should (lie, lay) (smooth, smoothly) on the floor.

SECTION – “B”

- Q.5** Read the passage and answer the questions that follow:

There is a continuing controversy about the difference between leadership and management. It is obvious that a person can be a leader without being a manager, and a person can be a manager without leading. Indeed, some people with the job title “manager” do not have any subordinates. Nobody has proposed that managing and leading are equivalent but the degree of overlap is a sharp disagreement. Some management scholars contend that leadership and

management are qualitatively different and mutually exclusive. The most extreme distinction involves the assumption that management and leadership cannot occur in the same person. In other words, some people are managers and other people are leaders. The definitions of leaders and managers assume that they have incompatible values and different personalities. Managers value stability, order, and efficiency, whereas leaders value flexibility, innovation, and adaptation. Managers are concerned about how things get done, and they try to get people to perform better. Leaders are concerned with what things mean to people, and they try to get people to agree about the most important things to be done. One school of thought proposed that managers are people who do things right and leaders are the people who do the right things. Other scholars view leading and managing as distinct process, but they do not assume that leaders and managers are different types of people. They differentiate management and leadership in terms of their core processes and intended outcomes. Management seeks to produce predictability and order by setting operational goals, establishing action plans with timetables, and allocating resources; organizing and staffing; and monitoring results and solving problems. Leadership seeks to produce organizational change by developing vision of the future and strategies for making necessary changes, communicating and explaining vision and motivating and inspiring people to attain the vision. According to this theory, management and leadership both involve deciding what needs to be done, creating networks of relationships to do it, and trying to ensure that it happens. However, the two processes have some incompatible elements; strong leadership can disrupt order and efficiency, and strong management can discourage risk taking and innovation. Both processes are necessary for the success of an organization. Strong management alone can create a bureaucracy without purpose but strong leadership alone can create change that is impractical.

Required:

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| (a) What controversy about the management and leadership is presented in the passage? | 2 |
| (b) State the philosophies as upheld by the two schools of thought regarding management and leadership. | 2 |
| (c) What opinion has the author presented regarding management and leadership in the concluding lines? | 2 |
| (d) Give a précis statement (in 100 words) of the passage. | 4 |
| Q.6 Write an essay of about 250 words on any one of the following topics: | 10 |
| (a) Challenges faced by the new Government after Election 2008. | |
| (b) Listening – an important Element of Communication. | |
| (c) True spirit of Islam is missing from our lives. | |
| (d) Self evaluation and Self Improvement. | |
| (e) Pakistan's Energy Crisis – What should be done? | |

Note:

(The essay will be evaluated for arrangement of ideas, flow of the piece and quality of composition including grammar. There will be no weight for opinions expressed.)

SECTION – “C”

Q.7 Suppose you are presently at Stage-3 of CMA Program and have decided to take up full time employment also. You have been called for an interview by a manufacturing concern.

Required:

If you are asked the following questions, how would you answer them?

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| (a) How would you manage to balance the demanding academic activities and rigorous work assignments? | 3 |
| (b) How would your courses help you in your job assignments if you are hired as Assistant Manager Finance? | 3 |
| Q.8 Write a letter to your instructor arguing for or against the Institute's hooking up to the internet and providing free access to students. Be sure to take a position either for or against, and provide support for each of your points. | 5 |

The End