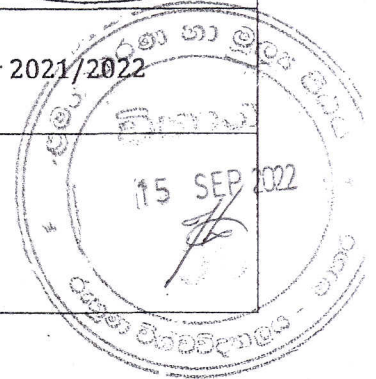
	<b>UNIVERSITY OF RUHUNA</b> <b>FACULTY OF MANAGEMENT AND FINANCE</b>	No. of Pages : 14 No. of Questions: 08 Total Marks : 70
		BACHELOR OF BUSINESS ADMINISTRATION HONOURS DEGREE 1000 LEVEL FIRST SEMESTER END EXAMINATION- AUGUST / SEP. 2022 <b>BBA 11053 - Business English</b>
		Three Hours Academic Year 2021/2022
<b>Instructions</b> ➔ Answer all the questions <u>on the paper itself</u> . ➔ Do NOT use additional paper (other than rough papers).		



Registration Number: .....

For Examiner's Use Only			
Question No.	Maximum Marks	Marks Obtained	
		Examiner 01	Examiner 02
1	10		
2	07		
3	08		
4	05		
5	10		
6	10		
7	10		
8	10		
Total Marks	70		

Question 01

Underline the most suitable form of the verb given to fill in the blanks. (10 marks)

1. Every meeting ..... a chairperson.  
a) needs                      b) need                      c) is needing                      d) has needed
  
2. The assistant took down notes, while the HR Manager ..... the applicants.  
a) had interviewed      b) had been interviewing      c) was interviewing      d) has interviewed
  
3. Staff appraisal often ..... the form of a meeting between an employee and his/her manager.  
a) has been taking      b) has taken                      c) takes                      d) is taking
  
4. The Finance Director ..... the budget since morning.  
a) has been preparing      b) has prepared                      c) prepared                      d) was preparing
  
5. The contract of employment ..... details about the job and the pay.  
a) is containing                      b) was containing                      c) contained                      d) contains
  
6. Since March, they ..... their new products aggressively.  
a) have been marketing      b) had been marketing      c) will have been marketing      d) will be marketing
  
7. The sales ..... high last year.  
a) are not                      b) is not                      c) were not                      d) was not
  
8. The government plans ..... more new policies this year.  
a) introducing                      b) introduced                      c) introduce                      d) to introduce

9. Last week an employee ..... in trouble because some money was missing.

- a) is                      b) was                      c) are                      d) were

10. The rupee may ..... even further.

- a) depreciate              b) to depreciate              c) depreciating              d) depreciated

11. The company has been looking for new premises, but ..... successful so far.

- a) has not being              b) has not be              c) has not              d) has not been

12. The government ..... significant changes to the country's agriculture next year.

- a) will have made              b) will have been making              c) will be making              d) would make

13. The construction company ..... the project by next week.

- a) will have completed              b) will have been completing              c) would complete              d) completes

14. He talked about organizations he ..... previously ..... in, at the job interview.

- a) had, worked              b) did, work              c) is working              d) has, been working

15. "Let's ..... different methods", said the team leader.

- a) to consider              b) considered              c) consider              d) considering

16. We can ..... trust among employees by being transparent.

- a) to build              b) building              c) built              d) build

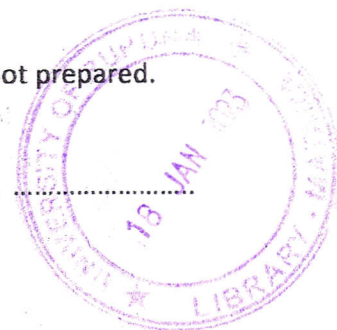
17. The British Prime Minister ..... energy bill rises for all households next year.
- a) will limit                      b) would limit                      c) limit                      d) limiting
18. The evaluation ..... already .....
- a) is, starting                      b) was, starting                      c) has, started                      d) will be, starting
19. Ecotourism resort management should ..... a special focus on environmental management.
- a) Had                      b) has                      c) having                      d) have
20. Before 1894, there ..... only one Stradbroke Island.
- a) was                      b) had been                      c) was being                      d) been

**Question 02**

**Underline the most suitable coordinating conjunction to fill in the blank. (07 marks)**

1. The head office of the organization has stairs ..... elevators.  
a. or                      b. and                      c. but                      d. so
2. Our team leader hates carelessness, ..... tolerates honest mistakes.  
a. nor                      b. so                      c. yet                      d. and
3. The application must be submitted before the 15<sup>th</sup> of November, ..... it will not be accepted.  
a. and                      b. so                      c. or                      d. for
4. We avoid driving to work on Mondays, ..... the roads are full of traffic.  
a. for                      b. so                      c. and                      d. but
5. Malaka cannot come to work tomorrow, ..... can Nadisha.  
a. so                      b. nor                      c. or                      d. and
6. I heard the meeting was cancelled, ..... I did not come to the auditorium.  
a. for                      b. and                      c. or                      d. so

7. It is almost time for the presentation, ..... the finance team is not prepared.  
 a. or                      b. so                      c. for                      d. yet
8. An employee can resign with no notice and not receive their last salary, .....  
 he/she can resign with notice and be paid till their last day.  
 a. so                      b. and                      c. or                      d. but
9. The Head of the Department asked him to come to the office early, ..... they  
 could work on the project more.  
 a. so                      b. or                      c. and                      d. but
10. The newcomer asked for more time, ..... he could not complete his task on  
 time.  
 a. so                      b. nor                      c. and                      d. for
11. Some employees are allowed medical, casual, ..... special leave.  
 a. so                      b. and                      c. nor                      d. but
12. The rupee has depreciated greatly, ..... international business has become  
 extremely difficult for local businesses.  
 a. for                      b. and                      c. so                      d. or
13. The company is making great losses. The owners could sell it, ..... restructure it.  
 a. or                      b. so                      c. for                      d. and
14. Nobody answered the call, ..... I could not cancel the appointment.  
 a. so                      b. for                      c. and                      d. or



**Question 03**

**Fill in the blanks with the most suitable word from those given in the brackets. (08 marks)**

*[dedicated, assistance, poverty, mission, identified, world, decreasing, technical, support, healthcare, low-interest, information, predominantly, private, partner, developing,]*

What Is the World Bank?

The World Bank is an international organization 1. .... to providing financing, advice, and research to developing nations to aid their economic advancement. The bank 2. .... acts as an organization that attempts to fight poverty by offering developmental 3. .... to middle- and low-income countries.

As of 2022, the World Bank 4. .... 17 goals that it aims to achieve by 2030. The top two are stated in their 5. .... statement. The first is to end

extreme poverty by 6. .... the number of people living on less than \$1.90 a day to below 3% of the 7. .... population. The second is to increase overall prosperity by increasing income growth in the bottom 40% of every country in the world.

#### Understanding the World Bank

The World Bank is a provider of financial and 8. .... assistance to individual countries around the globe. The bank considers itself a unique financial institution that sets up partnerships to reduce 9. .... and support economic development.

The World Bank supplies qualifying governments with 10. .... loans, zero-interest credits, and grants, all to 11. .... the development of individual economies. Debt borrowings and cash infusions help with global education, 12. ...., public administration, infrastructure, and private-sector development. The World Bank also shares 13. .... with various entities through policy advice, research and analysis, and technical assistance. It offers advice and training for both the public and 14. .... sectors.

#### Examples of What the World Bank Does

The World Bank provides financing, advice, and other resources to 15. .... countries in the areas of education, public safety, health, and other areas of need. Often, nations, organizations, and other institutions 16. .... with the World Bank to sponsor development projects.

(Extracted from: <https://www.investopedia.com/terms/w/worldbank.asp>)

#### Question 04

Put the following jumbled sentences in the correct order to form cohesive paragraphs. Write the correct sentence numbers in the correct order. (05 marks)

#### Paragraph 01

- I. The same food basket in Mumbai costs US\$186.
- II. A basket of 39 products costs US\$928 in Tokyo, US\$715 in Geneva, and US\$704 in Zurich.
- III. The prices of 120 goods and services were compared amongst 72 cities in 58 countries for the survey of the most expensive places in the world.

- IV. Tokyo is the most expensive city for food, followed by Zurich and Geneva.
- V. According to the survey, the world's costliest cities are Oslo, Zurich, and Tokyo.

Correct Order: ....., ....., ....., ....., .....

#### Paragraph 02

- I. Others say bosses only care whether you get your work done.
- II. Some say a messy cubicle makes a bad impression.
- III. People often don't realize that piles of paper, boxes in corners, and stacks of stuff behind the office door can affect one's upward mobility.
- IV. Who is right?
- V. Appearances are important.

Correct Order: ....., ....., ....., ....., .....

(Extracted from: <https://englishuniversity.eu/?L=-6&E=1&S=70>)

#### Question 05

Read the following passage and answer the questions given below it. (10 marks)

Sri Lanka featured at the Stockholm festival

Several Swedish and Sri Lankan partners came together recently to present Sri Lanka's vibrant culture, cuisine, dance, and destination at the 'Sri Lanka Cultural Festival' at the Etnografiska Museum and Matamekka, Djurgårdsbrunnsvägen, Stockholm.

The festival also portrayed the myriad facets of Sri Lanka's arts, literature, heritage and history, creative industry, ayurveda and wellness, film, and music.

The event which concluded on August 28 had over 1,300 visitors.

The event was conducted in collaboration with the Sri Lanka Tourism Promotion Bureau.

The five-day cultural event was launched at the Etnografiska Museum on August 24 with Sri Lankan cuisine, exotic traditional Sri Lankan dances including pooja natuma, Surambavalliya, and Nagaraksha, and classical music.

President, Bocuse d'Or Sri Lanka, Master Chef Rohan Fernandopulle teamed up with Swedish Chef Carola Magnusson to present authentic Sri Lankan dishes.

Sri Lanka's multi-faceted, all-year-around destination featured throughout the festival. The tourism booth, video presentations, posters, banners, and flyers depicting the diverse attractions that the island offers.

The Festival also included presentations at the Etnografiska Museum of a variety of items from Sri Lanka brought out for the festival by the Museum.

From private collections, professional creations - replica paintings of Sigiri Apsara, Mulkirigala (19thC Thelapththa Jatakaya), Dodanduwa (19thC, Vessanthara Jatakaya), Replica statues of Avaloketheeswara Bodhisattva (9th C, Veheragala) in brass, and the Ethpahana (Elephant lamp 12th Century Dedigama, Punkagama) in bronze, conceptual painted pottery using traditional temple imagery on earthen-ware pots, and other creations presenting the finest Sri Lankan sculptor tradition/expertise were on display. Silver, brass, wooden handicraft, and batik creations projected Sri Lanka's creative industry. Among the commercially relevant displays were ayurveda and wellness products and authentic Sri Lankan spices.

Sri Lankan literature corner attracted many visitors. Sri Lanka novels such as Madol Duwa, translated to Swedish, presented Sri Lanka literature tradition. Films produced by Swedish producer Stefan and Lavonne Quinth on various themes including Sri Lankan wildlife films were screened daily at the Etnografiska Museum auditorium. The producers have been closely associated with filming Sri Lanka for over 40 years.

Children were exposed to an additional flavour of Sri Lanka through paintings of the island's wildlife such as the walikukula (jungle fowl) - the national bird, the Asian elephant, leopard, whale, dolphin, and peacock.

The Sri Lankan dressing booth was a popular stop at the event, providing a delightful experience of dressing in traditional saree, osariya, and sarong.

The Embassy of Sri Lanka in Stockholm with Sri Lanka Tourism received the partnership of the Etnografiska Museum, Stockholm; Carola's EKO of Swedish Chef Carola Magnusson; Master Chef Rohan Fernandopulle, Dilmah Tea - Sri Lanka and agent Tekompaniet, Stockholm; Swedish film producers Stefan and Lavonne Quinth.

At a separate event in Stockholm, Sri Lankan fine dining cuisine was presented by chef Fernandopulle at Restaurant Stora Skuggans by Carola's EKO. Chef Rohan also was engaged in the Chefs festival Terra Madre Nordic (Sept 1-3), which is a Nordic meeting place for producers and consumers with a common interest in sustainable food production, consumption, and food culture.

The event took place at a time when several countries including Sweden, Denmark, Norway, and others have revised the travel advisories on Sri Lanka.

(Extracted from: <http://www.sundayobserver.lk/2022/09/11/business/>)



1. Read the passage and mark the following statements as true (✓) or false (x).

a) The festival had 1300 visitors.	
b) This was a joint project of both Sri Lankans and Swedes.	
c) The Sri Lankan president teamed up with a Swedish master chef to present authentic Sri Lankan dishes.	
d) There were many exhibits that displayed Sri Lankan culture at the festival.	
e) At this event, Sri Lankan fine dining cuisine was also presented.	

2. What was the venue of the event?

.....  
.....

3. What was the Sri Lankan organization that was involved in the festival?

.....  
.....

4. Name two types of products in the commercial displays.

.....  
.....

5. When was the Chefs festival, Terra Madre Nordic, held?

.....  
.....

Question 06

Read the following passage and answer the questions given below it. (10 marks)

The Stock Market

In conversation, media, and the news, it's common to hear talk of "the market," short for the stock market. And while most everyone knows about the stock market, once again, few actually know what it is, how it functions, and what purposes it serves.

The **stock market** is the platform through which **shares** — or pieces of ownership of a **company** — are bought and sold by **investors**; investors who own shares of a company are referred to as **shareholders**. Thus, the stock exchange allows investors to potentially improve their worth (provided the **stock price** of their investments increases or provided they receive **dividends**, or small, pre-planned payments from a company paid to shareholders), and companies to have the benefit of being publically operated, and also, for company founders to cash-in on stock (by selling their shares of the company once it goes public).

**Trading shares** is a relatively straightforward process. Through a licensed **stockbroker**, **brokerage firm**, or **trading website**, one simply places an order for the desired number of stock in a designated company; a small fee is usually paid to the party responsible for performing the trade (be it a person, firm, or website). There is always another individual looking to sell or buy a particular stock, given the magnitude of the exchange, and there are therefore almost never delays in the process. There are also a number of other, more complex stock purchase and sale types for buyers and sellers to choose from.

Anyone who owns stock in a company owns a piece of its assets relative to their share count. For example, a company with a stock limit (which is determined during an **IPO**, or initial public offering, wherein a company's initial price and stock count are set before it debuts on the exchange), of 100 (hypothetically speaking, of course) would be 25% owned by an individual who possessed 25 shares.

(Extracted from: <https://lingua.com/businessenglish/reading/stock-market/>)

1. Find synonyms for the following words from the passage above. (08 marks)
  - a) usual/ regular: .....
  - b) operates: .....
  - c) named/ called: .....
  - d) lets: .....
  - e) possibly: .....
  - f) direct: .....







