THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA

INSIGHT

ATSWA SEPTEMBER 2026 EXAMINATIONS

PART I

Question Papers, Suggested Solutions and Examiners' comments

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THE ASSOCIATION OF ACCOUNTANCY BODIES IN WEST AFRICA

ACCOUNTING TECHNICIANS SCHEME, WEST AFRICA
SEPTEMBER 2026 EXAMINATIONS (PART II)

BASIC ACCOUNTING

PLEASE READ THESE INSTRUCTIONS BEFORE COMMENCEMENT OF THE PAPER

EXAMINATION INSTRUCTIONS

1. All solutions should be in **blue** or **black** ink. Any solution in pencil will not be marked.
2. Read all instructions on each part of the paper carefully before answering the questions.
3. Ensure that you do not answer more than the number of questions required for **Section B (The Essay Section).**
4. Check your pockets, purse and mathematical sets, etc, to ensure that you do not have prohibited items such as telephone handset, electronic storage device, wrist watches, programmable devices or any form of written material on or around you in the examination hall. You will be stopped from continuing with the examination and liable to further disciplinary actions including cancellation of examination result if caught.
5. Do not enter the hall with anything written on your docket.
6. Insert your examination number in the space provided above.

TUESDAY, SEPTEMBER 22, 2026

DO NOT TURN OVER UNTIL YOU ARE TOLD TO DO SO

THE ASSOCIATION OF ACCOUNTANCY BODIES IN WEST AFRICA
ACCOUNTING TECHNICIANS SCHEME, WEST AFRICA
PART I EXAMINATIONS – SEPTEMBER 2025

BASIC ACCOUNTING

Time Allowed: 3 hours

SECTION A: PART I MULTIPLE CHOICE QUESTIONS (30 MARKS)

ATTEMPT ALL QUESTIONS IN THIS SECTION

Write ONLY the alphabet (A, B, C, D or E) that corresponds to the correct option in each of the following questions/statements.

1. The periodic report of activities of a business enterprise through the presentation of the financial reports to the owners of the business by management is referred to as ..... accounting.

   A. social
   B. government
   C. stewardship
   D. sustainability
   E. project

2. Which of the following is **NOT** a revenue expenditure?

   A. Cost of repairing plant and equipment
   B. Cost incurred in acquiring trading inventories for sale
   C. Staff salaries and emoluments
   D. Discount allowed on credit sales
   E. Purchase of new equipment for use as non-current asset

3. What primary roles do Accountants play in an economy?

   A. Providing legal advice to businesses and individuals
   B. Managing human resources and employee recruitment
   C. Conducting market research and Consumer behaviour
   D. Preparing financial statements and conducting audits
   E. Designing financial models and analytical review

4. Which of the following is regarded as a FINTECH company operating in the financial system?

A. Oracle software
B. Data Base Management Systems (DBMS)
C. Money Deposit Banks
D. Crypto banking systems
E. Interswitch

5. The core purpose of forming a partnership business as stated in the Partnership Act is

A. pooling of resources together
B. making of profit
C. admission of new members
D. to enter joint ventures arrangement
E. to share profit

6. Which of the following is **NOT** a characteristic of a business organisation?

A. It exists to make profit
B. It pays reasonable salary to employees
C. It meets the needs of society by providing goods and services
D. Its reward for accepting risk is profit
E. The profit earned belongs to its owners

7. What is the effect on Assets, Liabilities and Equity if the business owner allowed his Building worth ₦25,000,000 to be used for the business.

	Assets	**Liabilities**	**Equity**
A.	Increase	No effect	Increase
B.	Increase	Increase	No effect
C.	Decrease	Decrease	No effect
D.	No effect	Decrease	Increase
E.	No effect	Increase	Increase

8. A ledger which summarises all transactions to prepare a trial balance is called

A. Rent Ledger
B. Control Account
C. Personal Ledger
D. Impersonal Ledger
E. Extended Trial Balance

Use the following information to answer questions 9 and 10

Password Enterprises acquired an Equipment at a cost of GH¢15,000,000. It is depreciated using reducing balance method at the rate of 15% per annum. Calculate:

9. The cumulative depreciation at the end of the 4th year.

A. GH¢6,655,582
B. GH¢7,169,906
C. GH¢7,830,094
D. GH¢8,344,420
E. GH¢9,211,875

10. The carrying amount at the end of the 5th year.

A. GH¢6,655,581
B. GH¢7,169,906
C. GH¢7,830,094
D. GH¢8,344,420
E. GH¢9,211,875

11. The excess of total assets over total liability is called

A. reserves
B. loan notes
C. working capital
D. net profit
E. equity

12. Which of the following is **NOT** an element of inventory cost?

A. Cost of acquisition
B. Cost of financing inventory
C. Handling cost
D. Inventory risk cost
E. Weighted average cost

13. What is the cost of goods sold given that the sales figure is L$10,000,000 with a mark-up of 25%?

A. L$7,000,000
B. L$7,500,000
C. L$7,968,127
D. L$8,000,000
E. L$8,500,000

Use the following data to answer questions 14 and 15

	31/12/2023	31/12/2024
	GH¢	GH¢
Non-current assets at cost	480,000	429,000
Current assets	1,125,000	1,380,000
Current liabilities	225,000	195,000
Accumulated depreciation	105,000	111,000

14. What is the Equity of the business as at December 31, 2023?

A. GH¢1,260,000
B. GH¢1,275,000
C. GH¢1,290,000
D. GH¢1,380,000
E. GH¢4,815,000

15. What was the depreciation charged for the year 2024?

A. GH¢6,000
B. GH¢15,000
C. GH¢30,000
D. GH¢51,000
E. GH¢111,000

16. An accounting concept that assumes a business will be in operation for a foreseeable future is known as

A. Perpetuity concept
B. Going concern
C. Forecasting theory
D. Consistency
E. Periodicity

17. Which of the following would **NOT** be found in a manufacturing account?

A. Carriage Inwards
B. Returns Inwards
C. Depreciation of Plant
D. Manufacturing wages
E. Royalties

18. The account created to achieve agreement of a Trial Balance is

A. Control account
B. Total payable account
C. Reconciliation account
D. Suspense account
E. Journal proper

19. Which of the following serves as a book of Prime entry and play the role of a Ledger?

A. Manufacturing account
B. Control account
C. Sales Day book
D. Ledger account
E. Cash book

20. Which of the following errors will **NOT** affect the agreement of a Trial balance?

A. Double entry errors
B. Transposition of figures
C. Error in computation of balances
D. Errors of wrong posting in the debit and credit column
E. Error of principle

21. The International Accounting Standard (IAS) on Property, Plant and Equipment (PPE) is

A. 1
B. 2
C. 5
D. 8
E. 16

22. Which of the following is **NOT** regarded as accounting package?

A. Sage accounting software
B. ACCPAC accounting package
C. QuickBooks
D. Microsoft excel
E. Zoho books

23. In banking transactions, the traditional name for demand deposit is known as

A. Money deposit
B. Cheque account
C. Savings account
D. Fixed deposit
E. Current account

24. The following information was extracted from the books of accounts of Backock Book Club, a not-for-profit organisation for the year 2024.

	NLe
Subscriptions owing as at 1/1/2024	100,000
Subscriptions received during the year	960,000

Subscriptions received during the year includes NLe240,000 in respect of 2025.

Calculate the subscription to be transferred to Income and Expenditure account.

A NLe600,000
B NLe620,000
C NLe760,000
D NLe820,000
E NLe1,100,000

25. Which of the following is an output document in the preparation of a computer payroll?

A. Bonus sheet
B. Letter of Employment
C. Payslip
D. Overtime sheets
E. Clock card

Use the following information to answer questions 26 and 27

The total revenue of a business for the year ended June 30, 2025, stood at ₦5,000,000, and the profit mark-up was $33\frac{1}{3}\%$.

26. Calculate the gross profit.

A. ₦1,250,000
B. ₦1,501,679
C. ₦1,666,500
D. ₦1,875,047
E. ₦1,924,250

27. What is the cost of goods sold? (to the nearest naira)

A. ₦3,333,500
B. ₦3,470,093
C. ₦3,715,194
D. ₦3,750,000
E. ₦3,750,094

28. An Air conditioner was purchased for GH¢2,500,000. The cost of installation was GH¢250,000 and custom duties amount to GH¢80,000. Due to lack of fund, the owner took a bank loan, the interest paid was GH¢50,000.

Determine the cost of equipment to be recognised in the books of accounts.

A. GH¢2,500,000
B. GH¢2,750,000
C. GH¢2,800,000
D. GH¢2,830,000
E. GH¢2,880,000

29. In preparing the statement of financial position, unearned commission received is treated as

A. Current liability
B. Current asset
C. Fictitious asset
D. Non-current liability
E. Equity

30. When an order cheque is endorsed by signing the signature of the payee at the back, the cheque becomes an(a)

A. Bearer cheque
B. Crossed cheque
C. Order cheque
D. Special cheque
E. General cheque

SECTION A: PART II SHORT ANSWER QUESTIONS (20 MARKS)

ATTEMPT ALL QUESTIONS

Write the correct answer that best completes each of the following questions/statements.

1. The principles of double entry book-keeping dates back to.....

2. The formula for calculating bonus in Rowan plan scheme is.....

3. The Accounting Standards issued by the IASB that governed the accounting for inventories is referred to as.....

4. Two methods used in the preparation of Cash flow statement are ..... and .....

5. An information technology tool used in the processing of accounting information without human interference is called. .....

6. When the value of an asset is determined based on existing market value, such method of valuation is known as .....

7. A supplementary record used to provide detailed breakdown of control account balances in the General Ledger is known as .....

8. Data stored in a computerised accounting system that can be arranged into any desired format is called .....

9. Jumoke, a trader, made Cash Sales of ₦124,000 and issued invoices of ₦302,000 for credit sales of which ₦101,000 had been paid. The balance in the Sales Account is .....

10. A system of accounting where a fixed amount is given to the Cashier periodically for minor expenses is referred to as .....

11. Using the following data determine the Equity of Makama business venture.

	L$'000
Motor van	15,000
Furniture	8,000
Cash	5,500
Payables	18,000

Loan Notes is 30% of Assets.

12. The source document used for recording into the Returns Inwards book of a business entity is .....

13. A Card issued by a financial institution, used for the transmission of payments and the granting of credits is known as .....

14. In the banking industry, a cheque presented for payment after six months of issuance is regarded as .....

15. A business organisation that restricts the transfer of shares of its owners is known as .....

16. An obligation of an entity arising from past events the settlement of which is expected to result in an outflow of resources that embody economic benefits, is referred to as .....

17. Kofi started business on July 1, 2024, with GH¢400,000. At year end, his total assets were valued at GH¢1,000,000. Throughout the year, Kofi took GH¢140,000 of the business to maintain his family. On January 1, 2025, he won GH¢300,000 in sport betting and this was added to the business. Kofi's profit for the financial year ended June 30, 2025, is .....

18. An allowance made against doubtful debts is an example of ..... accounting concept.

Use the data below to answer questions 19 and 20

Mr Alfa was employed by Jupiter Limited in the month of March 2025. Information from his Payslip showed his salary per month as follows:

Basic salary	L$200,000
Income tax	10% of basic salary
Social Contribution:	
Employer	$12^1/_2$% of basic salary
Employee	5% of basic salary
Clothing allowance	L$50,000 per month

19. Calculate the total deduction to be made from Mr Alfa's basic salary.

20. Mr Alfa's consolidated salary for the month of March 2025 is .....

SECTION B: ATTEMPT ANY FOUR QUESTIONS (50 MARKS)

QUESTION 1

(a) Explain the meaning of Books of Prime entry. ($2^1/_2$ Marks)

(b) Stephen Enterprises made the following purchases on credit for the month of June 2025.

Date	Transactions	Amount (L$)	Invoice no.
1/6/25	Bola & Co	300,000	1050
	Williams T. J.	216,000	1055
6/6/25	Samson Joe	120,000	1058
	Sona Stores	164,000	1060
	Akala & Co	196,500	1063
10/6/25	John Paul	240,000	1070
	Milton Enterprises	135,000	1081
	Full List Enterprises	675,000	1084

Required:

Enter the transactions in the relevant book of prime entry and show the Purchases account as it will appear in the ledger. (10 Marks)

(Total 12½ Marks)

QUESTION 2

(a) Explain the concept of Not-for-profit Entities. (3½ Marks)

(b) State **SIX** features of Not-for-profit Entities. (9 Marks)

(Total 12½ Marks)

QUESTION 3

The following balances were extracted from the books of Okpolo Enterprises on June 30, 2025.

	₦
Capital at July 1, 2024	12,500,000
Receivables	4,715,000
Cash in hand	241,400
Furniture and Fittings	4,220,000
Payables	3,442,400
Inventory at July 1, 2024	1,846,000
Revenue	49,100,000
Purchases	38,500,000
Motor Vehicles at cost	4,500,000
Motor Vehicles expenses	2,750,000
Rent	5,620,000
Drawings	2,650,000

Additional information include:

(i) ₦250,000 is owed for Motor vehicle expenses

(ii) ₦120,000 has been prepaid for Rent

(iii) Inventory at the close of business was valued at ₦1,500,000

(iv) Provision of ₦2,500,000 is to be made for audit fee

(v) Provision is to be made for unrecoverable debts at 1% of total receivables on June 30, 2025

(vi) Depreciation is to be provided as follows:

Motor vehicle: 20% on cost

Furniture and Fittings: 10% on cost

Required:

(a) Prepare the Trial balance as at June 30, 2025. ($4^1/_2$ Marks)

(b) Statement of Profit or Loss for the period ended June 30, 2025. (8 Marks)

(Total $12^1/_2$ Marks)

QUESTION 4

(a) State **FIVE** main features of the bank reconciliation when using an Accounting Package. (5 Marks)

(a) Bonju is a sole trader who has been in business for many years. He Presented the following records from his books of accounts as at December 31, 2024.

Balance as per bank statement was GH¢980,000 credit. Cash book balance showed GH¢3,700,000 credit in the Bank account column of the Cash book.

Upon investigation, it was revealed that the following items had been reflected in the Bank statement but not in the Cash book.

	Cr
	GH¢
Bank charges	500,000
Bank loan interest	100,000
Interest from Investments	200,000
Dividend from shares	120,000

Further information showed that a cheque for GH¢2,000,000 issued to Akufo was returned unpaid due to insufficient fund. Another cheque for GH¢3,000,000 issued to Michal has not been presented to the bank for payment. A cheque of GH¢2,000,000 from Kodunga was yet to be credited.

Required:

i. Prepare an Adjusted Cash book of Bonju. (4 Marks)

ii. Prepare a Bank reconciliation statement as at December 31, 2024. ($3^1/_2$ Marks)

(Total $12^1/_2$ Marks)

QUESTION 5

On March 31, 2022, Newton Business Hub had receivables balance of ₦7,500,000. Before the preparation of the final accounts, it was discovered that a customer owing ₦1,500,000 would not be able to settle such debts. It is the policy of Newton Business Hub to make allowances for doubtful receivables of 5% of all outstanding receivables at the end of each accounting period.

During the accounting year of 2023, the business made a total credit sales of ₦9,800,000 out of which an amount of ₦5,500,000 was collected from customers. A court declared a customer who owes the business an amount of ₦850,000 bankrupt in August 2023. Newton Hub recorded some cheques amounting to ₦1,750,000 that were dishonoured.

The business recorded ₦15,000,000 and ₦8,500,000 in connection with Cash and credit sales respectively in the year 2024. The business received ₦12,500,000 from trade receivables.

Required:

Post and balance the following accounts:

(a) Trade Receivables account (6 Marks)

(b) Bad Debts account (2 Marks)

(c) Allowances for Doubtful Receivables account ($4^1/_2$ Marks)

(Total $12^1/_2$ Marks)

QUESTION 6

International Accounting Standards Board (IASB) Conceptual Framework describes the elements of financial statements.

(a) Explain the characteristics of the following terms used in the statement of financial position.

i. Asset (3 Marks)

ii. Liability (3 Marks)

iii. Equity ($2^1/_2$ Marks)

(b) i. State **FOUR** features of non-current assets. (2 Marks)

ii. Give **FOUR** examples of current assets of a business entity. (2 Marks)

(Total 12½ Marks)

SOLUTIONS

SECTION A: PART I

MULTIPLE-ANSWER SOLUTIONS

1. C
2. E
3. D
4. E
5. B
6. B
7. A
8. B
9. B
10. A
11. E
12. E
13. D
14. B
15. A
16. B
17. B
18. D
19. E
20. E
21. E
22. D
23. E
24. B
25. C
26. A
27. D
28. D
29. A
30. A

MULTIPLE CHOICE QUESTIONS – WORKINGS

Q9 and Q10

Password Enterprises:

Cost ¢15,000,000; Method: Reducing balance method.

Yr	Yearly depreciation	Acc. depreciation	Carrying cost
	¢	¢	¢
1	15% x 15,000,000 = 2,250,000	2,250,000	12,750,000
2	15% x 12,750,000 = 1,912,500	4,162,500	10,837,500
3	15% x 10,837,500 = 1,625,625	5,788,125	9,211,875

4	15% x 9,211,875 = 1,381,781.25	7,169,906.25	7,830,093.75
5	5% x 7,830,093.75 = 1,174,514	8,344,420.25	6,655,580

Q13 Cost of goods sold
SP = Cost + Mark up = 100 + 25 = L$10,000,000
SP = 125%; Cost =100/125 x L$10,000,000 = L$8,000,000

Q14 and Q15
Equity = Assets – Liability
= Assets (480,000 + 1,125,000) – (225,000 + 105,000)
= 1,605,000 – 330,000
= ¢1,275,000

Q15 Depreciation charged for the year 2024
Depreciation charged = ¢111,000 – 105,000 =¢6,000

Q24 BACKOK

Subscription Account

Bal b/f	100,000	Bank	960,000
Income & Expenditure	620,000		
Bal c/d	240,000		
	960,000		960,000
Bal. b/d	240,000		

Q26 and Q27

Mark up = $33^{1/33}\%$; margin = $\frac{1}{3+1} = {}^{1}/_{4}$

Selling Price = ₦5,000,000

$$Cost = 1 - \frac{1}{4} \times 5{,}000{,}000 = \frac{3}{4} \times 5{,}000{,}000 = N3{,}750{,}000$$

$$Cost\ Profit = SP - CP = N5{,}000{,}000 - N3{,}750{,}000$$

$$= N1{,}250{,}000$$

Q28

	GH¢
Cost	2,500,000
Cost of installation	250,000
Custom duties	80,000
Cost of Equipment to be recognised in the books	2,830,000

Examiner's comment
These sets of questions cover all the area of the syllabus.

All the candidates attempted the question and their performance was good.

Candidates' major pitfall was their poor preparation for the diet examination. Candidates are advised to prepare well for the future ATSWA examination.

SECTION A: PART II

SHORT ANSWER SOLUTIONS

1. 1,494

2. $\frac{Time\ saved}{Time\ Allowed}$ X Time taken X Time rate

3. IAS2

4. Direct and Indirect methods

5. Automated Accounting System (AAS)/Robotic Process Automation (RPA)/Artificial Intelligence (AI)

6. Fair/Market Value

7. Subsidiary ledger

8. Data base

9. N426,000

10. Pelly cash imprest system

11. L$1,950,000

12. Debit note

13. Credit card

14. Stale Cheque

15. Private company/Private limited company

16. Liability

17. GH¢440,000

18. Conservatism or prudence concept

19. L$30,000

20. L$250,000

Working Notes to SAQS

Q9.	Cash sales	₦124,000
	Credit sales	₦302,000
		₦426,000

Q11 Assets:

	LS'000
Motor van	15,000
Furniture	8,000
Cash balance	5,500
Total Assets (A)	28,500
Liabilities	
Loan notes (30% x LS28,500,000)	8,550
Payables	18,000
Total payables (B)	26,550
Equity (A – B)	1,950

			GH¢
Q17	Closing owners' equity		1,000,000
	Total drawings		140,000
			1,140,000
	Less: Opening owners' equity	400,000	
	Additional capital	300,000	700,000
	NET PROFIT		440,000

		LS
Q19	Basic salary	200,000
	Income tax (10% x LS200,000)	20,000
	Social contribution – Employee (5% x LS200,000)	10,000
	Total deductions	30,000
Q20	Basic salary	200,000
	Clothing allowance	50,000
	March 2025 consolidation salary	250,000

Examiner's comment

These are short answer questions that cover all the contents of the syllabus. All the Candidates attempted the questions and their performance was average.

The major pitfall of the candidates was their inability to interprete the questions correctly.

Candidates are advised to prepare well for the future ATSWA examination.

SECTION B

SOLUTION 1

a. Books of prime entry are books, where the transactions of a business are first recorded before postings into the ledger. They are also called books of original entry or subsidiary books. They serves as day-to-day recordof all transactions, maintained in chronological orders. The following are the books of prime entry:

i. Purchases day book or purchases journal
ii. Sales day book or sales journal
iii. Returns outward day book or returns outward journal
iv. Returns inward day book or returns inward journal
v. Cash book/Petty cash book
vi. Journal proper

b) **STEPHEN ENTERPRICES**

PURCHASES DAY BOOK FOR THE MONTH OF JUNE 2025

Date	**Particulars**	**Invoice No.**	**Details**	**Amount ₦'000**
1/6/2025	Bola & Co. Williams T.J	1050 1055	300,000 216,000	
				516,000
6/6/2025	Samson Joe Sona Stores Akala & Co.	1058 1060 1063	120,000 164,000 196,500	
				480,500
10/6/2025	John Paul	1070 1081 1084	240,000 135,000 675,000	
				1,050,000
30/6/2025	Transfer to purchases a/c (DR)			2,046,500

Stephen Enterprises: Purchase account

		L$		L$
30/6/2025	Trade payables control	2,046,500		

Examiner's comment
The question tests candidates' knowledge on the books of prime entry and its application to Purchases Day Book.

About 95% of the candidates attempted the question and their performance was good.

Candidates' major pitfall was their poor preparation for the examination.

Candidates are advised to always prepare well before sitting for professional examinations.

SOLUTION 2

a. Not-for-profit entities are entities that do not have profit maximization as their main objectives. Decision making in not-for-profit entities are not based on cost-benefit analysis. A goal can still be pursued even where the cost outweighed the benefits, provided such goal will add value to the intended beneficiaries. Their performances are usually not measured in terms of return on investment. Any surplus generated by such organisations are re-invested into achieving the entity's objectives rather than distributed as dividends. Not-for-profit entities can be sub-divided into two groups as follows:

- Governmental entities
- Non-governmental entities

b. The features of not-for-profit entities include:

i. The ownership of such entities are in the hands of private individuals or groups
ii. The activities of such entities are not for making profit.
iii. The financial report of such entitles are limited to receipt and payment account, income and expenditure statement, with or without statement of financial position.
iv. It does not have a clear distinct accounting basis
v. It is usually set-up to promote the welfare of the society, or for the promotion of art, culture or faith in the society.
vi. The liability of the entity to the members (owners) is referred to as accumulated fund or capital fund
vii. The income statement of the organisation is called income and expenditure account
viii. The primary focus of the management of such entities are usually placed on accountability, stewardship and transparency in the use of funds
ix. In the case of the non-governmental entities, NGO, they play the role of pressure group to influence government decisions
x. Their operating financial frameworks are set up by legislation or through public donations

xi. In the case of public sector entities, their rights, powers and responsibilities are derived from the constitution or laws setting them up.

Examiner's comment

The question tests candidates' knowledge on Not-for-Profit as a concept and its basic features.

About 95% of the candidates attempted the question and their performance was good.

Candidates' major pitfall was their poor preparation for the examination.

Candidates are advised to always prepare well before sitting for examination.

SOLUTION 3

a.

OKPOLO ENTERPRISES

TRIAL BALANCE AS AT JUNE 30, 2025

	DR ₦	CR ₦
Capital at July 1, 2024		12,500,000
Receivables	4,715,000	
Cash in hand	241,400	
Furniture and fittings	4,220,000	
Payables		3,442,400
Inventory at July 1, 2024	1,846,000	
Revenue		49,100,000
Purchases	38,500,000	
Motor vehicles	4,500,000	
Motor vehicles expenses	2,750,000	
Rent	5,620,000	
Drawings	2,650,000	
	65,042,400	65,042,400

b.

OKPOLO ENTERPRISES

STATEMENT OF PROFIT OR LOSS FOR THE YEAR ENDED JUNE 30,2025

	DR ₦	CR ₦
Revenue		49,100,000
COST OF SALES:		
Opening inventory	1,846,000	
Purchases	38,500,000	
	40,346,000	
	(1,500,000)	
		(38,846,000)
		10,254,000

GROSS PROFIT

OPERATING EXPENSES:		
Motor vehicle expenses (Wk 1)	3,000,000	
Rent (Wk 2)	5,500,000	
Audit fee	2,500,000	
Increase in allowance for bad debts (Wk 3)	47,150	
Depreciation – Motor vehicle (Wk 4)	900,000	
Depreciation – Furniture and fittings (Wk 4)	422,000	
		(12,369,150)
NET PROFIT/(LOSS) FOR THE YEAR		(2,115,150)

OKPOLO ENTERPRISES
WORKING NOTES

WK 1: Determination of motor vehicle expenses for the year

	₦'000
	2,750,000
	250,000
	3,000,000

WK 2: Determination of rent expenses for the year

	₦'000
Rent as per a/c	5,620,000
Prepaid rent	(120,000)
	5,500,000

WK 3: Calculation of increase in allowance for bad debts

	₦'000
Receivables as per a/c	4,715,000
Allowance for bad debts @ 1%	(47,150)

WK 4: Calculation of depreciation expenses for the year

	Motor Vehicles	Furniture & Fittings
	₦'000	₦'000
PPE @ cost	4,500,000	4,220,000
Depreciation rate	20%	10%
Depreciation expenses for the year	900,000	422,000

Examiner's comment

The question tests candidates' knowledge on the preparation of a trial balance from given extracted ledger balances and simple final account.

About 90% of the candidates attempted the question and their performance was above average.

The candidates' major pitfall was their poor understanding of the question's requirement.

AT/252/P1.1

Candidates are advised to prepare and practise past questions very well before sitting for future examination.

SOLUTION 4

a. Main features of Bank reconciliation sub system when using Accounting Packages:

The main features of a bank reconciliation sub system would be:

INPUTS:

i. Pay in slips
ii. Cheque stop/counterfoil
iii. Bank debit notes
iv. Bank credit notes

OUTPUT:

v. Bank balance as at the date of reconciliation
vi. List of stale cheques
vii. List of uncredited cheques
viii. List of unpresented cheques
ix. List of unmatched items (Those in the bank statement but not in the cash book)
x. Automated transaction matching, which allows for automatic import of bank statement transactions into the system and speeds up reconciliation process significantly by identifying matching entries.

b.

BONJU

ADJUSTED CASH BOOK AS AT DECEMBER 31, 2024

	CH¢		CH¢
Items omitted on the cash book:		Bak b/f	3,700,000
Interest from investments	200,000	Items omitted on the cash book:	
Dividend from shares	120,000	Bank charges	500,000
Dishonoured cheque – Akufo	2,000,000	Bank loan interest	100,000
Bal c/d	1,980,000		
	4,300,000		4,300,000
		Bal b/d	1,980,000

ALTERNATIVE

BONJU

BANK RECONCILIATION STATEMENT AS AT DECEMBER 31, 2024

	CH¢
Balance as per bank statement	980,000
Add: Uncredited lodgement	2,000,000
	2,980,000
Less: Unpresented cheque	3,000,000
BALANCE AS PER ADJUSTED CASH BOOK	(20,000)

BONJU

BANK RECONCILIATION STATEMENT AS AT DECEMBER 31, 2024

	CH¢
Balance as per adjusted cash book	(1,980,000)
Add: Unpresented cheque	3,000,000
	1,020,000
Less: Uncredited lodgement	2,000,000
BALANCE AS PER BANK STATEMENT	(980,000)

Examiner's comment

The question tests Candidates' knowledge on the features of the bank reconciliation when using an Accounting package, while it also tests the preparation of adjusted cash book and bank reconciliation statement in part (b) of the question.

About 90% of the candidates attempted the question and their performance was average.

Candidates' major pitfall was their poor understanding of this area of the syllabus.

Candidates are advised to prepare well for the future examination.

SOLUTION 5

a.

NEWTON BUSINESS HUB

Trade receivables control a/c

		₦'000			₦'000
31/3/2022	Bal b/f	7,500,000	31/3/2022	Bad debt	1,500,000
				Bal c/d	6,000,000
		7,500,000			7,500,000
1/4/2022	Bal c/d	6,000,000		Receipts from customers	5,500,000
	Credit sales	9,800,000	31/3/2023	Bal c/d	10,300,000
		15,800,000			15,800,000
1/4/2023	Bal b/d	10,300,000		Bad debt	850,000
	Dishonoured cheque	1,750,000		Receipts from customers	12,500,000
	Credit sales	8,500,000	31/3/2024	Bal c/d	7,200,000
		20,550,000			20,550,000
1/4/2024	Bal b/d	7,200,000			

b.

Bad debts a/c

		₦'000			₦'000
31/3/2022	Trade receivables control	1,500,000	31/3/2022	Statement of profit or loss	1,500,000
31/3/2024	Trade receivables control	850,000	31/3/2024	Statement of profit or loss	850,000

AT/252/Pl.1

c.

Allowance for doubtful receivables a/c

		₦'000			₦'000
31/3/2022	Bal c/d	300,000	31/3/2022	Proft or loss (Wk 1)	300,000
31/3/2022	Bal c/d		1/4/2022	Bal b/d	300,000
			31/2/2023	Profit or loss (Wk 2)	215,000
31/2/2024	Profit or loss (Wk 3)	155,000	1/4/2023	Bal b/d	515,000
31/2/2024	Bal c/d	360,000	1/4/2024		
		515,000			515,000

NEWTON BUSINESS HUB
WORKING NOTES

Wk 1: Calcualation of allowance for doubtful receivables as at March 31, 2022

	₦'000
Trade receivables as per a/c	6,000,000
Allowance for doubtful receivables @ 5%	300,000

Wk 1: Calcualation of allowance for doubtful receivables as at March 31, 2022

	₦'000
Trade receivables as per a/c	10,000,000
Allowance for doubtful receivables at the end of the year @ 5%	515,000
Allowance for doubtful receivables at the beginning of the year (Wk 1)	(300,000)
	215,000

Wk 1: Calculation of allowance for doubtful receivables as at March 31, 2022

	₦'000
Trade receivables as per a/c	7,200,000
Allowance for doubtful receivables at the end of the year @ 5%	360,000
Allowance for doubtful receivables at the beginning of the year (Wk 2)	515,000)
	(155,000)

Examiner's comment

The question tests candidates' knowledge on control account; particularly trade Receivables, Bad debts and allowances for doubtful receivables accounts.

About 25% of the candidates attempted the question and their performance was poor.

The candidates' major pitfall was their poor understanding of the question's requirements.

Candidates are advised to prepare well for the future examination.

SOLUTION 6

a. i. The following are the characteristics of an asset:
- It must be a resource controlled by an entity:
- It must arise as a result of past event;
- Future economic benefits are expected to be derived by the entity from the asset;
- It must have a cost or value attached to it, which can be measured reliably

ii. The following are characteristics of a liability:
- It is present obligation of an entity, which arises from past events;
- The settlement of a liability is expected to result in an outflow from the entity of resources embodying economic benefits;
- The liability must be able to measure with reliability by the entity

iii. The following are the characteristics of equity:
- It is the residual interest in the assets of an entity, after deducting all its liabilities;
- It is the stake of the owner(s) in an entity;
- It is a permanent source of funding for an entity, as it does not require regular repayments

b. i. The following are features of non-current assets:
- They are acquired for the long-term needs of the business, typically lasting more than one year;
- They are not acquired with the intention of reselling them in the short term;
- They are utilised, either directly or indirectly, to generate revenue for the entity;
- Theya re not easily or quickly convertible into cash, that is, they are not liquid assets;
- they are shown on the statement of financial position or an entity, separate from current assets;
- Tangible non-current assets are subject to depreciation, while intangible non-current assets are subject to amortisation, over their expected useful life;
- They are assets of permanent in nature

ii. Examples of current assets of a business entity may include the following:

- Inventory
- Trade receivables
- Prepayments
- Accrued revenue
- Cash in hand
- Cash in bank
- Short term investment
- Bill receivables

Examiner's comment

The question test candidates' knowledge on the understanding of accounting terms contained in the conceptual framework of the International Accounting Standards Board (IASB), such as Asset, liability and Equity in part (a) of the question, while it tests their knowledge on the features of non-current assets and to give examples of current assets.

About 65% of the candidates attempted the question and their performance was above average.

The observed candidates' major pitfall was their poor understanding of fundamental of accounting terms.

Candidates are advised to prepare well and consult widely before sitting for future ATSWA examination.

THE ASSOCIATION OF ACCOUNTANCY BODIES IN WEST AFRICA

ACCOUNTING TECHNICIANS SCHEME, WEST AFRICA
SEPTEMBER 2026 EXAMINATIONS (PART I)

ECONOMICS

PLEASE READ THESE INSTRUCTIONS BEFORE COMMENCEMENT OF THE PAPER

EXAMINATION INSTRUCTIONS

1. All solutions should be in **blue** or **black** ink. Any solution in pencil will not be marked.
2. Read all instructions on each part of the paper carefully before answering the questions.
3. Ensure that you do not answer more than the number of questions required for **Section B (The Essay Section).**
4. Check your pockets, purse and mathematical sets, etc, to ensure that you do not have prohibited items such as telephone handset, electronic storage device, wrist watches, programmable devices or any form of written material on or around you in the examination hall. You will be stopped from continuing with the examination and liable to further disciplinary actions including cancellation of examination result if caught.
5. Do not enter the hall with anything written on your docket.
6. Insert your examination number in the space provided above.

WEDNESDAY, SEPTEMBER 23, 2026

DO NOT TURN OVER UNTIL YOU ARE TOLD TO DO SO

THE ASSOCIATION OF ACCOUNTANCY BODIES IN WEST AFRICA
ACCOUNTING TECHNICIANS SCHEME, WEST AFRICA
PART I EXAMINATIONS – SEPTEMBER 2026

ECONOMICS

Time Allowed: 3 hours

SECTION A: PART I MULTIPLE CHOICE QUESTIONS (30 MARKS)

ATTEMPT ALL QUESTIONS IN THIS SECTION

Write ONLY the alphabet (A, B, C, D or E) that corresponds to the correct option in each of the following questions/statements.

1. The definition of economics as "the science which studies human behaviour as a relationship between ends and scarce means which have alternative uses" is credited to

   A. Adam Smith
   B. David Richardo
   C. Lionel Robbins
   D. Thomas R. Malthus
   E. Robert Giffen

2. The following are examples of economic goods, **EXCEPT**

   A. Bottled water
   B. Air
   C. Household utensils
   D. Shelter
   E. Food

3. Which of the following statements is **TRUE**, regarding the supply of a particular good, and that good's own price?

   A. A price increase shifts the supply curve to the right.
   B. A price decrease shifts the supply curve to the right.
   C. A price increase shifts the supply curve downward.
   D. A price change alone does not shift the supply curve.
   E. The quantity supply is price neutral.

4. Identify the **INCORRECT** statement among the underlisted.

A. A technology improvement shifts the supply curve to the right.
B. An increase in the expected future price of a product tends to reduce its current supply.
C. The price elasticity of supply measures the responsiveness of quantity supplied to a change in the own price.
D. Market supply curve is the vertical summation of the individual supply curves.
E. Supply is a function of own price and government policy among Others.

5. The demand for a commodity for the sake of what it will yield is

A. competitive demand
B. composite demand
C. derived demand
D. effective demand
E. joint demand

6. The slope of the indifference curve is known as

A. isoquant
B. indifference map
C. commodity boundary
D. the marginal rate of substitution of the commodity
E. utility

7. In economics, disequilibrium is a situation in which

A. the market experiences uncertainty
B. there is no inherent tendency to change
C. quantity demanded equals quantity supplied
D. the market clears itself and becomes stable
E. the market experiences either shortage or glut

8. If increasing labour employed from 6 to 8 units increases the total output from 168 to 206 units, the marginal product of labour employed is

A. 12
B. 14
C. 19
D. 28
E. 38

9. The relationship between changes in scale of production and changes in output describes

A. returns to scale
B. slope of the isoquant
C. marginal productivity
D. law of variable proportion
E. marginal rate of substitution

10. Which of the following is **NOT** a disadvantage of large-scale production?

A. risk of monopolies
B. initial high cost of investment
C. potential for environment pollution
D. flexible to changing market demand
E. absence of individual customer preferences

11. The optimal level of a firm's production is where the

A. marginal revenue is greater than marginal cost
B. average cost equals to average revenue
C. marginal cost equals to marginal revenue
D. total variable cost is at minimum
E. total revenue is at maximum

12. When the marginal product of labour is zero, it implies that additional labour employed

A. increases the total output
B. decreases the total output
C. increases the total profit
D. doesn't change the total costs
E. doesn't change the total output

13. A perfectly competitive firm can enjoy abnormal profit in the short run only because of the assumption of

A. free transportation
B. free entry and exit
C. homogeneous goods
D. large number of buyers and sellers
E. perfect knowledge

14. A producer is said to be operating at a break-even point whenever

A. AC = AR
B. AVC = AVR
C. APC = AFR
D. MC = MR
E. TC = TR

15. For a monopolist, the demand curve is .....

A. inelastic
B. perfectly elastic
C. perfectly inelastic
D. elastic
E. unitary elastic

16. Which of the following **CANNOT** underestimate the value of national income?

A. Non-market economic activities
B. Double Counting
C. Inadequate statistical data
D. Depreciation
E. Subsistence economy

17. Which of the following economic agents are involved in a two-sector circular flow of income model?

A. Firms and Government
B. Households and Firms
C. Households and Government
D. Firms and Net export
E. Government and Net export

18. The method of computing national income that involves summing the final income earned by the factors of production is .....

A. expenditure method
B. product method
C. income method
D. value-added approach
E. factor cost approach

19. The function of money that solves the problem of the double coincidence of wants from the barter system is ……..

A. medium of exchange
B. measure of value
C. general acceptability
D. store of value
E. standard of deferred payment

20. Which of the following theories stipulates a direct relationship between the general price level and money supply?

A. Optimum quantity of money
B. Quantity theory of money
C. Modern quantity theory of money
D. Keynes' theory of demand for money
E. Liquidity theory of money

21. Which of the following factors does **NOT** influence the ability of Deposit Money Banks to create demand deposit money?

A. Cash reserve ratio
B. Cash leakages out of the banking system
C. Velocity of money
D. Willingness of the bank to lend
E. Initial deposit

22. The following factors explain the increase in government expenditures in the West African sub-region, **EXCEPT**

A. increased demand for public goods
B. outbreak of natural disasters
C. insufficient foreign investment
D. population growth
E. developmental projects

23. Company income tax is an example of ……..

A. direct tax
B. indirect tax
C. progressive tax
D. value-added tax
E. regressive tax

24. The monthly incomes of two individuals A and B are Le300,000 and Le400,000, respectively. If A pays Le6,000 and B pays Le10,000 as income taxes, then the tax system is said to be a .....

A. progressive tax
B. regressive tax
C. proportional tax
D. lump-sum tax
E. surtax

25. The best index of changes in the domestic price level is .....

(A) inflation index
(B) production index
(C) exchange rate index
(D) terms of trade index
(E) consumer price index

26. Which economist developed the theory of comparative advantage?

A. John Keynes
B. Karl Marx
C. Adam Smith
D. David Ricardo
E. Milton Friedman

27. In the theory of absolute advantage, specialisation leads to .....

A. reduced total output
B. increased inefficiency
C. higher taxes
D. increased total world output
E. wastage of resources

28. Comparative advantage is based on .....

A. Total production
B. Absolute prices
C. Opportunity costs
D. Population size
E. Military power

29. Which of the following is **NOT** a member of the World Bank Group?

A. International Bank for Reconstruction and Development (IBRD)
B. International Finance Corporation (IFC)
C. International Monetary Fund (IMF)

D. International Development Association (IDA)
E. Multilateral Investment Guarantee Agency (MIGA)

30. Suppose the real GNP and population of a country is given as GH¢340 billion and 85 million respectively. What is the country's per capita real GNP?

A. GH¢2,890
B. GH¢4,000
C. GH¢6,000
D. GH¢18,000
E. GH¢28,900

SECTION A: PART II SHORT ANSWER QUESTIONS (20 MARKS)

ATTEMPT ALL QUESTIONS

Write the correct answer that best completes each of the following questions/statements.

1. A branch of economics that is concerned with the national economy and the way the economy aggregates fluctuate is .....

2. A curve indicating the quantities that all buyers are willing to purchase at various Prices at a given period is known as a ..... curve.

3. An equilibrium is said to be ..... when it is determined at a point.

4. Surplus and shortage are both instances of .....

5. Marginal utility is change in ..... divided by change in quantity.

6. The combination of different inputs to create goods and services is known as .....

7. The business organisation that issues shares to the public is .....

8. The difference between average cost and average variable cost is .....

9. A market characterised by a few sellers is .....

10. The economist term for the freedom of individual consumer to decide what they want to buy in a perfect market structure is .....

11. The concept that measures the average living standard in a country is .....

12. The fraction of additional disposable income that is not spent is .....

13. The non-bank financial asset that can adequately serve as a store of value is ……..

14. The attribute of money that makes transactions involving smaller units possible is ……

15. The implementation of developmental projects after independence by most West African governments led to the rapid …… in public expenditure.

16. The canon of taxation which stipulates that the cost of assessing and raising taxes should be kept to a minimum is ……

17. When inflation occurs as a result of a sustained rise in aggregate expenditure with respect to cost of inputs in Production, it is referred to as ……..

18. A country has an absolute advantage when it can produce more of a good using the same amount of ……..

19. The cost of sacrificing one good to produce another is ……..

20. Sustainable increase in real Gross Domestic Product with improved citizens' welfare is ……

SECTION B: ESSAY QUESTIONS (50 MARKS)

PART I: MICROECONOMICS

ATTEMPT ANY TWO QUESTIONS

QUESTION 1

The demand curve for a product is $Q_d = 12/P$ and supply curve for the same product is $Qs = 2P + 10$.

Required:

(a) Compute the equilibrium price and quantity and indicate this on a graph. (6½ Marks)

(b) At equilibrium level of price and quantity, calculate the price elasticity of demand for the product and comment on your result. (6 Marks)

(Total 12½ Marks)

QUESTION 2

(a) Explain briefly the following concepts:

(i) Total product (1½ Marks)

(ii) Average product (1½ Marks)

(iii) Marginal product (1½ Marks)

(b) With the aid of relevant diagrams, explain the relationship between total product and marginal product. (8 Marks)

(Total 12½ Marks)

QUESTION 3

Consider the table below

Quantity	Total cost TC (₦)	Total revenue TR (₦)	Marginal cost MC	Marginal Revenue MR
2	65	20	--	--
7	176	210		
13	284	396		
18	401	542		
22	501	642		
25	594	711		
27	699	751		
28	769	768		

a)i. Complete the table by providing the values of marginal costs and marginal revenues. (4 Marks)

ii. Find the firm's profit maximising output level. (4 Marks)

b) At the profit maximising output level, determine:

i) the firm's total profit (2 Marks)

ii) the firm's selling price (2½ Marks)

(Total 12½ Marks)

PART II: MACROECONOMICS

ATTEMPT ANY TWO QUESTIONS

QUESTION 4

(a) What is money supply? (2 Marks)

(b) Explain the **THREE** forms of deposit money. (4½ Marks)

(c) Discuss **FOUR** attributes that make money perform its function effectively. (6 Marks)

(Total 12½ Marks)

QUESTION 5

(a) Highlight **THREE** types of Inflation. (4½ Marks)

(b) Briefly discuss any **THREE** types of unemployment. (4½ Marks)

(c) A country with a population of 16 million people has 25% of the population as dependents. Only 6.5 million of the workforces are gainfully employed.

Required:

Calculate the unemployment rate for the economy. (3½ Marks)

(Total 12½ Marks)

QUESTION 6

(a) What is Economic Integration? (3½ Marks)

(b) Write short notes on **THREE** major types of Economic Integration. (9 Marks)

(Total 12½ Marks)

SOLUTIONS

MULTIPLE CHOICE QUESTIONS (MCQs)

1. C
2. B
3. D
4. D
5. C
6. D
7. E
8. C
9. A
10. D
11. C
12. E
13. B
14. E
15. A
16. B
17. B
18. C
19. A
20. B
21. C
22. C
23. A
24. A
25. E
26. D
27. D
28. C
29. C
30. B

Examiner's Comment

The questions in this part were selected from all topics in the syllabus. It is compulsory for the candidates. All candidates attempted the questions and about 40% scored pass marks. Majority of the candidates did not answer correctly questions 1, 5, 9 and 26. Effective coverage of the entire syllabus is required for candidates to perform well in this section of the paper.

SHORT ANSWER QUESTIONS (SAQs)

1. Macroeconomics
2. Demand
3. Static
4. Disequilibrium
5. Total Utility (TU)
6. Production
7. Public Limited Liability Company
8. Average Fixed Cost (AFC)
9. Oligopoly
10. Consumer Sovereignty
11. Per Capita income
12. Marginal prosperity to save (MPS)
13. Treasury bills/Government bonds
14. Divisibility
15. Increase/growth
16. Canon of economy
17. Cost-push inflation
18. Labour
19. Opportunity cost
20. Economic development

Examiner's Comment

This part of the paper is equally compulsory. The questions were fairly drawn from both branches of Economics – Microeconomics and Macroeconomics. It was observed that candidate's pitfalls were in questions 10, 13, 16 and 18. However, about 50% candidates scored above average.

Candidates require a thorough understanding of the key concepts in the entire syllabus to be able to score a pass mark in this section.

SOLUTION 1

a) $Q_d = \frac{12}{P}$

$Q_s = 2P + 10$

At equilibrium

$Q_d = Q_s$

$\frac{12}{P} = 2P + 10$

$12 = 2P^2 + 10P$

$2P^2 + 10P - 12 = 0$

Divide through by 2

$P^2 + 5P - 6 = 0$

$(P - 1)(P + 6) = 0$

$P - 1 = 0$ or $P + 6 = 0$

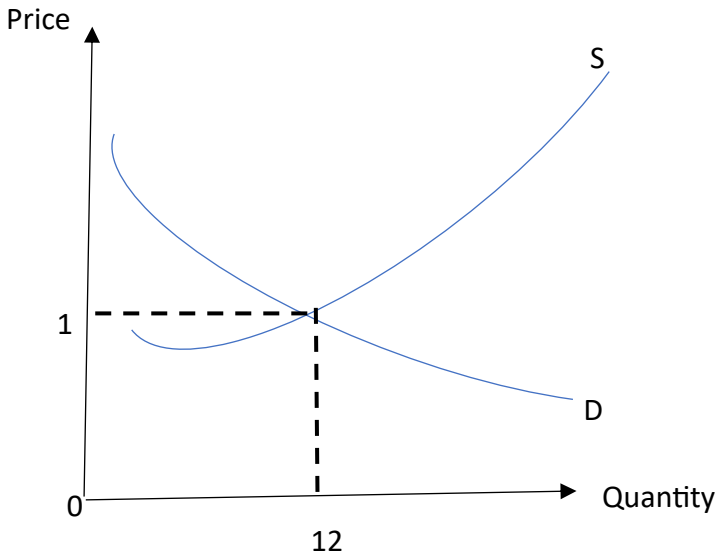
$(P - 1)(P + 6) = 0$

$P = 1$ or $P = -6$

Since price cannot be negative, $P = 1$

Then $Q_d = Q_s = 2(1) + 10 = \underline{\underline{12}}$

$P = 1$, $Q_d = Q_s = 12$



b) Price elasticity of Demand

$E_d = \frac{dQ}{dp} \cdot \frac{P}{Q}$; Where U = 12 and V = P

If $Q_d = \frac{12}{P}$; $\frac{dQ}{dp} = \frac{p(0)-12(1)}{P2} = \frac{-12}{p2}$ $[Using\ quotient\ rule: \frac{Vdu-Udv}{V^2}]$

$E_d = \frac{-12}{p2} \cdot \frac{P}{Q} = \frac{-12}{P} \cdot \frac{1}{Q}$

$E_d = \frac{-12}{PQ}$

Since Q =12 and P =1

$E_d = \frac{-12}{1(12)} = \frac{-12}{12}$

$E_d = \underline{\underline{-1}}$

The elasticity of demand is Unitary.

Examiner's Comment

This question was drawn from the 'Price System' section of the syllabus. The first part of the question test candidate's knowledge of the computation of the equilibrium price and quantity of a given product and their ability to indicate the graphical representation of the equilibrium price and quantity, while the second part, exposes the candidate's ability to compute the price elasticity of demand for a product and categorise as appropriate.

About 50% of the candidates attempted this question (moderate attempt). Among these candidates, more than 60% scored well above average.

SOLUTION 2

2a

i. **Total Product (TP)**

Total product refers to the entire quantity of output produced by a given number of units of a variable factor (usually labour) when combined with fixed factors of production. This can be expressed as TP = f(q) = AP x L

ii. **Average Product (AP)**

Average Product is the output per unit of the variable factor employed. In other words, it is the units per worker. It is calculated by dividing total product (TP) by the amount of variable factor employed i.e., AP = $\frac{Total\ Product}{variable\ factor}$. For example, if the total product is 300 units when 20 workers are employed, average product is $\frac{300}{20}$ = 15 units.

iii. Marginal Product (MP)

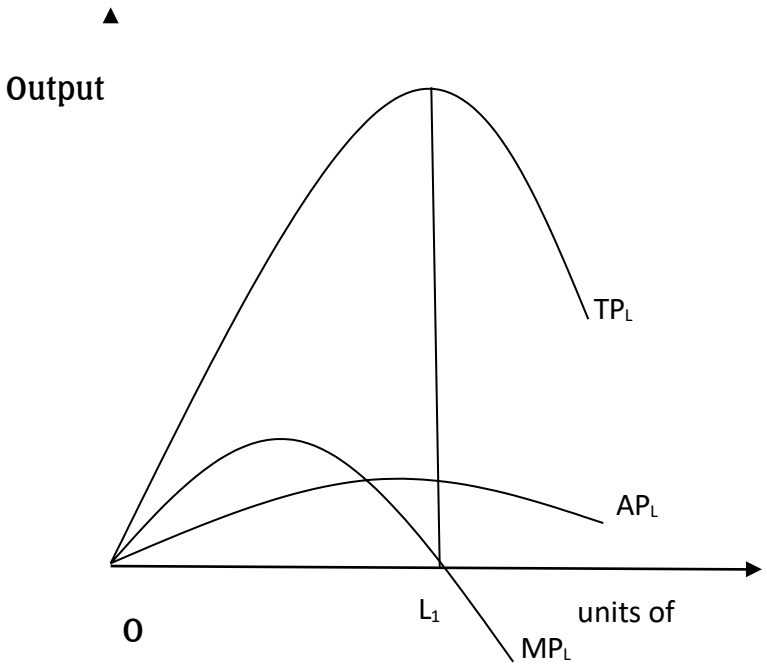
Marginal Product is the change in total product resulting from the use of one more (or less) unit of a variable factor. It may also be explained as the rate of change in total product with respect to change in variable factor. It is calculated as MP = $\frac{\Delta\, Total\ Product}{\Delta\, variable\ factor}$

Where Δ = Change

For example, if adding one more worker to initial 20 workers increases the total output from 300 to 325 units, the marginal product is 25 units.

i.e. $\frac{325-300}{21-20} = \frac{25}{1} = 25$ units

(2b) The relationship between Total product and Marginal product.



In the above diagram, TP$_L$, MP$_L$ and AP$_L$ represents total product of labour employed, marginal product of labour and average product of labour respectively.

(i) When the TP$_L$ curve is increasing or rising, the MP$_L$ curve is also increasing or rising.

(ii) At the maximum of TP$_L$; MP$_L$ is equal to zero (0) which intersects with the horizontal axis.

(iii) When the TP_L curve starts decreasing (experiencing diminishing returns) the MP_L curve is falling and negative.

Examiner's Comment

This question was drawn from the 'Theory of Production' section of the syllabus. The question examines the knowledge of the candidates in the basic concepts of product that is, the total product, average product and marginal product. The second part tests candidates' knowledge of the relationship between total product and marginal product.

There was a very high attempt (80%) at this question. Among these candidates, more than 50% scored well above average.

SOLUTION 3

3(a)i. $MC = \frac{\Delta TC}{\Delta Q}$

$MR = \frac{\Delta TR}{\Delta Q}$

Quantity	Total cost (₦)	Total Revenue (₦)	Marginal cost (₦)	Marginal Revenue(₦)
2	65	20	—	—
7	176	210	22.2	38
13	284	396	18	31
18	401	542	23.4	29.2
22	501	642	25	25
25	594	711	31	23
27	699	751	52.5	20
28	769	768	70	17

ii. Firm's Profit maximizing output

The Profit maximising output is obtained where MC=MR. Therefore, the profit maximizing output is at <u>22 units.</u> Q =22 Units

(b)(i) At profit maximising output level (Q= 22)

Total profit (π) = TR – TC

TR = 642

TC =501

π = 642 – 501

π = 141

The total profit is equal to ₦141.

(ii) P = TR/Q

Therefore, TR = 642 (given) and Q = 22 units (as solved above);

Then, $P = \frac{642}{22} = 29.18$

$P = 29.18$

Examiner's Comment

This question was drawn from the 'Theory of Production' aspect of the syllabus. The question examines the candidate's knowledge on the computation of costs and revenue function as well as the determination of a firm's profit maximising output level.

About 55% of the candidates attempted this question. Among these candidates, more than 65% scored well above average.

SOLUTION 4

a. Money supply refers to the amount of money held by the people of a country at a given point in time. It is also known as *money stock.* For policy formulation, the Central Bank of Nigeria employs two operational definitions of money supply: M1, referred to as the narrow definition, and M2, referred to as the broad definition.

b. Forms of deposit money

i. Demand Deposit: A Demand deposit is a bank deposit from which withdrawal can be made without prior notice to the bank. Demand deposits are kept in the current account and attract zero interest or minimal interest. The withdrawal or transfer can be done by writing a cheque.

ii. Savings Deposit: A savings deposit is a bank deposit from which withdrawal can be made with or without notice to the bank. Savings deposits are held in a savings account, and withdrawal is made with a teller. Interest is paid on such an account. If the amount to be withdrawn is a large sum, the banks may enforce their rights to have at least 7 days' notice of withdrawal.

iii. Time Deposit: A time deposit is a bank deposit that cannot legally be withdrawn from the bank without at least 30 days' notice of withdrawal. Withdrawal before the agreed maturity date may attract a penalty. Time deposits kept in a fixed account attract more interest than demand deposits or savings deposit.

c. Attributes of money

(i) **General acceptability.** For money to serve as a medium of exchange, it must be accepted in payment for goods and services by all members of the society. If it possesses all other qualities and is not accepted, it becomes useless. In modern economies, acceptability is enforced by law, which declares coins and currency as legal tender. This implies that they are legal means of payment and of discharging debts. In Nigeria, naira and kobo are legal tender.

(ii) **Divisibility.** It must be divisible into convenient units. So that it can be used for the smallest transaction. For example, the Nigerian currency in circulation is of different denominations, e.g #1000, #500, #200, #100, #50, #20, #10, #5, which makes transactions involving smaller units possible.

(iii) **Durability.** Money should be able to pass from hand to hand or be kept in reserve without deteriorating, either in itself or as a result of wear and tear. It should be able to withstand various weather conditions. Anything to be used as a store of value must be capable of lasting for a fairly long time without loss of value. For example, coins made some years back could still be used today.

(iv) **Portability.** Money should be easy to carry and transfer, making transactions in different locations seamless.

(v) **Homogeneity.** All units of money should be of the same quality and content, for instance, a #10 note in Lagos should be the same as a #10 note in Abuja and any other place, in terms of size, shape, weight, colour and texture. This will enable money to function effectively as a medium of exchange and as a means of deferred payment.

(vi) **Recognizability.** Money should possess distinct features so that it can be recognized from counterfeit without much difficulty. For example, the security black thread and the faint eagle in Nigerian currency are distinct features that differentiate the original money from the counterfeit.

(vii) **Scarcity.** Money should not be supplied in excess so that it will not lose its value as a store of value and a standard of deferred payment.

(viii) **Stability.** The value of money should be stable because frequent changes in the value of money will make people lose confidence in it, and render it unfit to perform all of its functions.

Examiner's Comment

This question was drawn from the "Money and Finance institutions" aspect of the syllabus. It tests the candidate's knowledge of the concepts of money supply, deposit money and attributes of money.

More than 95% of candidates attempted this question, among these candidates, more than 50% scored well above average. However, more than 60% did not understand the "Forms of Deposit Money". Their performance on this question was fairly good.

SOLUTION 5

(A) The main types of inflation are:

i. **Demand Push Inflation:** This occurs when a sustained rise in the general price level is as a result of a sustained rise in the aggregate demand. It occurs when aggregate demand exceeds economy productive capacity,

ii. **Cost Push Inflation:** This is a type of inflation induced by rising costs of production which is successfully passed on to the consumers in the form of higher prices. It is brought about by increase in rents, wages and salaries, interest and profit. The general term for inflation caused by rising costs of production is mark-up inflation.

iii. **Creeping Inflation:** This is an inflationary situation of persistent and continuously rising price level. This type of inflation is relatively desirable and necessary for economic growth. It has a slow but steady rate of changes in price level over time.

iv. **Hyper Inflation:** this refers to inflation which has gone out of hand. This is a persistent high increase in the price level. It is also called Galloping or Runaway inflation. It is not a desirable form of inflation because the rate of change of price level over time is sporadic and unbearable.

(B) Types of Unemployment are:

i. Frictional unemployment
ii. Structural unemployment
iii. Cyclical unemployment
iv. Seasonal unemployment
v. Residual unemployment

(i) **FRICTIONAL UNEMPLOYMENT:** This occurs when the unemployed are in the process of switching from one job to another or about to join the labour force for its first time.

(ii) **STRUCTURAL UNEMPLOYMENT:** This is the unemployment which results from the decline of certain industries. It may also arise due to decrease in supply or decrease in demand for the industry's product. Technological progress may also account for changes in production techniques such as from labour intensive to a capital-intensive method.

(iii) **CYCLICAL UNEMPLOYMENT**: This is caused by insufficient aggregate demand in the economy. During cyclical downturns, the purchasing power of the people is very low, fewer goods are produced, productive capacity is low and loss of job is imminent.

(iv) **SEASONAL UNEMPLOYMENT**: This is associated with agricultural sector, tourism, building and construction industries Where demand for labour in a certain weather condition or a particular period of the year is low. Workers may lose their jobs in the periods of low patronage or when production is out of season.

(v) **RESIDUAL UNEMPLOYMENT**: This refers to those who are out of jobs due to reason of physical and mental disabilities. It also includes those who are lazy and not want to work.

(c) 25% of 16 million = 4 million (Dependants)
Workforce = 16 million – 4 million = 12 million

Employed = 6.5 million

Unemployed = Workforce – employed

= 12 million – 6.5 million

= 5.5 million

So, therefore: Unemployment rate $= \frac{\text{Unemployed}}{Workforce} \; x \; \frac{100}{1} = \frac{5.5}{12} x \frac{100}{1} = 45.8\%$

Examiner's Comment

This question was drawn from the "Inflation and Unemployment" aspect of the syllabus. It tests candidates' knowledge on the types of inflation, types of unemployment and the ability of candidates to calculate the unemployment rate for an economy. Over 80% of the candidates attempted this question. Of the candidates that attempted this question, more than 60% scored well above average. The

performance of candidates on this question was very good. Though candidates had challenges calculating the unemployment rate.

SOLUTION 6

6a. Economic integration is the removal of discrimination between the economic agents of the member countries and the creation and implementation of common policies. Integration is a process of merger of economies of separate states into larger entities.

Integration is the process of the progressive removal of discrimination that exists along national borders. Integration is also the process of gradual elimination of economic frontiers. The objective is to expand trade, improve resource allocations and enhance economic welfare of participating nations.

6b. Explain the major types of Regional Integration Arrangements

(i) **Free Trade Area**

A free trade area is formed when member countries agree to eliminate tariffs and other trade restrictions on goods traded among themselves. Each member, however, retains the right to set its own independent trade policy towards non-member countries. The African Continental Free Trade Area (AfCFTA) is a contemporary example.

(ii) **Customs Union**

A customs union builds on the free trade area by requiring member countries to adopt a common external tariff on imports from non-members, in addition to removing internal trade barriers. This eliminates the need for rules-of-origin checks between member states and strengthens collective bargaining power in international trade negotiations.

(iii) **Common Market**

A common market extends the customs union by permitting the free movement of factors of production - including labour, capital, and enterprise - across member states, in addition to the free movement of goods and services. This deeper form of integration allows for greater economic efficiency through the optimal allocation of productive resources across the bloc. The European Union's single market is a well-known example.

(iv) **Economic Union**

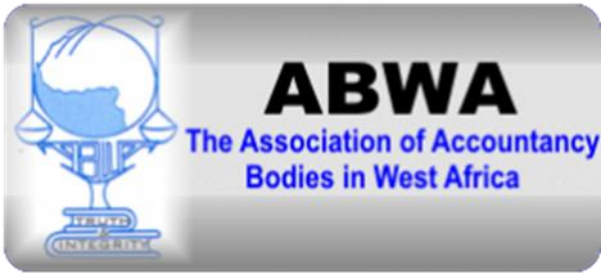
This occurs when countries graduate beyond a common market, by agreeing to coordinate their economic policies such as interest rates, common policies on inflation and ultimately a single currency.

Examiner's Comment

This question was drawn from the "International and Regional Organisation" aspect of the syllabus. This question examines the candidates' knowledge of the concept and levels of economic integration.

Less than 20% (very low attempt) of the candidates attempted Question 6. Among these candidates, less than 30% scored above the average mark.

THE ASSOCIATION OF ACCOUNTANCY BODIES IN WEST AFRICA



ACCOUNTING TECHNICIANS SCHEME, WEST AFRICA SEPTEMBER 2026 EXAMINATIONS (PART 1)

BUSINESS LAW

PLEASE READ THESE INSTRUCTIONS BEFORE COMMENCEMENT OF THE PAPER

EXAMINATION INSTRUCTIONS

1. All solutions should be in **blue** or **black** ink. Any solution in pencil will not be marked.
2. Read all instructions on each part of the paper carefully before answering the questions.
3. Ensure that you do not answer more than the number of questions required for **Section B (The Essay Section).**
4. Check your pockets, purse and mathematical sets, etc, to ensure that you do not have prohibited items such as telephone handset, electronic storage device, wrist watches, programmable devices or any form of written material on or around you in the examination hall. You will be stopped from continuing with the examination and liable to further disciplinary actions including cancellation of examination result if caught.
5. Do not enter the hall with anything written on your docket.
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THE ASSOCIATION OF ACCOUNTANCY BODIES IN WEST AFRICA
ACCOUNTING TECHNICIANS SCHEME, WEST AFRICA
PART I EXAMINATIONS – SEPTEMBER 2026

BUSINESS LAW

Time Allowed: 3 hours

SECTION A: PART I MULTIPLE CHOICE QUESTIONS (30 MARKS)

ATTEMPT ALL QUESTIONS IN THIS SECTION

Write ONLY the alphabet (A, B, C, D or E) that corresponds to the correct option in each of the following questions/statements.

1. Parties to a criminal charge are .....

   A. The State Government v Local Government
   B. Federal Government v State Government
   C. The State v Plaintiff
   D. Plaintiff v Defendant
   E. The State v Accused Person/Defendant

2. When a person is liable for the tortuous act of another person, he is said to be .....

   A. a third-party liable person
   B. vicariously liable
   C. variously liable
   D. vivaciously liable
   E. liable by transference

3. Which court has exclusive jurisdiction over matters arising from Federal Government revenue?

   A. National Industrial Court
   B. High Court of the Federal Capital Territory
   C. State High Court
   D. Federal High Court
   E. Federal Capital High Court

4. A basis of liability for the tort of negligence is breach of duty of

A. societal care
B. care to the prosecutor
C. care to the lineage
D. care to the victim
E. care to the judicial

5. Which of the following is a valid consideration in contract?

A. Executory consideration
B. Effective consideration
C. Futuristic consideration
D. Perfected consideration
E. Past consideration

6. A company duly incorporated by the Corporate Affairs Commission **CANNOT** enter into a valid contract which is

A. not supportable by available funds
B. *intra vires* its objects
C. capable of being enforced
D. compatible with its objects
E. *ultra vires* its business

7. A contract under seal may dispense with

A. Signature
B. Offer
C. Writing
D. Consideration
E. Unilateral mistake

8. Frustration can

A. terminate a contract
B. boost a contract
C. put a contract in contention
D. make a contract mandatorily renegotiable
E. fulfil a contractual term

9. An auctioneer is an implied agent of

A. the purchaser of the auctioned goods
B. nobody
C. the seller of the goods
D. a middleman
E. the owner of the auction venue

10. When an agent is appointed only for a specific occasion, he is known as a/an

A. factor agent
B. broker
C. special agent
D. occasional agent
E. estate agent

11. A contract in which a seller transfer's ownership of goods to a buyer for a price is

A. an agreement to sell goods
B. a sale of goods contract
C. a contract of purchase
D. a transfer of goods contract
E. transfer of ownership contract

12. Under a hire purchase contract, title in the hired item passes only when

A. the hirer completes payment for the item
B. the hirer exercises the option to purchase
C. the hirer pays the first instalment
D. the hirer pays the last instalment
E. the hire purchase agreement is signed

13. The legal doctrine which prevents a person from passing title which he does **NOT** have is expressed as

A. you can only transfer possession
B. *nemo dat quod non habet*
C. you cannot transfer property in the goods
D. *quic quid plantatur*
E. *uberimae fidei*

14. The insurance principle which prevents an insured from benefiting both from the policy and a tortfeasor is

A. utmost good faith
B. insurable interest
C. subrogation
D. restraint on policy
E. double insurance

15. Which of the following is an element of a valid contract?

A. Offer
B. Damages
C. Legal ability
D. Intention unintended
E. Rejection

16. Which of the following is **NOT** a feature of Limited Partnership?

A. The limited partner partakes in management of the partnership business.
B. The limited partner cannot dissolve the partnership by notice.
C. The death of the limited partner does not dissolve the partnership.
D. The Limited partnership does not enjoy separate legal personality.
E. The Limited partnership has no perpetual succession.

17. A partnership of three partners without a partnership deed makes a profit of ₦150 million. How much would each partner receive in profit distribution according to the Partnership Act?

A. ₦50 million each
B. ₦60 million, ₦50 million and ₦40 million
C. Proportionate to their capital contribution
D. According to their seniority
E. ₦100 million equally and the balance according to their individual capital contribution

18. Which of the following is a ground for lifting the veil of incorporation of a company?
    A. Membership of a public company dropping to two
    B. Existence of no subsidiary
    C. Fraudulent trading
    D. Absence of branch offices
    E. Bloated register of members

19. Under the Companies and Allied Matters Act, 2020, a person who takes part in forming a company and funding it, who is **NOT** a professional engaged for that purpose is a

    A. Financier
    B. Coordinator
    C. Promoter
    D. Facilitator
    E. Contributor

20. For a company to hold a virtual meeting, it must be authorised by

    A. the Corporate Affairs Commission
    B. its board of directors
    C. its articles of association
    D. the Investments and Securities Act
    E. its memorandum of association

21. The shares of a member of a public company under the Companies and Allied Matters Act, 2020 are

    A. personal property not to be transferred.
    B. transferrable personal properties of the company.
    C. transferrable personal properties of the member.
    D. transferable only at the company's Annual General Meeting.
    E. by means only of an ordinary resolution.

22. Which of the following is a duty of a bank customer?

    A. To notify the bank of his domestic plan.
    B. To notify the bank of any noted suspicious dealing on his account.
    C. To notify the bank of increased inflow.
    D. To visit a branch office periodically.
    E. To watch over dealings at the bank's ATM.

23. A bill which is in the possession of a person and expressed to be paid only to that person is a/an

A. bearer bill
B. personal bill
C. possessory bill
D. order bill
E. ordered bill

24. When a cheque is crossed 'A/c Payee Only', it means that it

A. can be negotiated
B. can be paid only over the counter
C. is not validly crossed
D. is irregularly crossed
E. is payable only to the payee's account

25. A bill of exchange in respect of which all rights have been extinguished is a/an

A. extinguished bill
B. negotiated bill
C. notarised bill
D. bill acted upon
E. discharged bill

26. Which of the following is **NOT** a type of an agent's authority?

A. Express authority
B. Negotiable authority
C. Usual authority
D. Customary authority
E. Implied authority

27. A company which accepts deposits and pays money in cash and through cheques is a

A. money lending company
B. commercial bank
C. thrift and savings company
D. cash office
E. merchant bank

28. A change of a company's business must be passed by a/an

A. ordinary resolution
B. special resolution
C. extraordinary resolution
D. absolute resolution
E. business resolution

29. In creating a trust, which of the following is mandatory?

A. Certainty of intestacy
B. Certainty of object
C. Certainty of place
D. Certainty of time
E. Certainty of payment

30. A trust property is vested in the

A. Trustee
B. Tortfeasor
C. Testator
D. Beneficiary
E. Cesti que trust

SECTION A: PART II SHORT ANSWERS QUESTIONS (20 MARKS)

ATTEMPT ALL QUESTIONS

Write the correct answer that best completes each of the following questions/statements.

1. The legislative body that makes laws on company matters in Nigeria is the .....

2. In criminal proceedings, the penalty could be any of death sentence, a fine, or .....

3. The duty of the directors of a company not to agree with an outsider as to how to manage the business of their company is .....
4. In an action for negligence, apart from proving the existence of duty and breach of that duty, the plaintiff must prove .....

5. Consideration in of contract may be executory or executed but must **NOT** be ……..

6. The type of company that is **NOT** for profit sharing is ……

7. Mistake in the law of contract could be unilateral mistake, mutual mistake, or ……..

8. Consideration need not be adequate, but it must be ……

9. When a party to a contract is unable to perform his contractual obligation because of his sudden conscription into the Nigerian Army, the contract is ……

10. An agent who charges a higher commission as a consideration for a promise to indemnify the principal where the third party breaches the contract is a ……

11. In an unconditional contract for the sale of specific goods in a deliverable state, property in the goods passes to the buyer when ……..

12. A contract in which a party takes possession of goods for his own use without an obligation to purchase the goods but with an option to purchase it is a ……

13. In a contract of employment, redundancy is a situation in which there is ……

14. An insurer is liable to a joint insurer who has settled a claim in whole under an insurance principle known as ……

15. A partnership that has perpetual succession is ……..

16. The court that has jurisdiction over company's winding up is ……..

17. Mediation is a type of ……

18. A financial institution transacting banking business in Nigeria must have a valid banking licence issued by……..

19. When a holder of a bill of exchange signs his signature on the back of the bill, he is said to have ……..

20. Apart from a testator, another authority which has the power to appoint trustees is .....

SECTION B: ATTEMPT ANY FOUR QUESTIONS (50 MARKS)

QUESTION 1

a. Section 20 (1) of the Companies and Allied Matters Act, 2020, prohibits certain persons from joining in the formation of a company.

Required:

List **FOUR** categories of persons that are disqualified from joining in the formation of a company. (4 Marks)

b. Infants are in the categories of persons with limited capacity to contract.

Required:

State **THREE** types of contracts that may bind an infant. (4½ Marks)

c. Jango bought a car at the Abuja Main Auto Market without knowing that it was stolen. The Police have just arrested Jango who claims that he is now the rightful owner of the car.

Required:

State the exception to the *nemo dat quod non habet* rule that applies to this situation and advise Jango as to his title to the car. (4 Marks)

(Total 12½ Marks)

QUESTION 2

a. A bill of exchange is an instrument for commercial transactions.

Required:

List **FOUR** types of bill of exchange. (4 Marks)

b. Kunta Limited, to which Kunte is a director, commissioned Kunte to buy a warehouse for the company. Kunte bought the warehouse from his younger brother who gave him a rebate of ₦5 million. Kunte paid the money into his personal account and reported the purchase only to the board of Kunta Limited.

Required:

State **TWO** duties that Kunte breached and the reasons. (4 Marks)

c. Securities are means by which companies and governments raise funds for their operations.

Required:

i. State the most recent Act that defines and regulates securities; and

ii. State **THREE** types of securities under that Act. (4½ Marks)

(Total 12½ Marks)

QUESTION 3

a. Consideration is an element of a valid contract.

Required:

State **THREE** rules of consideration. (4½ Marks)

b. Amaka sold to Ngozi a tricycle that she possessed under a hire purchase agreement after Amaka had paid 20% of the hire price to Oluchi, the owner. Two weeks thereafter, Oluchi seized the tricycle from Ngozi on the ground that the tricycle belongs to her.

Required:

Explain briefly the hire purchase principle, if any, that Oluchi could rely onto justify her ownership of the tricycle. (4 Marks)

c. A contract of insurance has some fundamental terms.

Required:

i. Explain 'premium' and its effect on an insurance contract. (2 Marks)

ii. What type of information must be disclosed in a proposal form? (2 Marks)

(Total 12½ Marks)

QUESTION 4

a. In the law of agency and sale of good transactions, there are special agents.

Required:

i. List **THREE** types of special agent. (3 Marks)

ii. Explain *caveat emptor* principle. (2 Marks)

b. The limited liability partnership is in a class by itself.

Required:

State **FOUR** attributes of a limited liability partnership. (4 Marks)

c. A contract usually contains terms that have differing effects.

Required:

Distinguish 'conditions' from 'warranties'. (3½ Marks)

(Total 12½ Marks)

QUESTION 5

a. Companies make policies in periodic meetings.

Required:

State **THREE** types of company meetings. (3 Marks)

b. Employment relations saddle the parties with duties.

Required:

List **THREE** duties of an employer. (3 Marks)

c. Vicarious liability determines who bears the liability for some torts.

Required:

Explain briefly vicarious liability and its application in the law of torts.

(3½Marks)

d. The right to fair hearing is a fundamental right under the Nigerian Constitution.

Required:

State the **TWO** principles of fair hearing. (3 Marks)

(Total 12½ Marks)

QUESTION 6

a. Trust is a creation of equity.

Required:

Explain trust and list the parties to it. (4 Marks)

b. Janduku hacked into the computer system of his employer intentionally and copied the data of the staff of the accounts department. He gave that information to his employer's competitors for a fee.

Required:

State **TWO** offences that Janduku has committed and the punishment for each. (4 Marks)

c. The Received English Law is a key part of the sources of Nigerian law.

Required:

State the **THREE** components of the Received English Law. (4½ Marks)

(Total 12½ Marks)

SOLUTIONS

SECTION A — MULTIPLE CHOICE

1	E
2	B
3	D
4	D
5	A
6	E
7	D
8	A
9	C
10	C
11	B
12	B
13	B
14	C
15	A
16	A
17	A
18	C
19	C
20	C
21	C
22	B
23	A
24	E
25	E
26	B
27	B
28	B
29	B
30	A

Examiner's comment

The questions were spread according to syllabus weighting.

All candidates were required to answer the questions. Performance was above average

SAQ SOLUTIONS

1. National Assembly
2. Term of imprisonment
3. Duty not to fetter their discretion
4. Damage/injury
5. Past
6. Company limited by guarantee
7. Common mistake
8. Sufficient
9. Frustrated
10. *Del credere* agent
11. When the contract is made
12. Hire purchase
13. No work for the employee to do
14. Contribution
15. Limited liability partnership
16. Federal High Court
17. Alternative Dispute Resolution (ADR)
18. Central Bank of Nigeria
19. Endorsed the bill
20. Court

Examiner's comment

The questions achieved the required spread over the syllabus.

All the candidates attempted the questions, and performance was average.

SECTION B — PART II: ESSAY QUESTIONS

SOLUTION 1

(a) Under section 20(1) CAMA 2020, the following persons must not join in forming a company:

i. A person below 18 years of age.
ii. A person of unsound mind who has been so found by a court.
iii. An undischarged bankrupt.
iv. A person disqualified from being a director under Sections 281 and 283 of the Companies and Allied Matters Act (CAMA)
v. A corporate body in liquidation.

(b) An infant may be bound by:

i. contracts for necessaries — goods/services suitable to the infant's condition in life and actual requirements;
ii. beneficial contracts of service/employment; and
iii. certain contracts of education, apprenticeship or training that are for the infant's benefit.

(c) The market-overt doctrine is an exception to the *nemo dat quod non habet* rule.

When goods are sold openly in a legally recognised public market to a bona fide purchaser for value without notice of a defect in title to it, the purchaser acquires good title despite the seller's lack of title.

Abuja Main Auto Market qualifies as a legally recognised market overt and the statutory/common-law requirements are satisfied. So Jango may acquire a good title despite the vehicle having been stolen, if he has no notice of the theft.

Examiner's comment

The question tests candidates' understanding of persons disqualified from joining in forming a company; contracts that bind an infant; and market overt exception to the *nemo dat quod non habet* rule.

Attempt rate was almost 100% and performance was good.

Candidates' pitfall was their lack of understanding of contracts that bind infants, and market overt principle.

Candidates are advised to study areas of deficiency more in the ICAN Study Text.

AT/262/PI.3

SOLUTION 2

a. Bills of exchange are of the following types:
   i. Inland bill;
   ii. Foreign bill;
   iii. Demand/sight bill;
   iv. Time/usance bill;
   v. Trade bill;
   vi. Bearer bill
   vii. Documentary bill; and
   viii. Order bill

b.
   (i) The duty to avoid conflict of interest and duty; and
   (ii) The duty not to make secret profit/account for benefits received.

c. (i) The most recent Act that defines and regulating securities in Nigeria is the Investments and Securities Act, 2025 (ISA 2025

   (ii) Types Securities are:
   - Shares/stocks;
   - Debentures;
   - Bonds;
   - Virtual and digital assets;
   - Investment contracts;
   - Futures;
   - Options;
   - Other derivatives;

Examiner's comment

The question tests candidates' understanding of types of bills of exchange; duties of directors, and definition of securities by the Investments and Securities Act, 2025.

Attempt rate was 60%, and performance was above average.

Candidates' major pitfall was their lack of understanding of directors' duties and bills of exchange.

Candidates are advised to study the ICAN Study Text more diligently in the areas of deficiency.

AT/262/PI.3

SOLUTION 3

(a) The rules of consideration are as follows:

i. Consideration must move from the promisee to the promisor;
ii. Consideration must be sufficient but need not be adequate;
iii. Past consideration is generally not good consideration;
iv. Consideration must be legal;
v. Consideration may be executory or executed;
vi. Consideration must be capable of performance; and
vii. Consideration must be real and not illusory.

(b) The general principle is that a hirer cannot pass title in the goods to a third party until the hirer has exercised the option to purchase. Oluchi remains the owner of the tricycle because Amaka had acquired possession under a hire-purchase agreement and paid only 20% instalment. Therefore, Amaka could not legally transfer ownership to Ngozi

The owner, Oluchi, could therefore rely on the hire-purchase principle/*nemo dat quod* principle to recover the tricycle.

(c) i. Premium

A premium is the consideration paid by the insured to the insurer for undertaking the insurance risk.

Payment of the premium, subject to other terms of the policy and applicable law, makes the insurance contract binding.

ii. The information that must be disclosed in proposal form include the following:

- Personal details of the insured;
- Material facts;
- Insurable interest of the insured;
- Previous insurance claim if any; and
- Beneficiaries of claim in life insurance.

Examiner's comment

The question tests candidates' understanding of the rules on consideration, passing of property in hire purchase; meaning of effect of premium as well as disclosure in insurance proposal form.

AT/262/PI.3

Attempt rate was 95%, and performance was above average.

Candidates' main pitfall was inadequate understanding of the contents of insurance proposal form.

Candidates are advised to study insurance more in their future preparations.

SOLUTION 4

a. i. The following as special agents:
- Auctioneer;
- Broker;
- Factor; and
- *Del credere* agent

ii. *Caveat emptor* means, " Let the buyer beware", The principle, traditionally places the responsibility on the buyer to examine the goods and satisfy himself as to their quality and suitability before purchasing.

b. The attributes of a Limited Liability Partnership are as follows:
i. Separate legal personality from its partners;
ii. Perpetual succession;
iii. Limited liability of its partners;
iv. Ownership of property; and
v. Suing or being sued in his own name.

c. Condition is a fundamental term of an agreement, the breach of which may entitle the innocent party to terminate the agreement and claim damages.

Warranty is a subsidiary or collateral term, the breach of which generally gives rise to damages but not termination, the agreement.

Examiner's comment

The question tests candidates' understanding of types of special agent; attributes of a limited liability partnership; and the definitions of condition and warranties respectively.

Attempt rate was 80%, and pass rate was over 70%.

Candidates' major pitfall was their inadequate understanding of the attributes of a limited liability partnership.

Candidates are advised to study limited liability partnership more deeply in the ICAN Study Text.

SOLUTION 5

a. Three types of company meetings
   - Annual General Meeting (AGM)
   - Extraordinary General Meeting (EGM)
   - Statutory Meeting
   - Board meeting

b. Three duties of an employer are as follows:
   - Duty to pay wages/remuneration.
   - Duty to provide a safe working environment.
   - Duty to provide reasonable care for employees.
   - Duty to indemnify an employee for authorised acts. and
   - Duty to provide work where the nature of the contract requires it.

c. Vicarious liability is the legal principle under which one person, usually an employer, is held liable for the tort committed by another person, usually an employee, in the course of employment.

   An employer may therefore be liable where an employer-employee relationship exists; and the employee commits the tort in the course of employment.
   The employer's liability is independent of whether the employer personally committed the tort. Thus, If an employee negligently injures another person while performing his employment duties, the employer may be vicariously liable.

d. Two principles of fair hearing as follows:
   i. *Audi alteram partem* — Hear the other side.
   ii. *Nemo judex in causa sua* — No person should be a judge in his own cause.

Examiner's comment

The question tests candidates' understanding of types of candidates' understanding of types of company meetings; duties of an employer; the meaning and application of vicarious liability; and principles of fair hearing.

AT/262/PI.3

Attempt rate was over 95%, and candidates' performance was above average.

Candidates did not show a good understanding of company meetings and the duties of employer.

Candidates are advised to study company meetings and employment law more diligently in the ICAN Study Text.

SOLUTION 6

(i) A trust is an equitable arrangement under which the owner of a property transfers legal title to a person to hold, and administers property or an interest in property for the benefit of another person or for a legally recognised purpose.

Parties to a trust are:

- Settlor — the owner who creates the trust and transfers/settles the property.
- Trustee — holds the legal title and administers the property according to the trust (a fiduciary duty)
- Beneficiary/*Cestuí que trust* — the person for whose benefit the trust is created.

(ii) Janduku hacked into his employer's computer, copied staff data and sold it to competitors.

Two offences that he committed under s.6 of Cybercrimes (Prohibition) Act 2015 are:

(i) Unlawful access to a computer system :- up to 7 years' imprisonment or ₦7 million fine or both, where the commercial-secret circumstances apply.

(ii) Identity theft : - 7 years' imprisonment or ₦5 million fine or both.

The three different parts of the Received English Law as sources of Nigerian law are as follows:

(i) The Common law - This is the law of the English people that developed from decided cases based on their customs and were uniform or general to the people of England as a whole and which forms part of the Received English law in Nigeria.

(ii) Doctrines of Equity – Equity is the branch of English law which was developed and administered by the English Court of Chancery with a view

to supplementing the common law rules by alleviating their harsh effect. Equity means fairness or the idea of being fair, just and ethical.

(iii) Statutes of General Application – The Statutes of General Application are laws made by the English parliament which were applicable generally to all of the then British Empire before January 1, 1900.

Examiner's comment

The question tests candidates' understanding of the definition of trusts and the parties; cybercrimes; and the components of the Received English Law.

Attempt rate was over 70%, and performance was above average.

Candidates' major pitfall was inadequate understanding of cybercrimes.

Candidates are advised to study cybercrimes more diligently in the ICAN Study Text.

THE ASSOCIATION OF ACCOUNTANCY BODIES IN WEST AFRICA

ACCOUNTING TECHNICIANS SCHEME, WEST AFRICA SEPTEMBER 2026 EXAMINATIONS (PART I)

COMMUNICATION SKILLS

PLEASE READ THESE INSTRUCTIONS BEFORE COMMENCEMENT OF THE PAPER

EXAMINATION INSTRUCTIONS

1. All solutions should be in **blue** or **black** ink. Any solution in pencil will not be marked.
2. Read all instructions on each part of the paper carefully before answering the questions.
3. Ensure that you do not answer more than the number of questions required for **Section B (The Essay Section).**
4. Check your pockets, purse and mathematical sets, etc, to ensure that you do not have prohibited items such as telephone handset, electronic storage device, wrist watches, programmable devices or any form of written material on or around you in the examination hall. You will be stopped from continuing with the examination and liable to further disciplinary actions including cancellation of examination result if caught.
5. Do not enter the hall with anything written on your docket.
6. Insert your examination number in the space provided above.

WEDSNESDAY, SEPTEMBER 23, 2026

DO NOT TURN OVER UNTIL YOU ARE TOLD TO DO SO

THE ASSOCIATION OF ACCOUNTANCY BODIES IN WEST AFRICA
ACCOUNTING TECHNICIANS SCHEME, WEST AFRICA
PART I EXAMINATIONS – SEPTEMBER 2026

COMMUNICATION SKILLS

Time Allowed: 3 hours

SECTION A: PART 1 MULTIPLE CHOICE QUESTIONS (20 MARKS)

ATTEMPT ALL QUESTIONS IN THIS SECTION

Write ONLY the alphabet (A, B, C, D or E) that corresponds to the correct option in each of the following questions/statements.

1. Sales promotion includes the following, **EXCEPT**

   A. Advertising
   B. Determination of what to produce
   C. Personal selling
   D. Publicity
   E. Relationship building with customers

2. Business-to-business people are often referred to as marketing

   A. Promoters
   B. Customers
   C. Consultants
   D. Planners
   E. Retailers

3. Sales representatives in accounting business use the following for their communication, **EXCEPT**

   A. Laptop computers
   B. Modems
   C. E-mail
   D. Fax software
   E. Satellite dish

4. Which of the following is **NOT** a means of placing orders for goods and services?

   A. Contacting the seller personally
   B. Letters
   C. Telephone calls
   D. Online foods and services purchase
   E. Television broadcast

5. How many syllables does the word 'compatibility' contain?

A. Two
B. Three
C. Five
D. Seven
E. Six

6. The expression, 'The man is a lion at heart' is a(n)

A. simile
B. metaphor
C. hyperbole
D. apostrophe
E. euphemism

7. She said 'I am hungry' is

A. direct speech
B. indirect speech
C. idiom
D. assonance
E. alliteration

8. Which of the following is **NOT** a characteristic of effective writing?

A. Focus
B. Analysis
C. Coherence
D. Correctness
E. Unity

9. Which of the following is **NOT** a source of content for an essay?

A. Personal experience
B. Direct quotations from the examiner
C. Secondary sources
D. Pure imagination
E. Content of the topic

10. Which of the following is **NOT** the duty of a secretary?

A. Takes the minutes
B. Prepares the agenda
C. Sends out notice of meeting
D. Chairs the meeting
E. Oversees the logistics of the meeting

11. Which of the following is crucial for achieving high marks in "Expression" in essay writing?

A. Using complex sentences only
B. Following grammatical rules anyhow
C. Using varieties of sentence structures, idioms and figurative expressions
D. Writing as many words as possible
E. Using punctuation marks and tenses at random

12. Which of the following technical terminologies is **NOT** associated with meetings?

A. Membership
B. Quorum
C. Proxy
D. Motion
E. Sine die

13. "Clarity" in speaking is achieved through

A. complex language
B. correct pronunciation and appropriate pausing
C. excessive enthusiasm
D. long-winded explanations
E. inconsistent tone

14. A misplaced modifier occurs when

A. the subject and verb are unclear
B. the sentence is too long
C. a sentence lacks a subject
D. there is a mix of tenses
E. the modifier is placed incorrectly in the sentence

15. What is the repetition of consonant sounds?

A. Anaphora
B. Assonance
C. Alliteration
D. Consonance
E. Antithesis

16. Which of the following punctuation marks is used to express intense emotion?

A. A question
B. An Exclamation
C. An Apostrophe
D. A Semi-colon
E. A quotation

17. Which of the following is **NOT** a source of conflict in an organisation?

A. Money
B. Authority
C. Language
D. Nature of work
E. Clash of interest

18. Which of the following is **NOT** a type of assessment instruments?

A. Tests
B. Interview
C. Annual Performance Evaluation Report
D. Opinion poll
E. Personal report

19. Which of the following is **NOT** a type of validity test?

A. Face validity
B. Content validity
C. Predictive validity
D. Reliability validity
E. Construct validity

20. Which of the following types of tests is **NOT** used in organisations?

A. Achievement test
B. Selection test
C. Diagnostic test
D. Objective test
E. Grading test

SECTION A: PART II SHORT ANSWER QUESTIONS (20 MARKS)

ATTEMPT ALL QUESTIONS

Write the correct answer that best completes each of the following questions/statements.

1. The ability to interpret a message received in a communication process is .....

2. In an organisation, grapevine is an example of ..... communication.

3. The study of how people use space and distance around them in communication is .....

4. Speaking is the art of producing ..... waves.

5. Each paragraph should support the ..... idea of the topic.

6. Writing and speaking are fundamental ..... skills.

7. The term "polysyllabic fixation" refers to focusing on ..... of words.

8. In an organisation, consultation with workers through meetings and congresses is one of the strategies for .....

9. A step-by-step listing of all the activities billed to take place during a meeting are contained in the .....

10. The official record of all that happened during a meeting is .....

11. A formal decision passed by simple majority after necessary voting has been taken by members at a meeting is .....

12. Give the correct form of the word in brackets that correctly completes this sentence: "A list of payroll deductions for some employees (was, were) sent to the cashier."

13. The abbreviation 'A.M.' means ..... Meridiem.

14. "Multiparliamentarism" is a type of ..... noun.

15. Internal correspondence may be either secret or .....

16. The art of recording an event or activity that has taken place in writing using conventional means and methods is .....

17. The part of a report that contains a summary of the entire report is .....

18. A rough framework that allows the writer to organise his/her ideas into a logical order before writing is .....

19. When writing reports, ... focus on raw data and show trends over time.

20. The aspect of using tones, stress and intonation as non- verbal cues in oral communication is .....

SECTION B **COMPULSORY** **(30 Marks)**

SUMMARY

Read the following passage and answer the questions that follow:

The weakness of democracy in West Africa does not lie in the nature of the society; on the contrary, only democracy can solve its problem, since that is the only framework which makes it possible for men of different tribes, languages, and religions to live at peace with each other. Its weakness lies partly in the uncertainties generated by rapid change, and the emotional temperature of independence which gave unscrupulous men a chance to seize power. The political institutions and philosophies inherited from Britain and France were also a source of weakness. On the one hand, they were too democratic in that they did not distinguish between democracy and licence. On the other hand, these institutions were not democratic enough, in that they failed to give up proper representation to minorities and opposition groups. Weaknesses of the democratic framework caused confusion, and have made it easy to accept the notion, widely circulated, that democracy itself is unsuitable for the area at this time.

The main weakness of democracy, however, is that not enough of West Africa's newly educated believe it is feasible. The system still has powerful adherents in the area, who have looked to their fellow democrats outside, at least for spiritual comfort. They have looked in vain. Western democrats have abandoned the African; even long-standing friends of Africa hesitate to speak out, for fall over themselves to demonstrate that democracy is suitable only for Europeans and North Americans, and in the sacred names of 'charisma', modernisation' and 'national unity, call upon us to admire any demagogues who, aided by a loud voice and a bunch of hooligans, captures the state and suppresses his rivals.

Reason cannot by itself create democracy, but since democracy is made by democrats, reason and faith are necessary prerequisites. The first condition for democracy in West Africa is that the young people now pouring out of schools should understand the real nature of their problems and not be taken in by bogus explanations. To foster this cause has been my major concern in this essay.

(Source: W. Arthur Lewis, August 1965)

(a) Give the passage a suitable title. (3 Marks)

(b) In **ONE** sentence, state why it is only democracy that can solve West Africa's problems. (3 Marks)

(c) In **THREE** sentences, state the weaknesses of democracy. (6 Marks)

(d) In **ONE** sentence, state the **TWO** prerequisites for democracy. (3 Marks)

(e) In **ONE** sentence, state the main weakness of democracy in West Africa. (3 Marks)

(f) In **ONE** sentence, state the major concern of the writer of this passage. (3 Marks)

(g) In **TWO** sentences, one for each, state reasons why the political institutions were too democratic and not democratic enough. (6 Marks)

(h) In **ONE** sentence, state the first condition for democracy in West Africa, according to the writer. (3 Marks)

(Total 30 Marks)

SECTION C ATTEMPT ANY TWO QUESTIONS (30 MARKS)

QUESTION 1

Writing skill is the special ability that enables man to state his desires, thoughts and actions in written form. For this purpose, writing must be clear and unambiguous. If there is any disorder, the efficacy of the writing will be jeopardised.

Required:

(a) Explain **FIVE** barriers to effective writing. (10 Marks)

(b) Explain the role of abbreviation in writing. (5 Marks)

(Total 15 Marks)

QUESTION 2

Visual aids serve a unique role in a presentation especially in report writing.

Required:

(a) Define "visual aids." (5 Marks)

(b) Write short notes on:

i. Graphs (2 Marks)

ii. Histogram (2 Marks)

iii. Pictograph (2 Marks)

iv. Pie chart (2 Marks)

v. Tables/figures (2 Marks)

(Total 15 Marks)

QUESTION 3

Using sentence outline, draw up an outline for the essay titled: How I prepared for the ATSWA Examination. (15 marks)

(Total 15 Marks)

QUESTION 4

(a) Define "Clauses." (5 Marks)

(b) Identify the type of clause (in capitals) in each of the following sentences:

i. IF I AM UNHAPPY, I eat more food.

ii. I would like to know WHY MY FRIENDS ARE INVOLVED.

iii. THAT JOHN IS INVOLVED is certain.

iv. He travels WHENEVER HE WANTS.

v. IF THE RULES PROHIBIT SMOKING, then comply.

vi. THAT'S THE CAR which he saw yesterday.

vii. Children, WHO ARE OFTEN NAUGHTY, need discipline.

viii. You should ask the neighbours WHO SAW THE INCIDENT.

ix. Citizens WHO MAKE HATE SPEECH should be cautioned.

x. I will come WHENEVER I LIKE. (10 Marks)

(Total 15 Marks)

SOLUTION

MULTIPLE-CHOICE QUESTIONS

1. B
2. C
3. E
4. E
5. E
6. B
7. A
8. B
9. B
10. D
11. C
12. A
13. B
14. E
15. C or D
16. B
17. C
18. E
19. D
20. E

Examiner's Comment

This section is compulsory for all candidates. The questions here test the candidates' knowledge of concepts and principles of communication skills and they are drawn from all the sections of the syllabus. Candidates' performance was very good as about 75% of them scored 50% and above of the allocated marks. In spite of the good performance, candidates can still better their performance in future examinations.

SHORT ANSWER QUESTIONS

1. Decoding
2. Informal
3. Proxemics
4. Sound
5. Central/Main
6. Sending
7. Syllables
8. Negotiation/Bargaining
9. Agenda
10. Minutes
11. Resolution
12. Was
13. Ante
14. Compound
15. Open
16. Report writing
17. Abstract/Executive Summary
18. Outline
19. Graphs
20. Paralinguistic

Examiner's Comment

This section is also compulsory for all candidates. The questions here too cover the entire syllabus testing candidates' knowledge of principles and concepts associated with communication skills and ability to supply correct answers to complete given statements/questions. Candidate's performance was just average as about 40% scored 50% of the allocated marks. Candidates need to do a lot of work by familiarising themselves with every part of the syllabus in order to improve their performance in this section.

SECTION B **SUMMARY**

a. Democracy in West Africa.

OR

Weaknesses of democracy in West Africa.

b. Democracy allows people of different backgrounds to live together peacefully.

c.

i. It lies in the uncertainties generated by rapid change.
ii. It lies in the political institutions and philosophies inherited from Britain and France.
iii. It lies in the emotional temperature of independence which allowed bad leaders to seize power.

d. The two prerequisites for democracy are reason and faith

e. Not many of the newly educated West Africans believe that democracy is possible.

f. The major concern of the writer is to educate/enlighten young people about the real nature of democracy.

g.

i. They did not distinguish between democracy and licence.
ii. They failed to give proper representation to minorities and opposition groups.

h. Young school leavers should be made to understand the real nature of their problems.

Examiner's Comment

This section is compulsory for all candidates. The questions test candidates' knowledge of summary writing. The performance of the candidates was good as about 60% of them scored 50% and above of the marks allotted.

The shortcomings of the candidates included

i. inability to read for main/key points in the given passage;
ii. lack of knowledge/technique of summary writing as most of the answers given were as if they were answering comprehension questions; and

iii. poor use of language.

Candidates can improve their performance by

i. reading wide;
ii. learning the technique of summary writing;
iii. improving their knowledge of the English language; and
iv. following instructions.

SECTION C

SOLUTION 1

a. Barriers to Effective Writing:

i. Disrespect for Established Rules

Disrespecting established writing rules, such as grammar, punctuation, and style guidelines, can lead to unclear and confusing text. Writers who disregard these conventions may produce work that is difficult for readers to understand, as the lack of adherence to standards can create ambiguity and miscommunication.

ii. Misplacement of Rules

Misplacement of rules occurs when writers apply writing conventions incorrectly or inappropriately. For example, using formal language in casual contexts or misusing punctuation can disrupt the flow of writing and confuse readers. Understanding when and how to apply specific rules is crucial for effective communication.

iii. Bad Writing Habits

Bad writing habits, such as excessive jargon, redundancy, or lack of clarity, can hinder effective writing. These habits can make texts unnecessarily complicated and difficult to digest. Writers must be aware of their tendencies and work to refine their skills, focusing on clarity and conciseness.

iv. Non-standardisation

Non-standardisation refers to the inconsistency in writing styles, formats, or terminologies across different contexts. This can lead to confusion, particularly in collaborative environments where multiple writers

contribute to a single document. Establishing a clear set of standards helps ensure coherence and uniformity, making the text easier to follow.

v. Resistance to Change

Resistance to change can hinder a writer's growth and adaptability. Writers who are unwilling to embrace new ideas, techniques, or feedback may stagnate, limiting their ability to improve. Being open to change and willing to experiment with different writing styles and approaches foster development and enhance overall writing effectiveness.

b. Abbreviations play a crucial role in effective communication by enhancing clarity, conciseness, and accessibility. Firstly, they contribute to conciseness, allowing writers to convey information succinctly, which is particularly valuable in technical and academic writing. Secondly, abbreviations improve readability by simplifying complex terms, making texts more approachable, especially in specialised fields. Additionally, they facilitate faster reading and writing, enabling quick expression of ideas and quicker comprehension for readers. Abbreviations also create consistency in writing, particularly in technical contexts, where uniformity fosters shared understanding. Lastly, they promote efficiency in communication, especially in informal settings like emails and texts, where rapid exchanges are common. Overall, the effective use of abbreviations enhances the quality of writing, making it more engaging and accessible for diverse audiences.

Examiner's Comment

The question is designed to test candidates' knowledge of one of the basic language skills (writing) with specific reference to barriers to effective writing and abbreviation. This is a popular question as about 60% of the candidates attempted the question. The performance of the candidates was below average as only 40% of them scored 50% and above of the marks allocated to this question.
Candidates' shortcomings were inability to

i. interpret the question correctly;
ii. understand what "effective writing" involved;
iii. know what barriers are with respect to writing;
iv. know what "abbreviations" are and what role they play in writing; and
v. poor use of language.

For a better performance in future examinations, candidates should familiarise themselves with all aspects of Language Skills and the meaning and use of

abbreviation in writing. They should also study this chapter on Language Skills in the Study Text and make copious use of ICAN past questions and solutions.

SOLUTION 2

a. Visual aids are items of a visual manner used in addition to spoken or written words. They are tools, chosen depending on their purpose, to enhance the impact of a report.

b.

i. **Graphs:**

Graphs can make it easier for people to interpret information. There are many types of graphs that organise data in different ways, and they are commonly used in report writing. It is important to know the different types of graphs to choose from that best suit the information to be conveyed. They focus on raw data and show trends over time. There are different types of graphs and the most common are line, bar, histogram, pictograph, and scatter plot.

ii. **Histogram:**

A histogram is another type of bar graph that illustrates the distribution of numeric data across categories. For example, a histogram might display how many people belong to a certain age range within a population. The height or length of each bar in the histogram shows how many people are in each category. A histogram shows continuous data in ordered rectangular columns. Usually, there are no gaps between the columns. It displays a frequency distribution or shape of a dataset.

iii. **Pictograph:**

The pictograph or a pictogram is one of the more visually appealing types of graphs that display numerical information with the use of icons or picture symbols to represent data sets. It is very easy to read since it is a statistical way of data visualization. A pictogram shows the frequency of data as images or symbols. Each image/symbol may represent one or more units of a given dataset. A pictograph is used to compare two points in an emotionally powerful way, when the reader prefers and understands better displays that include icons and illustrations.

iv. **Pie chart:**

A pie chart presents the different parts of a whole. It looks like a circle divided into many pieces, much like a pie cut into slices. The pieces are different sizes, based on how much of the whole they represent. Each

piece usually has a label to represent its value compared to the whole.

v. **Tables/Figures:**

Tables are especially appropriate for communicating numeric information presented in rows and columns. The title of a table is usually written at the top. Where there is more than one table in a report, the table number appears directly in front of the table's title relative to its placement in the report. For example, Table 1, Table 2, Table 3, etc. It is subsequently referred to by this name. If a table is from a source, that source must be cited and indicated below the table. Both tables and figures are very useful visual aids during presentations, facilitating the bonding between the presenter and his audience.

Examiner's Comment

This question tests candidates' knowledge of visual aids in report writing. This is not a popular question among candidates because only about 40% attempted the question. Out of this, only 30% of them scored 50% and above of the marks allocated.

Candidates' shortcoming was essentially their inability to give proper definition of visual aids and stating examples of each of the visual aids in their short notes.

For a good score in this question in future examinations, candidates should study this section under "Report writing" in the Communication Skills Study Text and make use of ICAN past questions and solutions.

SOLUTION 3

How I prepared for the ICAN ATSWA Examination using sentence outline:

Introduction

- What is ICAN ATSWA examination?
- What is the importance of the examination?
- Who are eligible to take the examination?
- When will the examination be written?
- How much did it cost to register for the examination?

Body

- What programme am I running now?
- In preparing for the examination, what preparatory classes did I attend?
- What books did I buy? How much did the books cost me?
- What was my study schedule? Did I read overnight?
- How often did I read overnight to ensure that I was able to cover the syllabus?
- Was there any time-table set for the preparation?
- Did I make use of any mentor or someone who had taken the examination before?

Conclusion

- Which books and classes helped me most?
- What are the gains/benefits of reading well before examination?
- Was I satisfied with my preparation?
- What is my last word for a prospective student wishing to write ICAN ATSWA Examination?

Examiner's Comment

This question tests candidates' knowledge of essay writing with particular reference to the importance of outlining. About 20% of them attempted the question. The performance was poor as just 30% of the candidates scored 50% and above of the marks allocated.

Candidates' shortcomings included

i. lack of knowledge of the structure of an essay;
ii. inability to know how to write/prepare outlines; and
iii. lack of organisation ability involved in outline writing.

Candidates' performance in future examinations can improve, if they pay attention to and study the section on "Essay Writing" in the Communication Skills Study Text and use ICAN past questions and solutions.

SOLUTION 4

a. Clauses are units of grammatical organisation next below the sentence in rank and in traditional grammar, they contain subjects and predicates. They function in the structure of other sentences or in the structure of phrases. Clauses can either be independent or dependent. Independent clauses are

known as main clauses while dependent clauses are called subordinate clauses.

b.

i. Adverbial clause (of condition)
ii. Noun clause
iii. Noun clause
iv. Adverbial clause (of time)
v. Adverbial clause (of condition)
vi. Noun clause
vii. Adjectival / Relative clause
viii. Adjectival/Relative clause
ix. Adjectival/Relative clause.
x. Adverbial clause (of time)

Examiner's Comment

This question tests candidates' knowledge of the structure of "the Sentence" with particular reference to "Clauses". They are required to define "clauses" and identify the types of clauses in the sentences given. About 60% of the candidates attempted the question. The performance was just average as only 45% of then scored 50% and above of the allocated marks.

Candidates' shortcomings included

i. some of them unable to give correct definition of "Clauses";
ii. inability to identify correctly the type of clause in each of the sentences given.

For candidates to perform better in future examinations they should

i. study the section on "the Sentence" in ICAN Study Text;
ii. make use of ICAN past questions and solutions.

Generally, candidates who intend to write the ATSWA examination in this subject should endeavour to have a copy of the Communication Skills Study Text for proper preparation. They should also attend classes in well established Tuition Houses which have the resources to train them for the examination.