

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

COMPUTER BASED EXAMINATIONS [CBE]

OPERATIONAL LEVEL-1 [OL1]

[O3] Business Communication & Report Writing

Syllabus		Composition of Questions	Marks Allocated	Time Allowed
Part/ Section	Weightage %			
Multiple Choice Questions (MCQs)				Total Time: 02 Hours 30 Minutes
A – D	100	30 – MCQs	30 of 02 Marks each = 60	
			Total Marks of MCQs = 60	
Descriptive Questions (DQs)				
A – D	100	05-08 – DQs	Narrative Questions: 05 marks each Letter/ Report Writing: 10 marks each	
			Total Marks of DQs = 40	
	100	–	Total Marks = 100	

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)** Descriptive Questions may include definitions, concepts, business letters or memo writing, report writing, etc., covering knowledge and applications with practical approach.
- (3)** There will be no Extra Reading Time allowed in the paper.