

අධ්‍යයන පොදු සහතික පත්‍ර (සාමාන්‍ය පෙළ) විභාගය, 2025(2026)
 கல்விப் பொதுத் தராதரப் பத்திர (சாதாரண தர)ப் பரீட்சை, 2025(2026)
 General Certificate of Education (Ord. Level) Examination, 2025(2026)

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

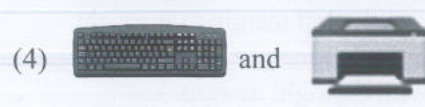
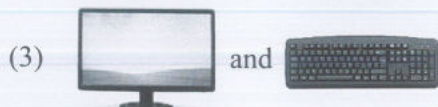
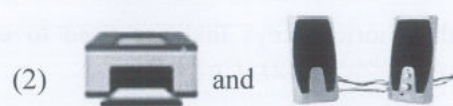
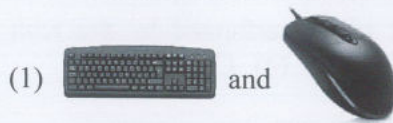
අමතර කියවීමේ කාලය මිනිත්තු 10 යි Use additional reading time to go through the question paper,
 மேலதிக வாசிப்பு நேரம் - 10 நிமிடங்கள் select the questions you will answer and decide which of them
 Additional Reading Time - 10 minutes you will prioritise.

Electronic Writing and Shorthand (English) I

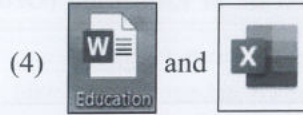
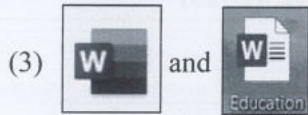
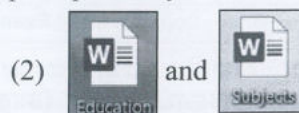
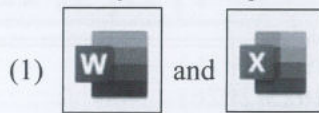
Instructions :

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

1. Presenting of ideas, messages and information verbally, gesture and is a requirement of the past society as well as the present society.
 Select the suitable term to fill the blank.
 (1) artistically (2) written (3) creatively (4) fast
2. A formal organizational procedure that should be used to purchase and sell goods by either public or private sector institutions is
 (1) auctioning. (2) publishing an advertisement.
 (3) calling tenders. (4) issuing a circular.
3. Select the answer that shows in correct order the inputs of a computer system and the outputs obtained by processing those inputs.
 (1) List of names of students in the class and the same name list processed according to alphabetical order
 (2) Average mark of the student who obtained first place in the class and the list of marks that student obtained for each subject
 (3) List of names of students in a class and the list of names of teachers who teach each subject in that class
 (4) List of total marks obtained by each student at the end of term test and the list of average marks of each student
4. Select the answer that shows an input device and an output device of a computer respectively.



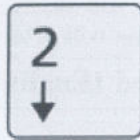
5. Select the answer that shows an icon of a computer application software and an icon of a file created by the computer operator on the Desktop respectively.



● Given below are some keys of the computer keyboard. By using them answer questions No. 6 and 7.



A



B



C



D

6. Select the answer that shows an arrow key and a special key of the computer keyboard respectively.

(1) A and B

(2) B and D

(3) C and A

(4) C and D

7. The key labelled by B above belongs to,

(1) arrow keys of the computer keyboard.

(2) typewriting keys of the computer keyboard.

(3) function keys of the computer keyboard.

(4) numerical keys of the computer keyboard.

8. Given below are some statements related to causing damages to the computer system.

A – Power failure while computer is being used

B – Infecting viruses to the computer

C – Emptying the Recycle Bin of the computer

D – Using an anti-virus software

Select the answer that shows a possible damage to the computer and a remedy to minimize that damage respectively.

(1) A and C

(2) A and D

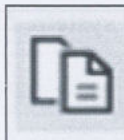
(3) B and D

(4) C and D

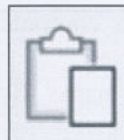
● Answer questions No. 9 to 12 using the following icons extracted from the word processing software.



A



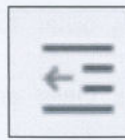
B



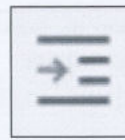
C



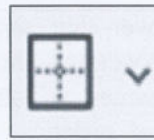
D



E



F



G

9. Which icon should be used to insert a border around the typeset document?

(1) B

(2) C

(3) D

(4) G

10. A paragraph of a typeset document should be removed from there and carried to another page. Select the answer that shows the icons need to be used for this task respectively.

(1) A and B

(2) A and C

(3) A and D

(4) B and C

11. What are the shortcut keys that are used to carry out the task to be performed by the icon B?

(1) Ctrl + A

(2) Ctrl + B

(3) Ctrl + C

(4) Ctrl + V

12. By clicking on the icon that is named as F, the selected paragraph can be

(1) moved from the left margin to the right.

(2) moved to the left margin.

(3) aligned with the right margin.

(4) aligned with the left margin.

13. According to the touch system, stay on the home keys means, it is the correct method of keeping on the keyboard.

Select the suitable phrase for the blank.

- (1) all fingers of one hand (2) all fingers of both hands
(3) thumbs of both hands (4) fingers for comfortable typing

14. Upali moves his fingers on the upper keys of the keyboard as follows;

index finger of the left hand, index finger of the right hand, small finger of the right hand, middle finger of the left hand.

What is the word that Upali type?

- (1) ripe (2) rite (3) tyre (4) type

15. What are the fingers that should be moved on the home keys of the Keyboard to typeset the word 'lash'?

- (1) middle finger of the right hand, small finger of the left hand, ring finger of the left hand, index finger of the left hand
(2) small finger of the right hand, small finger of the left hand, ring finger of the left hand, index finger of the right hand
(3) ring finger of the right hand, small finger of the left hand, ring finger of the left hand, index finger of the right hand
(4) ring finger of the right hand, small finger of the left hand, middle finger of the left hand, index finger of the left hand

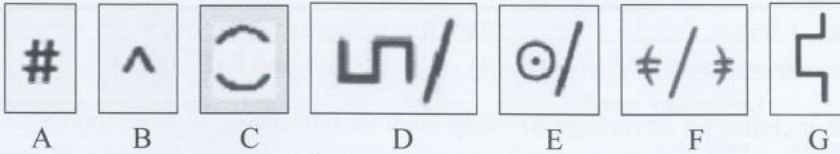
16. Select the sentence that is typeset using only the home keys of the Keyboard.

- (1) shaded dad has a sag. (2) lal shall ask for ham.
(3) shajah had a lash. (4) lads had bags.

17. Sandamali keeps the mouse pointer on the name of a file appearing on the Desktop and double click it. By doing that the folder

- (1) gets opened. (2) name gets highlighted.
(3) name gets changed. (4) gets deleted.

• Answer questions No. 18 to 20 by using the proof correction marks mentioned below.



18. Currently At present every office carries out documentation work by using computers

When editing the above sentence which proof correction marks do you use?






- (1) A and C (2) C and E (3) C and F (4) E and F

19. Proof correction marks given by D and G respectively mean,

- (1) transpose places and shift the paragraph to the right side.
(2) remove and justify.
(3) add the missing part and put square brackets.
(4) increase the gap and move the paragraph down.

20. A phrase should be inserted to a place of a typeset text. Which correction mark should be used there?

- (1) A (2) B (3) D (4) F

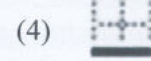
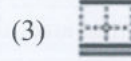
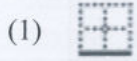
21. Select the **incorrect** statement about the files stored in the computer.
- (1) A file created using the computer can be stored on the Desktop.
 - (2) By clicking on the icon which appears at the top right corner of an opened file, it can be closed.
 - (3) Sub folders can be created within a folder.
 - (4) Sub folders can be created within a file.
22. Which icon should be used to add a new column to the right side of a column of a table created by using the word processing software?
- (1) 
 - (2) 
 - (3) 
 - (4) 
23. By using the  icon in the word processing software,
- (1) a table can be added to the document.
 - (2) one cell of a drawn up table can be split again.
 - (3) a drawn up table can be deleted.
 - (4) the direction that a text should be typeset, can be selected.
24. Given below are few statements about preparing documents with columns.
- A – When preparing columned documents, columns with equal widths and columns with unequal widths can also be prepared.
- B – A full page document that has already been typeset as a single column cannot be split into columns again.
- Select the correct answer about the statements given above.
- (1) Both A and B are correct.
 - (2) Both A and B are incorrect.
 - (3) Statement A is incorrect while statement B is correct.
 - (4) Statement A is correct while statement B is incorrect.
25. The petty cashier of an organisation says that, stationery expenses was Rs. 480/=, travelling expenses was Rs. 710/=, refreshment expenses was Rs. 560/=, miscellaneous expenses was Rs. 200/= for the month of December 2025 and cash in hand was only Rs. 50/=.
- Select the answer that shows the amount of the petty cash imprest of the organization and the amount to be reimbursed as at 01st January 2026, respectively.
- (1) Rs. 2 000/= and Rs. 1 950/=
 - (2) Rs. 2 000/= and Rs. 50/=
 - (3) Rs. 1 950/= and Rs. 50/=
 - (4) Rs. 1 950/= and Rs. 2 000/=
26. Select the answer which includes an advantage of using each verbal media, written media and sign and symbol media in an office respectively.
- (1) being visible, takes time to understand, the ability to convey detailed information
 - (2) receiving quick feedback, having a legal value, the ability to understand even without literacy
 - (3) not having a written evidence, delay in feedbacks, difficult for the visually impaired people to understand
 - (4) having a written evidence, possibility to do lengthy explanations, need of a special training to use
27. A memorandum is used
- (1) for internal and external communication of an organization.
 - (2) only for external communication of an organization.
 - (3) only for internal communication of an organization.
 - (4) for communicating among heads of organizations.
28. Mail merging means,
- (1) merging all mail items received on a day.
 - (2) sending the same document to many addresses with necessary changes.
 - (3) sending a number of documents to an address.
 - (4) opening of mail items received on a day.

29. Employees' Trust Fund (ETF) is introduced
- (1) to build the self-confidence of all employees.
 - (2) to show the loyalty of employees to the employers.
 - (3) to establish the social security of employees by the employers.
 - (4) to build the trust of employees towards the employers.
30. What is the cheapest as well as the trusted method to send a valuable document within Sri Lanka?
- (1) Ordinary postal service
 - (2) Courier service
 - (3) Through a messenger
 - (4) Registered post
31. What is the column that comes after the column AZ in a spreadsheet?
- (1) AZA
 - (2) AA
 - (3) AB
 - (4) BA
32. Given below are a few statements related to a worksheet.
- A – Name of the selected cell of a worksheet is indicated in the name box.
- B – Moving from the working cell to any other cell in a worksheet can be done by using arrow keys of the keyboard.
- C – Few nearby cells of a worksheet can be converted to a single cell.
- From the above, the correct statements are
- (1) only A and B.
 - (2) only A and C.
 - (3) only B and C.
 - (4) all A, B and C.
33. While entering data in to a worksheet, Sisira pressed Shift key and Tab key together. Because of this, Sisira moved from the working cell
- (1) to a cell located a few cells away to the right side.
 - (2) to the cell on the right side.
 - (3) to the cell on the left side.
 - (4) to the cell below.
- Given below is an extracted part from a spreadsheet. Answer questions No. 34 to 36 by using it.

	A	B	C	D
1				
2			54	
3			25	
4			76	
5			63	
6			46	
7				
8				

34. The sum of all figures given here needs to be taken to the cell C7. What is the way that **cannot** obtain the correct sum?
- (1) =C2+C6
 - (2) =C2+C3+C4+C5+C6
 - (3) =Sum(C2:C6)
 - (4) select the cell range from C2 to C6 and click the icon Σ (Auto sum)
35. Maximum value of the values given in the Spreadsheet needs to be obtained. What is the formula to be used for that?
- (1) =Sum(C2:C6)
 - (2) =Max(C2+C6)
 - (3) =Max(C2:C6)
 - (4) max(C2:C6)

36. As shown in the spreadsheet, lines have to be drawn to indicate the totals of the figures. What is the tool to be selected to draw those borders?



● Answer questions No. 37 and 38 by using the following icons on a spreadsheet.



A



B



C



D

37. It is necessary to show a lengthy text that typed in a single cell in several rows. The icon that should be used for this is

(1) A.

(2) B.

(3) C.

(4) D.

38. In a spreadsheet, data in the column Z has to be brought closer to the data entered in the column B. Which icon should be used for that?

(1) A

(2) B

(3) C

(4) D

39. Which statement is **incorrect** from the following?

- (1) Shorthand is used as a tool for writing down spoken words.
- (2) Shorthand is a written language based on sounds heard.
- (3) Shorthand can be used in speaking as well.
- (4) Shorthand also has short forms and phrases.

40. Pitman Shorthand is written based on the rule of position writing. This means, strokes and outlines are written on, above or through the line, based on the

- (1) last vowel sound of the word.
- (2) first vowel sound of the word.
- (3) all vowel sounds of the word.
- (4) easiness of writing.

* *

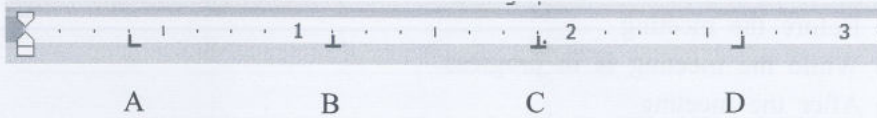
අධ්‍යයන පොදු සහතික පත්‍ර (සාමාන්‍ය පෙළ) විභාගය, 2025(2026)
 கல்விப் பொதுத் தராதரப் பத்திர (சாதாரண தர)ப் பரீட்சை, 2025(2026)
 General Certificate of Education (Ord. Level) Examination, 2025(2026)

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 **five** questions altogether including the **first**. Select at least **one** question each from part I, II and III.

1. (i) (a) Write **two** deficiencies that can be seen in the documents prepared by an institution.
 (b) Mention **two** forms with blanks to be filled, that an institution provides to a person who comes to the institution to obtain its services.
- (ii) Write the correct steps of shutting down an operating computer.
- (iii) Explain with examples the difference between the 'drag', and the 'drag and drop' by using the mouse.
- (iv) Write **four** characteristics that can be seen in a document prepared methodically by the computer.
- (v) (a) What is Petty Cash Imprest?
 (b) What is meant by reimbursement of Petty Cash Imprest?
- (vi) (a) Write **two** examples for the situations of chronological file classification.
 (b) Write **two** examples for the situations of numerical file classification.
- (vii) Given below are a few tabs labelled A, B, C and D on the Ruler bar of the word processing screen. Name them correctly.



- (viii) (a) Write **two** office activities that are done in oral mode (verbally) to make the office work easy.
 (b) Write **two** office activities that are done by written mode to make the office work easy.
- (ix) Marks of paper I of 20 workers who sat for an examination consisting of two question papers and provide 50 marks each were entered from C6 to C25 while marks of paper II of them were entered from D6 to D25 in a spreadsheet.
 (a) Write the formula that should be written in the cell E6, to obtain the total marks of the paper I and paper II of the first worker to the cell E6.
 (b) The workers who obtained 70 marks or above for the both papers will be promoted. Promoting a worker (P) or not promoting a worker (N) should be indicated in the column F. Write the formula that should be written in the cell F6 to indicate that promoting or not promoting the first worker. (If the marks of paper I or paper II of a worker has been changed, the correct letter should be indicated in the column F).
- (x) 'With the technological development, shorthand is not that important at present'.
 Explain **two** facts that you argue against the above statement.

(Total 02 × 10 = 20 marks)

Part I - Secretarial Practice

2. Mr. Dasun Koralage is the Chief Executive Officer of Sun Lanka Company Limited. His Private secretary is Hansi. Hansi and Suneth, who is the computer operator, are doing all the documentary work of the organization. Suneth also assists the documentation work of Production Manager Mr. Saman Rathnayake. Dabare and Asanka are peons in the office and Nirmal is the watcher.

An advertisement has been published to recruit the qualified persons for the vacant positions of Manager for the Marketing Division and management assistants for the same division.

- (i) To what managerial level of the organization does the vacant Marketing Manager post belong? (01 mark)
- (ii) Write another post mentioned in the case which belongs to the same managerial level you wrote in (i) above. (01 mark)
- (iii) (a) Write **two** designation names of peers of Hansi mentioned in the case.
(b) Write **two** designation names of peers of Hansi which are **not** mentioned in the above case. (03 marks)
- (iv) (a) Write the names of a peer and a superior of Asanka mentioned in the above case.
(b) Write the designations of the persons you wrote for (iv) (a) above. (02 marks)
- (v) Prepare the advertisement designed by the institution to fill vacancies. (03 marks)

(Total 10 marks)

3. (i) Explain the procedure to be followed with regard to a visitor who comes to an office without a prior appointment. (02 marks)
- (ii) (a) Mention **two** types of meetings that are held in a private sector institution with the participation of executive officers. (01 mark)
(b) Write **two** tasks each to be carried out by the private secretary of the Head of the Institution at the following instances when arranging a meeting.
(1) Before the meeting
(2) While the meeting is in progress
(3) After the meeting (03 marks)
- (iii) Write **two** examples each for the following items that are being used in an office.
(a) office furniture
(b) electronic equipment
(c) types of papers
(d) stationery

(04 marks)

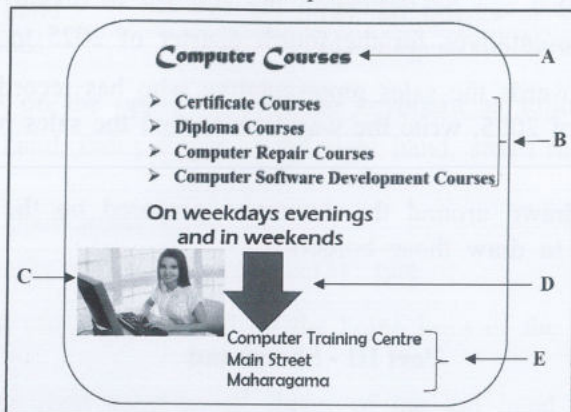
(Total 10 marks)



[see page nine

Part II - Electronic Writing

4. Given below is a picture of an advertisement prepared using the computer word processing software, by an institution that conducts computer courses.



- (i) Write the way that has designed the part A of the above picture. (01 mark)
 - (ii) Write the way that the list indicated by B in the above picture has been prepared. (01 mark)
 - (iii) Explain the way that the image indicated by C is included in the above picture.(02 marks)
 - (iv) Explain how the shape indicated by D in the above picture has been obtained. (02 marks)
 - (v) Explain how the part indicated by E of the above picture has been prepared. (02 marks)
 - (vi) (a) Suggest any enhancement to make the above advertisement more attractive.
 (b) Write clearly the way you include the enhancement mentioned in the above (vi) (a) to the advertisement. (02 marks)
- (Total 10 marks)**

5. Following spreadsheet shows the sales values for the fourth quarter of the year 2025 of four Sales Representatives of Nisasala Marketing Agency.


	A	B	C	D	E	F	G	H	I
1									
2		Name of the Employee	Nisasala Marketing Agency						
3			Sales Value (Rs.)						
4			October	November	December	Total Sales Value	Average Sales Value	Sales Commission	
5		Sameera	110 500	99 600	125 000				
6		Kasun	95 100	105 800	118 600				
7		Sagara	115 000	102 300	114 500				
8		Dineth	122 400	102 500	120 200				
9		Total							
10									
11									

- (i) Write the formula that should be written in the cell F5, to obtain the total sales value done by Sameera for the fourth quarter of 2025 to the cell F5. (01 mark)
- (ii) Write the easiest way of obtaining the total sales values of other sales representatives for the fourth quarter of 2025, to the cells from F6 to F8. (01 mark)
- (iii) Write **two** formulae that can be written in the cell G5 to obtain Sameera's average monthly sales value for the fourth quarter of 2025 to the cell G5. (02 marks)

- (iv) Every sales representative receives 5% commission on their monthly sales value. Write **two** formulae that can be written in the cell H5 to obtain Sameera's commission for the fourth quarter of 2025 to the cell H5. (02 marks)
 - (v) Write **two** formulae that can be written in the cell H9 to obtain the total commission paid to all four sales representatives for the fourth quarter of 2025 to the cell H9. (02 marks)
 - (vi) If the organization rewards the sales representative who has recorded the highest sales value in the fourth quarter of 2025, write the way how to find the sales representative who deserves that reward. (01 mark)
 - (vii) Borders have been drawn around the document prepared on the above spreadsheet. Write briefly the way how to draw those borders. (01 mark)
- (Total 10 marks)**

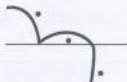
Part III - Shorthand

6. (i) Name the **three** places a vowel can be put alongside a shorthand stroke. (03 marks)
- (ii) If a third-place vowel comes between two strokes, where should the vowel be placed? (01 mark)
- (iii) Write the following sentences using Pitman shorthand.
- (a) It was a lucky family
 - (b) They have a bad memory (02 marks)
- (iv) There are four instances to use upward 'R' in Pitman shorthand. Write **two** instances where you have to write upward 'R'. (02 marks)
- (v) Transcribe the following shorthand outlines in English.

(a) 

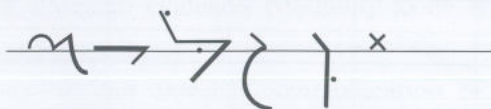
(b) 

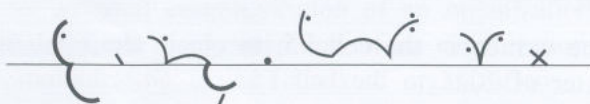
(c) 

(d) 

(02 marks)
(Total 10 marks)

7. (i) Why should Pitman shorthand writers use ruled papers to write strokes and outlines? (02 marks)
- (ii) Write the following short forms in shorthand.
- (a) different (b) which
 - (c) can (d) our (04 marks)
- (iii) Write **four** diphthong signs and their sounds correctly. (02 marks)
- (iv) Transcribe the following sentences in English.

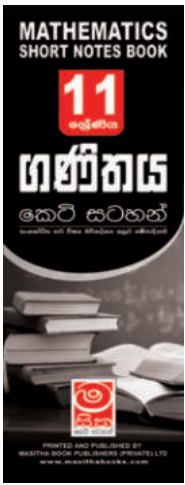
(a) 

(b) 

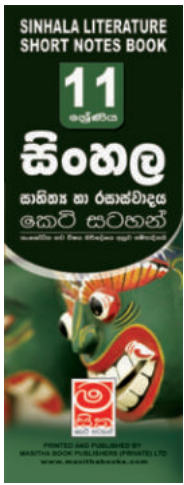
(02 marks)
(Total 10 marks)

* * *

11 ශ්‍රේණිය කෙටි සටහන් පොත් සංශෝධිත නව විෂය නිර්දේශයේ පාඩමෙන් පාඩමට



Rs : 300



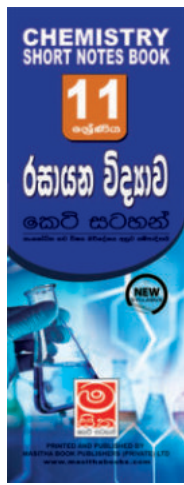
Rs : 300



Rs : 300



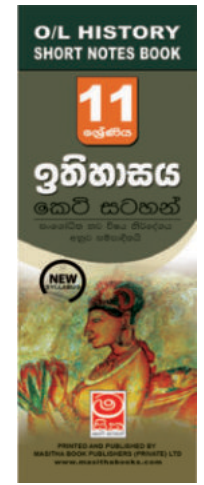
Rs : 300



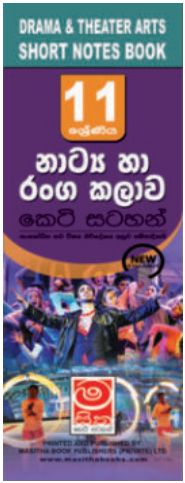
Rs : 300



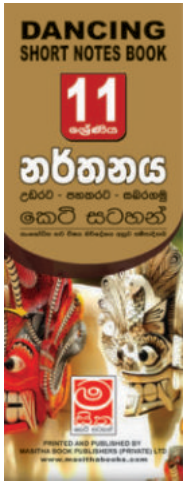
Rs : 300



Rs : 350



Rs : 300



Rs : 300



Rs : 200



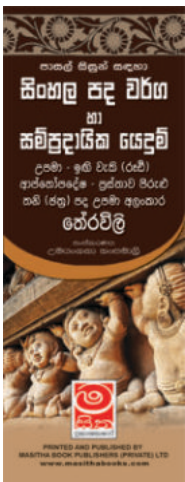
Rs : 200



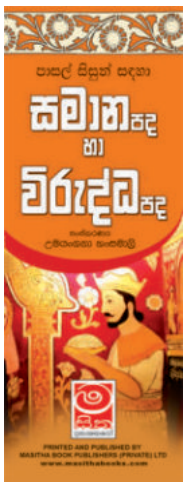
Rs : 200



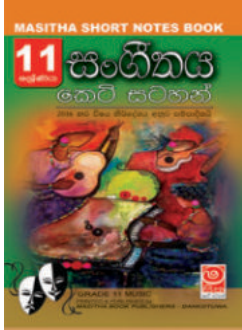
Rs : 250



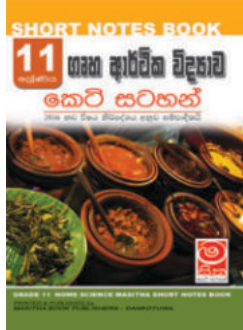
Rs : 300



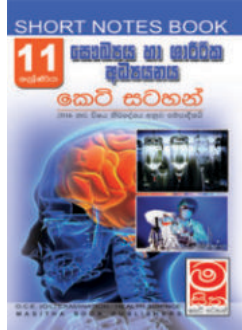
Rs : 300



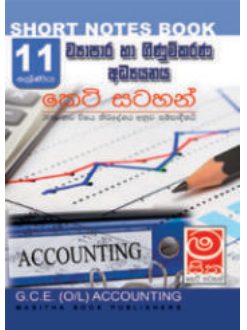
Rs : 250



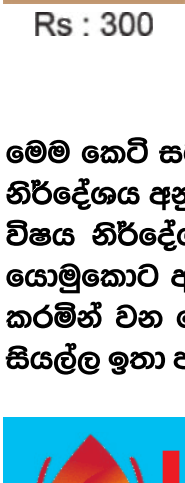
Rs : 200



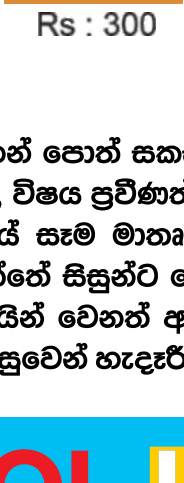
Rs : 200



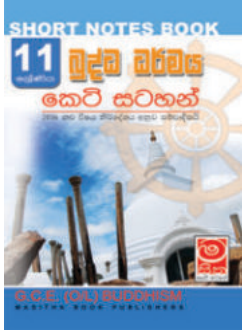
Rs : 200



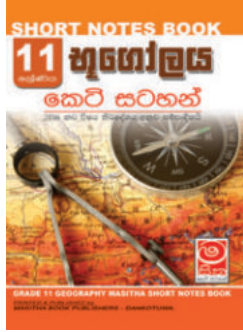
Rs : 300



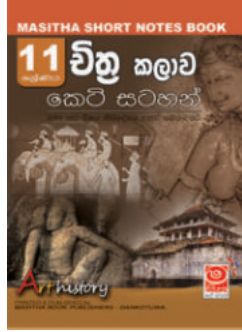
Rs : 300



Rs : 200



Rs : 200



Rs : 250



Rs : 650

මෙම කෙටි සටහන් පොත් සකස් කොට ඇත්තේ ජාතික අධ්‍යාපන ආයතනය මගින් සම්පාදනය කොට ඇති නව විෂය නිර්දේශය අනුව, විෂය ප්‍රවීණත්වයෙන් යුත් සම්පාදක මණ්ඩලයක් විසිනි, එහෙයින් මෙහි අන්තර්ගත සියලු සටහන් එම විෂය නිර්දේශයේ සෑම මාතෘකාවක්ම ආවරණයකොට තිබේ. මෙම ග්‍රන්ථ සම්පාදනය කිරීමේ දී පූර්ණ අවධානය යොමුකොට ඇත්තේ සිසුන්ට මෙන්ම ගුරුවරුන්ට ද අවශ්‍යයෙන්ම මතකයේ තබා ගත යුතු සියලු කරුණු අන්තර්ගත කරමින් වන හෙයින් වෙනත් අතිරේක ග්‍රන්ථ පරිභරණයකින් තොරව වුවද අදාළ විෂය නිර්දේශයේ වැදගත් කරුණු සියල්ල ඉතා පහසුවෙන් හැඳුරීමේ මෙන්ම මතකයේ රඳවා ගැනීමේ හැකියාව ද ලැබෙනු ඇත.



LOL.LK
LOL STORE (PVT) LTD

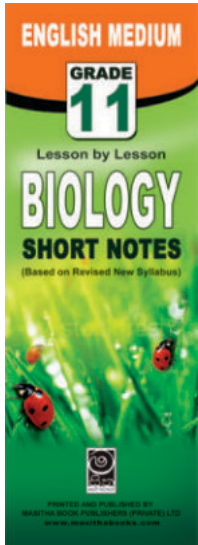
CASH ON DELIVERY

VISA

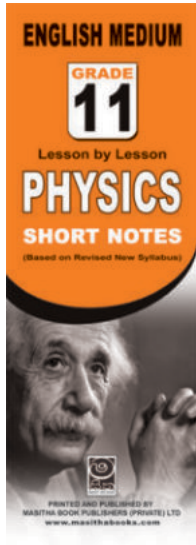
037 20 60 110

071 77 74 440

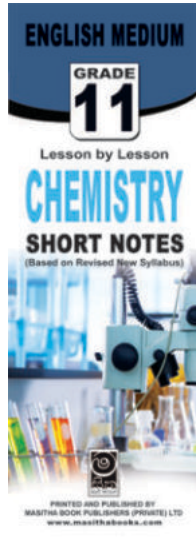
Buy Now
[CLICK HERE](#)



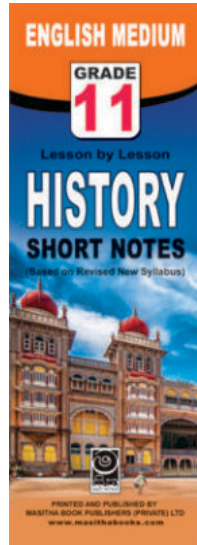
Rs : 180



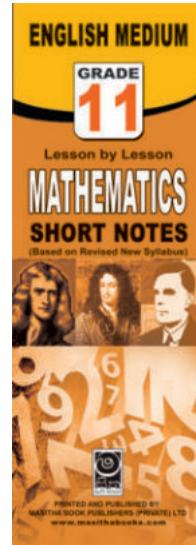
Rs : 180



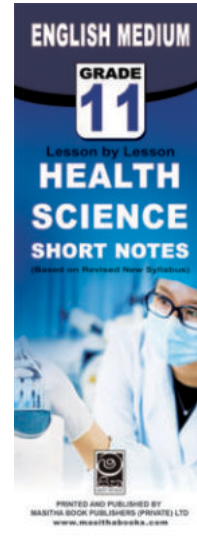
Rs : 180



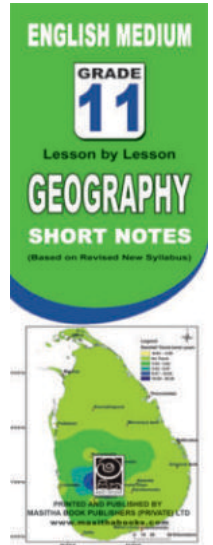
Rs : 180



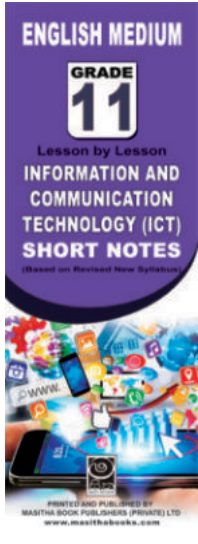
Rs : 180



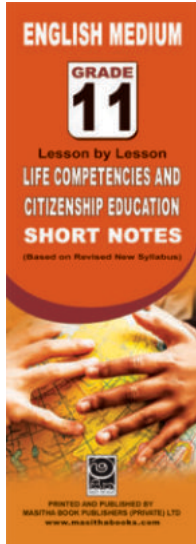
Rs : 180



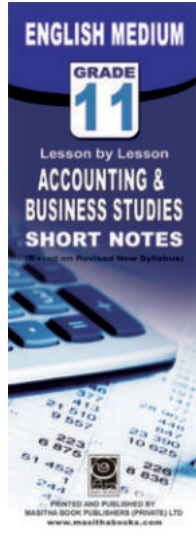
Rs : 180



Rs : 180



Rs : 180



Rs : 180

මෙම කෙටි සටහන් පොත් සකස් කොට ඇත්තේ ජාතික අධ්‍යාපන ආයතනය මගින් සම්පාදනය කොට ඇති නව විෂය නිර්දේශය අනුව, විෂය ප්‍රවීණත්වයෙන් යුත් සම්පාදක මණ්ඩලයක් විසිනි, එහෙයින් මෙහි අන්තර්ගත සියලු සටහන් එම විෂය නිර්දේශයේ සෑම මාතෘකාවක්ම ආවරණයකොට තිබේ. මෙම ග්‍රන්ථ සම්පාදනය කිරීමේ දී පූර්ණ අවධානය යොමුකොට ඇත්තේ සිසුන්ට මෙන්ම ගුරුවරුන්ට ද අවශ්‍යයෙන්ම මතකයේ තබා ගත යුතු සියලු කරුණු අන්තර්ගත කරමින් වන හෙයින් වෙනත් අතිරේක ග්‍රන්ථ පරිහරණයකින් තොරව වුවද අදාළ විෂය නිර්දේශයේ වැදගත් කරුණු සියල්ල ඉතා පහසුවෙන් හැදෑරීමේ මෙන්ම මතකයේ රඳවා ගැනීමේ හැකියාව ද ලැබෙනු ඇත.

LOL.LK LOL STORE (PVT) LTD

CASH ON DELIVERY

VISA

037 20 60 110

071 77 74 440

Buy Now

CLICK HERE