

Business English (Stage-1)

SECTION – 'A'

Q.2 (a) Change the voice.

(i) Sana has helped the little girl.

A The little girl has been helped by Sana.

(ii) Pakistan will have won the match.

A The match will have been won by Pakistan.

(iii) Girl was playing with doll.

A The doll was being played by the girl.

(iv) The Princess said, "It gives me great pleasure to be here this evening".
(Change the speech)

A The Princess said that it gave her great pleasure to be there that evening.

(v) He said, "I do not wish to see any of you; go away". (Change the speech)

A He said that he did not wish to see any of them and ordered them to go away.

(vi) My elder brother often says to me, "If you don't work hard, you will fail".
(Change the speech)

A My elder brother often says to me that if I don't work hard I shall fail.

(b) Correct the errors.

(i) That book contain many different kind of story and article.

A That book contains many different kinds of stories and articles.

(ii) All of the guest enjoyed themself at the reception.

A All of the guests enjoyed themselves at the reception.

(iii) Collecting stamps is one of my hobby.

A Collecting stamps is one of my hobbies.

(iv) Today womans work as doctor, pilot, archaeologist, and many other thing. Both my mother and father are teacher's.

A Today women work as doctors, pilots, archaeologists, and many other things. Both my mother and father are teachers.

Q.3 (a) Read the following passage carefully and then write a summary précis of approximately 100 words in your own words. Correct word count will carry one mark:

Examinees have to write a summary précis of maximum hundred words. Each examinee will frame unique answer.

Q.3 (b) Write the plural form of the following nouns.

- | | |
|--------------|-----------------|
| (i) Mouse | Mice |
| (ii) Goose | Geese |
| (iii) Leaf | Leaves |
| (iv) Self | Selves |
| (v) Analysis | Analyses |
| (vi) Mango | Mangoes |

Q.4 (a) Select the word pair out of the four alternatives A, B, C, and D given which can fill the blanks well in the same sequence. (Answers in Bold format)

- (i) Your _____ will _____ all the benefits you derived from your hard work.
- | | |
|----------------------------------|-----------------------------|
| (a) patience, delete | (b) possessiveness, enhance |
| (c) carelessness, nullify | (d) apathy, increase |
- (ii) There are _____ instances to prove that the leader _____ courteously with everyone.
- | | |
|----------------------|-----------------------------|
| (a) no, major | (b) several, behaves |
| (c) various, demands | (d) absolute, helps |
- (iii) There is no _____ the fact that a man of knowledge _____ great power.
- | | |
|-----------------------------|----------------------------|
| (a) justifying, acknowledge | (b) clarifying, exhibits |
| (c) advocating, projects | (d) denying, wields |
- (iv) Leaders interested in achieving _____ performance need an _____ of the relationship between work-related stress and his performance.
- | | |
|-----------------------------------|----------------------------|
| (a) durable, understanding | (b) holistic, utility |
| (c) powerful, analysis | (d) effective, application |
- (v) The religious parties voted to _____ the ban _____ drinking.
- | | |
|-------------------------|-----------------------|
| (a) invoke, for | (b) revoke, of |
| (c) prohibit, prevented | (d) repeal, on |
- (vi) Our army is _____ the border of the neighbouring country.
- | | |
|-------------------|----------------------------|
| (a) posted, with | (b) deployed, along |
| (c) assembled, at | (d) accumulated, for |
- (vii) The speech _____ with subtle threats has resulted in _____ tension in the sensitive areas of the city.
- | | |
|-------------------------------|--------------------------|
| (a) full, escalating | (b) Started, reduced |
| (c) replete, increased | (d) followed, continuous |
- (viii) We cannot _____ such a/an _____ act of violence.
- | | |
|------------------------------|-------------------------|
| (a) pardon, egregious | (b) consider, important |
| (c) neglect, insignificant | (d) commit, magnificent |

Q.4 (b) Give the correct meaning of the following idiomatic expressions and then use them in your own composed sentences.

(Each examinee will compose his/her own sentences)

(i) Actions speak louder than words: to be judged by results and actions.

We should always fulfil our promises because actions speak louder than words.

(ii) Silence is golden: To remain silent is more valuable

He was a man of few words and knew well that silence was golden.

(iii) Odds and ends: Miscellaneous things

I had to buy sugar, spices and odds and ends.

(iv) At the eleventh hour: At the very last moment

The marriage was postponed at the eleventh hour.

(v) From the cradle to the grave: All through life.

Salman led an honest and purposeful life from the cradle to the grave.

SECTION 'B'

Q. 5

I CLIMBED EVEREST ALONE

A.1 The things that made difficult to author were:

- a) There was no bottled oxygen and.
- b) There was no walkie-talkie.

A.2 He wanted to climb Everest alone on his own.

A.3 The obstacles which slowed down the author were pocket of ankle – deep snow. Gusts of wind/the strong wind or the cold.

A.4 The three signs that showed the author was getting weak were his mind was drifting. The intervals between rest pauses became shorter. He had to stop many times along the way. Rising again/getting up became difficult after sitting down or he had difficulty in breathing.

A.5 The main hindrance to pitching the tent was the gusting wind. The gusting wind at 80 kilometres; the strong wind.

A.6 The thing that indicated the author that he has reached the Summit of Everest was the aluminium tripod. The aluminium tripod placed there by the Chinese in 1975.

Q. 6 Write an essay of about 250 words on anyone of the following topics.

- Inflation – its impact on the lives of poor people.
- Technology – makes life simpler or complicated.
- Books or Internet – The best and authentic source of information.
- My Ideal Leader.
- Industrial revolution – The basic need of Pakistan.

Introduction should be relevant to topic selected and brief having a contract sentence indicating sequence of information in main body.

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The body of the composition should :

- Have a good organization and coherence.
- Topic/thesis sentences and supporting sentences.
- Good grammar/syntax.
- Matter should indicate wide reading.
- Good and succinct expression, logical sequence.
- Conclusion.

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Q. 7 (a) No fixed answer to this question can be framed. Various examinees would treat the task differently.

Letters are used for written messages to individuals outside an organization and also used to communicate formal written messages to employees within an organization.

Most letters contain seven standard parts:

- Heading
- Inside address
- Salutation
- Body
- Complimentary close
- Signature block
- Reference initials

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Q. 7 (b) No fixed answer to this question can be framed. Various examinees would treat the task differently.

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THE END