

INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF PAKISTAN



Spring (Summer) 2010 Examinations

Monday, the 24th May 2010

BUSINESS ENGLISH – (S-104)
STAGE- 1

Time Allowed – 2 Hours 45 Minutes

Maximum Marks – 55

- (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.

MARKS

SECTION – “A”

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

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- (i) Why was such a nasty letter written by your brother? **(change the voice)**
- (ii) Who has opened the windows in such a stormy night? **(change the voice)**
- (iii) Don't trouble your neighbours. **(change the voice)**
- (iv) I punished him for negligence. **(make it a compound sentence)**
- (v) I saw a wooden house. **(make it a complex sentence)**
- (vi) What a large tree it is! **(convert the sentence into interrogative)**
- (vii) How old is his brother? **(make it an imperative sentence)**
- (viii) As soon as they saw me they ran away. **(make it negative)**

(b) *Complete the following sentences by some of the given words in parenthesis:*

03

(although, because, but, if, in case, in order to, in spite of, so, so that, unless)

- (i) _____ it was late, Ali did not seem in a hurry to leave.
- (ii) They put video cameras in shop _____ stop people stealing things.
- (iii) No one was watching the television, _____ I switched it off.
- (iv) You cannot drive a car _____ you have got a licence.
- (v) _____ having absolutely no talent, he became a popular TV personality and chat show host.
- (vi) I think my answers are right, but can I just check them with yours _____ I have made a mistake.

Q.3 (a) *Which one of the four alternatives completes the sentences in the correct or most likely way?*

03

- (i) 'Who _____?' ' _____ to get through to Alia.'
- (a) do you phone, I'm trying
- (b) are you phoning, I'm trying
- (c) are you phoning, I try
- (d) do you phone, I try

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- (ii) After she _____ hospital, she had a long holiday.
 (a) leaves (b) is leaving
 (c) has left (d) left
- (iii) When he realised I _____ at him, he _____ away.
 (a) looked, was turning (b) was looking, turned
 (c) was looking, was turning (d) looked, turned
- (iv) When I went into the bathroom, I found that the bath _____.
 (a) overflows (b) overflowed
 (c) had overflowed (d) is overflowing
- (v) Your eyes are red – _____?
 (a) did you cry (b) have you been crying
 (c) have you cried (d) do you cry
- (vi) When I saw the vase in the shop window, I knew it was exactly what I _____.
 (a) looked for (b) look for
 (c) had been looking for (d) have looked for

(b) Complete the following table marked ‘?’:

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	Adjective	Noun	Verb	Adverb
(i)	?	calculation	?	?
(ii)	?	?	?	continually

Q.4 (a) Give the correct meaning of following idiomatic expressions and then use them in your own composed sentences:

05

- (i) The rotten apple
 (ii) Chicken hearted
 (iii) Dressed to kill
 (iv) Be all Greek
 (v) Keep at arm's length

(b) Match each sentence (a) to (h) with an explanation from (1) to (10).

04

- (a) I nodded (1) I moved my eyebrows together to show disapproval.
 (b) I chuckled (2) I laughed uncontrollably, in a silly way.
 (c) I grinned (3) I looked with wide-open eyes at the same place for several moments.
 (d) I scowled (4) I laughed quietly under my breath.
 (e) I giggled (5) I opened my mouth uncontrollably to show boredom or tiredness.
 (f) I yawned (6) I gave a large smile.
 (g) I frowned (7) I moved my head from side to side meaning ‘no’.
 (h) I choked (8) I made a threatening expression with my lips.
 (9) I moved my head up and down meaning ‘yes’.
 (10) I had trouble breathing because my throat was blocked.

SECTION – “B”

Q.5 *Read the given passage carefully and answer the questions following the text:*

We might marvel at the progress made in every field of study, but the methods of testing a person's knowledge and ability remain as primitive as ever they were. It really is extraordinary that after all these years, educationists have still failed to devise anything more efficient and reliable than examinations. For all the pious claims that examination test what you know, it is common knowledge that they more often do the opposite. They may be a good means of testing memory, or the knack of working rapidly under extreme pressure, but they can tell you nothing about a person's true ability and aptitude.

As anxiety-makers, examinations are second to none. That is because so much depends on them. They are the mark of success or failure in our society. Your whole future may be decided in one fateful day. It doesn't matter that you weren't feeling very well, or that your mother died. Little things like that do not count; the examination goes on. No one can give of the best when he is in mortal terror, or after a sleepless night, yet this is precisely what the examination system expects examinees to do. The moment a child begins school, he enters into a world of vicious competition where success and failure are clearly defined and measured. Can we wonder at the increasing number of 'Drop-outs': young people who are written off as utter failure before they have even embarked on a career? Can we be surprised at the suicide rate among students?

A good education should, among other things, train you to think for yourself. The examination system does anything but that. What has to be learnt is rigidly laid down by a syllabus, so that the student may be encouraged to memorize. Examinations do not motivate a student to read widely, but to restrict his reading; they do not enable him to seek more and more knowledge, but induce cramming. They lower the standards of teaching, for they deprive the teachers of all freedom. Teachers themselves are often judged by examination results, and instead of teaching their subjects, they are reduced to training their students in examination techniques which they despise. The most successful candidates are not always the best educated; they are the best trained in the technique of working under duress.

The results on which so much depends are often nothing more than a subjective assessment by some anonymous examiner. Examiners are only human. They get tired and feel bored; they make mistakes. Yet they have to mark stacks of hastily scrawled scripts in a limited time. They work under the same sort of pressure as the candidates. And their word carries weight. After a judge's decision you have the right to appeal, but not after an examiner's. There must surely be many simpler and more effective ways of assessing a person's true abilities. Is it cynical to suggest that examinations are merely a profitable business for the institutions that run them? This is what it boils down to in the last analysis. The best comment on the system is this illiterate message recently scrawled on a wall.

'I were a teenage drop-out and now I am a teenage millionaire.'

Required:

- | | |
|---|-----------|
| (a) On what grounds, the writer regards examinations as harmful to students? | 02 |
| (b) How examinations create anxiety and defeat the very purpose of education? | 02 |
| (c) What factors, in writer's opinion, contribute to poor examination results? | 02 |
| (d) Write a suitable title for the given passage. | 02 |

- Q.6** *Write an essay of about 250 words on any one of the following topics:* **10**
- (a) How can global peace be achieved.
 - (b) How electronic media can contribute in promoting literacy development.
 - (c) Impact of inflation on our lives.
 - (d) The role of cottage industry in Pakistan.
 - (e) My role model.
- Q.7 (a)** You have been asked to organize an end-of-semester outing for a whole day. Write a report to Business English Class Coordinator. Your report should include the following points: **05**
- What kind of activities would be suitable / desirable for the outing?
 - Dress code for males / females
 - Food arrangement
 - Transport required
 - Outing budget
- (b)** Assume yourself as CEO of an organization of repute, draft a circular letter drawing attention of all Departmental Heads of different departments inviting suggestions on improvement of working atmosphere to help increase productivity and achieve management targets. (Assume necessary details as may be necessary to be included in the circular) **05**
- Q.8** You have received a letter from one of your friends who has left your city and wishes to hear news and information about: **05**
- friends in the class
 - recent class results
 - any unusual happening
 - cricket tournament
 - changes in the institute's library

Required:

Write a reply to your friend. Use appropriate style, making sure that you cover all five points. (Use imaginary details)

THE END