

OL/2015/94-E-I, II

සියලු ම හිමිකම් ඇවිරිණි / முழுப் பதிப்புரிமையுடையது / All Rights Reserved

ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව  
 இலங்கைப் பரீட்சைத் திணைக்களம் இலங்கைப் பரීட்சைத் திணைக்களம் இலங்கைப் பரීட்சைத் திணைக்களம் இலங்கைப் பரීட்சைத் திணைக்களம் இலங்கைப் பரීட்சைத் திணைக்களம்  
 Department of Examinations, Sri Lanka Department of Examinations, Sri Lanka Department of Examinations, Sri Lanka Department of Examinations, Sri Lanka Department of Examinations, Sri Lanka  
 94 E I, II

අධ්‍යයන පොදු සහතික පත්‍ර (සාමාන්‍ය පෙළ) විභාගය, 2015 දෙසැම්බර්  
 கல்விய் பொதுத் தராதரப் பத்திர (சாதாரண தர)ப் பரீட்சை, 2015 டிசெம்பர்  
 General Certificate of Education (Ord. Level) Examination, December 2015

විද්‍යුත් ලේඛනකරණය හා ලඝුලේඛනය - ඉංග්‍රීසි I,II  
 மின் ஆவணப்படுத்தலும் சுருக்கெழுத்தும் - ஆங்கிலம் I,II  
 Electronic Writing and Shorthand - English I,II


පැය තුනයි  
 மூன்று மணித்தியாலம்  
 Three hours

### Electronic Writing and Shorthand - English I

- NB:** (i) Answer all questions.  
 (ii) In each of the questions from 1 to 40, pick one of the alternatives (1), (2), (3), (4) which you consider as correct or most appropriate.  
 (iii) Mark a cross (X) on the number corresponding to your choice in the answer sheet provided.  
 (iv) Further instructions are given on the back of the answer sheet. Follow them carefully.

- Pitman shorthand is written
  - according to the longhand spelling.
  - by using only straight lines.
  - according to the sounds heard in English words.
  - in English.
- What is a benefit that can be obtained from a document prepared manually?
  - The document can be prepared clearly and speedily.
  - Any number of copies can be prepared at once.
  - A copy of a prepared document can be made again easily.
  - Providing an evidence about the person who prepared the document.
- What is the main characteristic that can be seen in a memo used in an institution?
  - It is a document that is forwarded by the employees to the top managers.
  - It is a document that is forwarded by the top managers to the lower level managers and employees.
  - It is a document that includes a reference number and a salutation.
  - It includes the name and the address of the receiver.
- From the following, select the answer that include only the documents that represent your personal information.
  - Application form, Bio data, Voter registration form.
  - Questionnaire, Application form, Report of a meeting.
  - Bio data, Progress report, Advertisement.
  - Voter registration form, Census information form, Central bank report.
- What is the correct statement about the pitman shorthand from the following?
  - The sounds heard in English words can be divided into six categories.
  - Vowels represented by dots and dashes are written alongside the strokes.
  - When a vowel comes before a consonant, it is placed on the right side of the stroke.
  - Pitman shorthand provides a way of representing some selected sounds heard in English.
- All the computer programmes that are used to control all equipments and parts of the computer system is called .....①..... and, the data processing programmes that are used by the computer operator is called .....②.....  
 Select the correct answers for the ① and ② above respectively.
  - Application software, System software
  - System software, Application software
  - System software, Input devices
  - Input devices, Application software

7. A special key in the computer keyboard is

- (1)  (2)  (3)  (4) 

8. Damages can happen to the computer or computer operator and suggestions for minimizing them are given in columns X and Y respectively.

X	Y
1. Virus invasion of computer	A - Providing an UPS
2. Power interruption	B - Using the tables and chairs with correct standards
3. Having a highly bright monitor screen	C - Using a virus guard
4. Causing back pains to the computer operator	D - Using a screen filter

When the damages in column X are matched in correct order with the suggestions in column Y, the answer is

- (1) A, B, C and D. (2) C, A, B and D. (3) C, A, D and B. (4) C, D, A and B.
9. What are the letters that you type using your middle finger of the right hand?  
 (1) K, L, M (2) K, I, M (3) L, M, I (4) K, M, O
10. What are the correct fingers you should move on the home keys of the keyboard to typeset the word 'had'?
- (1) Index finger of the left hand, small finger of the left hand, middle finger of the right hand.  
 (2) Index finger of the right hand, small finger of the left hand, middle finger of the left hand.  
 (3) Index finger of the right hand, ring finger of the left hand, middle finger of the left hand.  
 (4) Index finger of the right hand, small finger of the left hand, middle finger of the right hand.
11. What are the keys of the keyboard that you use to typeset the word "writer"?
- (1) Home keys only (2) Lower keys only  
 (3) Home keys and upper keys only (4) Upper keys only
12. Sanduni moved her fingers on the home keys of the keyboard as follows.  
 "Index finger of the left hand, ring finger of the right hand, small finger of the left hand, index finger of the left hand."  
 What is the correct word she had typeset?  
 (1) gass (2) flag (3) dash (4) hash
13. Select the answer that includes a secretary who gives orders and a secretary who gives support to the head respectively.  
 (1) Office manager, Management assistant. (2) Secretary of the ministry, Management assistant.  
 (3) Company secretary, Office aid. (4) Company secretary, Secretary of the ministry.
14. Select the answer that includes a peer and a subordinate of a private secretary of the head of the institute respectively.  
 (1) Office aid, Clerk (2) Office aid, Watcher  
 (3) Typist, Computer operator (4) Computer operator, Watcher
15. Petty cashier had a petty cash balance of Rs. 200 on 01<sup>st</sup> March 2015. Petty cashier received Rs. 1300 from the main cashier on that day. After spending the petty cash expenses of the month, the petty cashier had a petty cash balance of Rs. 300 on 31<sup>st</sup> March 2015.  
 Select the answer that shows the petty cash imprest of this business and the petty cash expense for the month of March respectively.  
 (1) Rs. 1300, Rs. 1000 (2) Rs. 1300, Rs. 1200  
 (3) Rs. 1500, Rs. 1200 (4) Rs. 1500, Rs. 1300
16. Select the answer that represents only the technical skills that should be in a private secretary of the head of an institute.  
 (1) Pleasantness, being healthy, patience  
 (2) Ability of typesetting, ability to use office equipment, ability to use the computer  
 (3) Trustworthiness, shorthand skill, ability of typesetting  
 (4) Ability to use office equipment, trustworthiness, patience

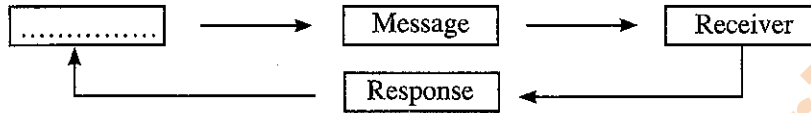
17. Following are names of several business enterprises.

- A - Department of Railway
- B - Araliya Bookshop Company Ltd.
- C - Ministry of Education
- D - Dissanayaka Brothers
- E - 'Niroga' Wedamadura
- F - Ceylon Transport Board

Select the answer that shows only the private sector institutions from the above business enterprises.

- (1) A, B and D      (2) B, D and E      (3) B, E and F      (4) D, E and F

18. Following is a diagram of the process of communication.



Select the word that should be in the blank.

- (1) Written      (2) Communication      (3) Elements      (4) Sender

19. Select the answer that includes only the main documents related to a meeting of an institution.

- (1) Invitation letter, agenda, report      (2) Agenda, report, circular  
 (3) Invitation letter, report, tender form      (4) Circular, tender form, report

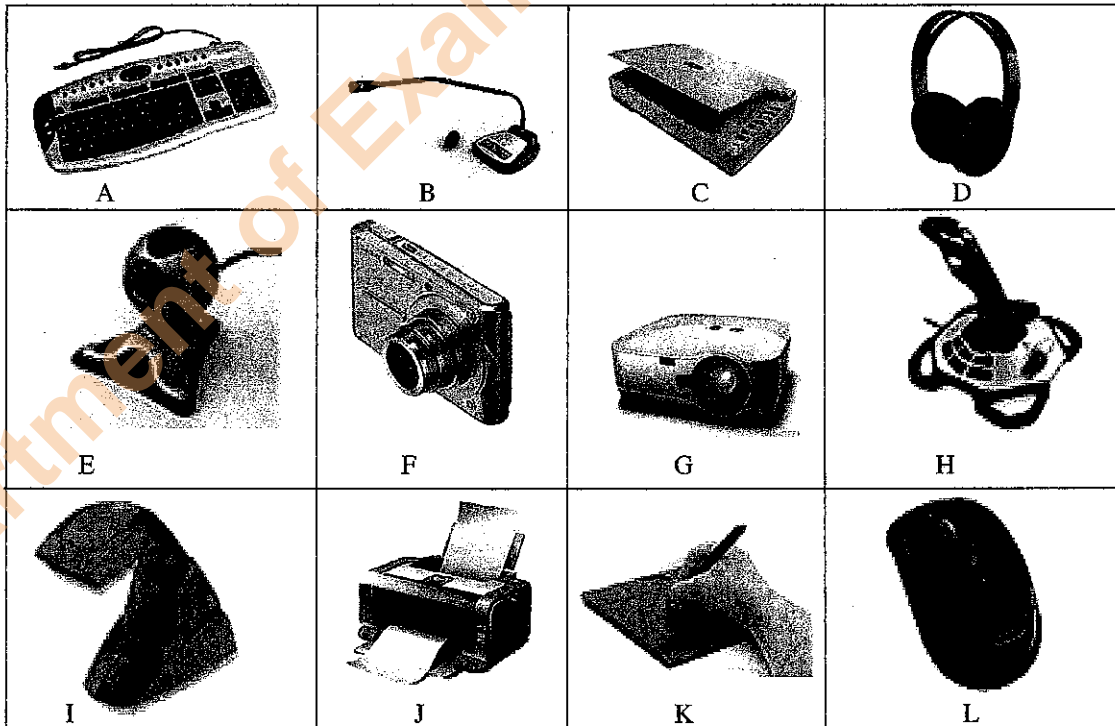
20. Which key should be pressed to keep a space between two words?

- (1) Shift Key      (2) Caps Lock Key      (3) Space Bar Key      (4) Alt Key

21. When a toggle key is pressed it comes to a certain situation and if it is pressed again it comes to the previous situation again. Which key is a toggle key in the keyboard?

- (1) Shift Key      (2) Caps Lock Key      (3) Ctrl Key      (4) Alt Key

● Answer the questions from 22 to 24 using the following images.



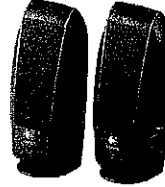
22. Which expression is correct about the above images?

- (1) There are seven input devices and three output devices.  
 (2) There are eight input devices and three output devices.  
 (3) There are seven input devices and four output devices.  
 (4) There are eight input devices and four output devices.

23. What are the output devices from the above images?  
 (1) A, D, G and J (2) C, D, H and J (3) D, G and J (4) D, H and K
24. Which devices will be used to prepare a text document and get a printed copy?  
 (1) A, J and K (2) A, J and L (3) A, C, J and L (4) A, H, J and L

25. What is the correct expression about this picture?

- (1) It is an input device.  
 (2) It is used to retrieve sounds.  
 (3) It is used to make sounds.  
 (4) It has an internal memory.



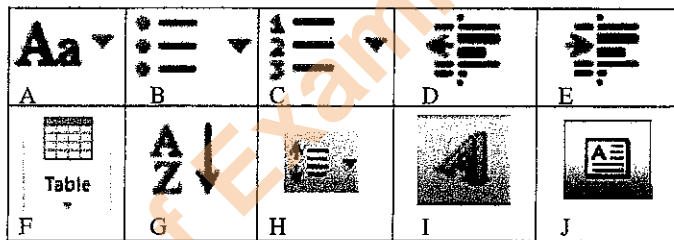
26. A teacher teaches in a class using a computer and a multimedia projector. When he teaches a lesson about mathematical calculations, which application packages may be useful to him?  
 (1) MS Word and MS PowerPoint (2) MS Excel and MS PowerPoint  
 (3) MS Word and MS Excel (4) MS Word and MS Access

- Answer questions 27 and 28 using the following expression.

“Information and communication Technology is valuable for each subject area.”

27. What is the key that can be used to delete the word ‘is’ when the cursor is located in between ‘is’ and ‘valuable’?  
 (1) Delete Key (2) Backspace Key (3) End Key (4) Ins Key
28. What is the key that can be used to delete the word ‘valuable’ when the cursor is located in between ‘is’ and ‘valuable’?  
 (1) Delete Key (2) Backspace Key (3) End Key (4) Ins Key

- Answer the questions from 29 to 33 using the following Word processing icons.



29. Which icon is used to create a table in MS Word?  
 (1) B (2) C (3) F (4) H
30. Which icon is used to change lower case characters to upper case characters or upper case characters to lower case characters in MS Word?  
 (1) A (2) G (3) I (4) J
31. What is the icon which is used to make a numbered list in MS Word?  
 (1) B (2) C (3) H (4) J
32. What are the icons which are used to change the indentation in MS Word?  
 (1) B and C (2) D and E (3) G and H (4) I and J
33. What is the icon which is used to change line spaces in MS Word?  
 (1) B (2) E (3) H (4) J
34. What is the powerful search engine out of the following?  
 (1) Windows Explorer (2) Mozilla Firefox (3) www.youtube.com (4) www.google.lk
35. Which expression about the web site www.cmb.ac.lk is correct?  
 (1) The ‘cmb’ part is given to identify that it is a Sri Lankan web site.  
 (2) The ‘lk’ part is given to identify that it is a Sri Lankan web site.  
 (3) The part ‘ac’ is given to show that this site is related to air conditioning.  
 (4) The given address is not a correct web site address.

36. Which of the following expressions about MS Excel package is correct?

- (1) More than three spreadsheets can be operated at once in MS Excel.
- (2) Only three spreadsheets can be operated at once in MS Excel.
- (3) One spreadsheet has only 26 columns.
- (4) One spreadsheet has only 1000 rows.

• Answer questions from 37 to 40 using the following MS Excel spreadsheet.

	A	B	C	D	E	F	G	H
1	No.	Name	Subject1	Subject2	Subject3	Total	Average	
2	1	S.T. Nisala	84	57	75	216	72	
3	2	M.P. Asen	56	87	45	188	62.66667	
4	3	K. Ayomi	59	52	67	178	59.33333	
5	4	G.H. Silva	45	34	53	132	44	
6								

37. What should be the formula in the cell F2?

- (1) C2+D2+E2
- (2) Add(C2:E2)
- (3) =sum(C2:E2)
- (4) =sum(C2-E2)

38. What should be the formula in the cell G2?

- (1) =avg(C2:E2)
- (2) =avg(C2-E2)
- (3) Average(C2:E2)
- (4) =F2/3

39. Values in cells from G2 to G5 should have two decimal points. Which answer is correct about keeping two decimal places for the 4 cells from G2 to G5?

(1) Select cell range G2 to G5 and click on the icon



(2) Select cell range G2 to G5 and click on the icon



twice.

(3) Select cell range G2 to G5 and click on the icon

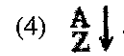
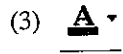
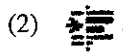
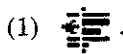


(4) Select cell range G2 to G5 and click on the icon



twice.

40. It is required to change the order of students according to the total marks they have obtained. Which of the following icons will be useful to change the order of students?



\* \*

ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව  
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 Department of Examinations, Sri Lanka Department of Examinations, Sri Lanka Department of Examinations, Sri Lanka Department of Examinations, Sri Lanka Department of Examinations, Sri Lanka

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අධ්‍යයන පොදු සහතික පත්‍ර (සාමාන්‍ය පෙළ) විභාගය, 2015 දෙසැම්බර්  
 கல்விப் பொதுத் தராதரப் பத்திர (சாதாரண தர)ப் பரீட்சை, 2015 டிசெம்பர்  
 General Certificate of Education (Ord. Level) Examination, December 2015

විද්‍යුත් ලේඛනකරණය හා ලඝුලේඛනය - ඉංග්‍රීසි I, II  
 மின் ஆவணப்படுத்தலும் சுருக்கெழுத்தும் - ஆங்கிலம் I, II  
 Electronic Writing and Shorthand - English I, II

Electronic Writing and Shorthand - English II

\* Answer question No. 1 and any other four questions.

1. (i) State
  - (a) a similarity and
  - (b) a difference
 between an invitation and an advertisement prepared by business organizations.
- (ii) Write **four** icons that can be seen on the task bar of a computer.
- (iii) State the way that the fund allocations are obtained for each of the following organizations.
  - (a) Government departments
  - (b) Partnerships
  - (c) Co-operative societies
  - (d) Voluntary organizations
- (iv) Write the following sentence in shorthand.  
 "They came to the party with friends."
- (v) (a) The office plan of an institution must be prepared to increase the efficiency of the institution. State **two** factors that should be included in an office plan.  
 (b) Name the **three** main management levels that can be seen in any organization.
- (vi) (a) Write **two** purposes of using output devices.  
 (b) Explain separately each purpose that you wrote for the vi (a) above.
- (vii) (a) Write the parts of the central processing unit of a computer.  
 (b) Explain the functions of any **two** you wrote for the vii (a) above.
- (viii) Explain briefly about one application software package in Ms office.
- (ix) Write the addresses of **two** websites and explain the information that can be retrieved from each of them.
- (x) Write **four** advantages of using a computer to prepare a document when compared to using a traditional type writer.

(02 × 10 = 20 marks)

2. The Marketing Manager of the Shakthi Company Limited in Pannipitiya that sells electrical instruments, has sent a purchasing order to the Production Manager of the Electro Company Limited in Gampaha that produces electrical instruments.

Following is an extracted part of the edited copy of that purchasing order.

"I kindly request that the <sup>^</sup>items of following electrical instruments be sent to <sup>^</sup>us our warehouse in <sup>^</sup>Peliyagoda /g on or be <sup>^</sup>fore 20th December 2015." /J

- (i) Write
  - (a) the position and the address of the sender.
  - (b) the position and the address of the receiver of this order. (02 marks)
- (ii) Identify the editing marks on this edited copy, and write the meaning of each editing mark. (02 marks)

[see page seven

- (iii) Edit the extracted part of the order according to the editing marks and rewrite it correctly. (02 marks)
- (iv) Explain how to edit according to each editing mark when editing the above order using the computer. (02 marks)
- (v) Write **two** methods that can be used to forward this order to the relevant institution. (02 marks)  
(Total 10 marks)
3. (i) The secretary of the manager of the Ransalu Textile business had a petty cash balance of Rs. 150 on 01<sup>st</sup> September 2015. Petty cashier received Rs. 1850 from the main cashier on that day.
- (a) What is the amount of petty cash imprest of this business?
- (b) Explain the term, 'petty cash reimbursement'. (02 marks)
- (ii) Write **two** items of expenses that you include under each of the following headings of petty cash expenses.
- (a) Travelling expenses
- (b) Postal expenses
- (c) Stationery expenses
- (d) Refreshment expenses (04 marks)
- (iii) Use the following format when answering the (a) and (b) below.

Communication Mode	Advantages	Disadvantages
(a) Oral Communication		
(b) Written communication		

- (a) Write an advantage and a disadvantage of oral communication that is used in a business institution.
- (b) Write an advantage and a disadvantage of written communication that is used in a business institution. (02 marks)
- (iv) (a) Write **two** documents that included rules and regulations that should be followed by government sector institutions.
- (b) Write **two** methods for each of the external, written, electronic communication methods that are used in businesses. (02 marks)  
(Total 10 marks)
4. Following is a document that has been prepared for a school survey. Answer the questions using that document.

### School Survey

A survey about the government schools in Sri Lanka has been scheduled to implement on **21<sup>st</sup> January 2016** by the Ministry of Education. The following information is expected to be collected.

Information on

- Principals, Vice Principals and Sectional Heads.
- Teachers.
- Students.
- Supportive Staff.
- Classrooms.

To collect the information on Principals, Vice Principals and Sectional Heads the following format should be used.

Information	Principals		Vice Principals		Sectional Heads	
	Male	Female	Male	Female	Male	Female
1. ....						
2. ....						
3. ....						
4. ....						

- (i) Explain how to create the heading of the document. (02 marks)
- (ii) Explain how to create the text "**21<sup>st</sup> January, 2016**" as shown above. (02 marks)
- (iii) Explain the text arrangements in the first paragraph starting from "A survey about...". (02 marks)

(iv) There is a list of required information starting from "Information of Principals, Vice.....". Explain how to create that text. (02 marks)

(v) Explain how to create the table in the above in detail. (02 marks)

(Total 10 marks)

5. The salary particulars of an institute have been entered in MS Excel spreadsheet as follows. The total salary has been calculated adding basic salary and allowances and by subtracting 8% of basic salary from the total salary.

	A	B	C	D	E	F	G	H	I
	EPF No.	Initials	Surname	Basic Salary Rs.	Allowance Rs.	Total Salary Rs.	EPF 8% Rs.	Grand Total Rs.	
2	0021	S.N.	Silva	23,500	10000				
3	0053	R.	Perera	45,200	10000				
4	0067	L.M.K.	Alwis	35,600	10000				
5	0068	R.J.	Senevirathna	24,800	10000				
6	0138	T.A.	Zoysa	32,900	10000				

The above spreadsheet has been changed as follows.

	A	B	C	D	E	F	G	H	I
	EPF No.	Initials	Surname	Basic Salary Rs.	Allowance Rs.	Total Salary Rs.	EPF 8% Rs.	Grand Total Rs.	
	0021	S.N.	Silva	23,500.00	10,000.00	33,500.00	1,880.00	31,620.00	
	0053	R.	Perera	45,200.00	10,000.00	55,200.00	3,616.00	51,584.00	
	0067	L.M.K.	Alwis	35,600.00	10,000.00	45,600.00	2,848.00	42,752.00	
	0068	R.J.	Senevirathna	24,800.00	10,000.00	34,800.00	1,984.00	32,816.00	
	0138	T.A.	Zoysa	32,900.00	10,000.00	42,900.00	2,632.00	40,268.00	

(i) Write the formula needed in F2 cell to get the value of Rs. 33 500.00 (02 marks)

(ii) Write the formula that should be mentioned to get the value in G2 cell. (02 marks)

(iii) Explain how to copy the formula in F2 cell from F3 to F6. (02 marks)

(iv) Write down the formula that should be written to get the value in H2 cell. (02 marks)

(v) Explain how to apply 1000 separator and two decimal places at the same time for values in all cells. (02 marks)

(Total 10 marks)

6. (i) What are the sounds represented by,

- First place light dot vowel symbol?
- Second place light dot vowel symbol?
- First place heavy dot vowel symbol?
- Second place heavy dot vowel symbol?

(02 marks)

(ii) (a) Explain the rule of joining the strokes.

(b) Name and write the two forms of 'R'.

(02 marks)

(iii) Write the following words in shorthand.

- tape
- paid
- shape
- jet

(02 marks)

(iv) Write the following sentences in shorthand.

- Date the page.
- They know the name.

(04 marks)

(Total 10 marks)