

# INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF PAKISTAN

EXAMINATION DEPARTMENT

## **PATTERN & STRUCTURE OF QUESTION PAPER**

**STUDY SCHEME 2018 (UPDATED IN 2023) W.E.F., FEBRUARY 2024 EXAMINATIONS**

### **Practical Corporate Training Modules Examinations (PCTME)**

**COMPUTER BASED EXAMINATIONS [CBE]**

#### **PRACTICAL CORPORATE TRAINING LEVEL-2**

##### **[PM6] Communication Skills**

Syllabus		Composition of Questions	Marks Allocated	Time Allowed/ Suggested Duration
Part	Weightage %			
<b>Section-A – Multiple Choice Questions (MCQs)</b>				
A – B	100	15 – MCQs	10 of 01 Mark each = 10 05 of 02 Marks each = 10	10 Minutes
			Total Marks of MCQs = 20	
<b>Section-B – Short Cases</b>				
A – B	100	02 – Short Cases	02 of 20 Marks = 20	20 Minutes
			Total Marks of Short Cases = 20	
<b>Section-C – Report Writing</b>				
A	50	01 – Report Writing Question	01 of 30 Marks = 30	01 Hour 15 Minutes
			Total Marks of Report Writing = 30	
<b>Section-D – Presentation</b>				
B	50	01 – Presentation Topic	01 of 30 Marks = 30	15 Minutes
			Total Marks of Presentation = 30	
	100		<b>Total Marks = 100</b>	<b>Time Allowed: 02 Hours</b>

#### **NOTE:**

- (1) The weightage % shown against each section/ part does not necessarily specify the number or marks to be allocated to that section in the examination.
- (2) **Composition of Short Cases and Report Writing:** Number of questions/ their respective marks, division of parts/ sub-parts of the question(s) may be varied as per the requirements of the question paper.
- (3) Short Cases section may comprise scenario-based questions, business letters or memo writing, email writing and so on.
- (4) Report Writing section may require to write a report on specific situation or topic.
- (5) Presentations are required from examinees on any one topic out of two, which will be uploaded by the Examination Department on Institute's website in due course of time in each examination attempt.