

INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF PAKISTAN

SUGGESTED PAPER PATTERN & STYLE – NEW SYLLABUS 2012

Subject: Business Communication and Report Writing (ML-103) – Semester:1

Syllabus		Composition of Questions	Maximum Marks	Time Allowed
Part	Weightage %			
A–D	100	Q. 1 MCQs (10 MCQS)	1 x 10 = 10	15 Minutes
Theory, Case Study				
Syllabus		Composition of Questions	Maximum Marks	Time Allowed
Part	Weightage %			
A	35	Q. 2 Sub-Parts (a) (b)	15	2 Hours 45 Minutes
		Q. 3 Sub-Parts (a) (b)	15	
		Total Marks of Part A = 30		
B	40	Q. 4 Sub-Parts (a) (b) (c)	21	
		Q. 5 Sub-Parts (a) (b)	14	
		Total Marks of Part B = 35		
C	15	Q. 6 Sub-Parts (a) (b)	15	
		Total Marks of Part C = 15		
D	10	Q. 7 Sub-Parts (a) (b)	10	
		Total Marks of Part D = 10		
	100	Total Questions = 7	Total Marks of This Paper = 100	Total Time: 3 Hours

Note:

- (1) The above suggested paper pattern and style is provided only to facilitate the students for their preparation of examination.
- (2) The weightage % shown against each part does not necessarily specify the number or marks to be allocated to that part in the examination.
- (3) Division of parts/ sub-parts of the question(s) may be varied as per the requirements of the question paper i.e., only (a) or (a & b) or (a, b & c) and so on.
- (4) Questions may comprise scenario or report writing, memos, letters, etc., based questions.