

ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of English Language and Applied Linguistics)

WARNING

1. **PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM AWARD OF DEGREE/CERTIFICATE, IF FOUND AT ANY STAGE.**
2. **SUBMITTING ASSIGNMENTS BORROWED OR STOLEN FROM OTHER(S) AS ONE'S OWN WILL BE PENALIZED AS DEFINED IN "AIOU PLAGIARISM POLICY".**

Course: Compulsory English-I Communication Skills

Course Code: 1423

Semester: Autumn, 2013

Level: BA/BS

Total Marks: 100

Pass Marks: 40

ASSIGNMENT No. 1
(Units 1–4)

The following questions are based on Unit 1. Read the unit carefully and answer the questions/ solve the exercises given below.

- Q.1 In Unit 1 you have studied different types of questions. Read the answers or responses given below and **then write an appropriate question for each answer or response**. Please note that you have to construct a question according to the bold part of the answer. Follow the example: (10)

Example: Q: **What** would you like to order?
A: **A plate of seekh kebabs**, please.

- i. **Oh, I stayed at home and watched TV.**
- ii. **She is going to the library** to get some books.
- iii. We are going to visit Karachi **next week**.
- iv. I usually get up **at 7 o'clock**.
- v. **No, he is not married**, he is single.
- vi. **I have spent nearly 5,000 rupees** on shopping.
- vii. **My aunt** came to visit us from Multan.
- viii. I am eating less these days **because my doctor has advised me to lose weight**.
- ix. I like to **buy the red shirt instead of the blue** one.
- x. I am driving **my father's car**.

- Q.2 This question will test your knowledge about simple present and continuous tenses. **Fill in the blanks spaced with the correct simple present or continuous tense.** (10)

- i. Look. He _____ to us. (listen)
- ii. We _____ at a hotel in Murree. (stay)

- iii. I _____ to bed early on Sundays. (go)
- iv. My mother is at the shop. She _____ a new dress. (buy)
- v. Jamil _____ a lot of money. (have)
- vi. The bus _____ on Sunday night. (leave)
- vii. Please, stop! You _____ very fast! (drive)
- viii. We _____ visiting Turkey this year. (visit)
- ix. We _____ to the Faisal mosque on Friday. (go)
- x. He usually _____ on time. (come)

Q.3 In section D of Unit 1, you have learnt about writing connected sentences. Use **‘and’ or ‘but’ to join each pair of sentences** given below. **(10)**

- i. The road was slippery. The bus was late.
- ii. She spoke softly. I could hear her.
- iii. It was growing dark. He could see the road.
- iv. He can play this sitar. He sings as well.
- v. The thunder was loud. It was difficult to sleep.
- vi. Tahir practiced hard. He won the race.
- vii. Bilal is not very tall. He is a good runner.
- viii. Maria has a new dress. She wore her old one.
- ix. The hill was steep. I grew tired climbing it.
- x. I have read the story. I forget its title.

The following questions are based on Unit 2. Read the unit carefully and answer the questions. Solve the exercises given below.

Q.4 **Choose the correct antonym** from the list of words given in the box to complete each sentence below. Follow the example. **(10)**

stop	cold	difficult	bright	dry
sour	slow	quiet	open	rough young

- i. The fire is hot, but the ice is **cold**
- ii. The race car is fast, but the old truck is....
- iii. The green light means go, but the red light means....
- iv. The grandfather is old, but the grandchild is....
- v. Addition is easy, but division is....
- vi. The candy is sweet, but the lemon is....
- vii. The glass is smooth, but the sandpaper is....
- viii. The window is closed, but the door is....
- ix. The children are noisy, but the adults are....
- x. The moon is dim, but the sun is....
- xi. The rainforest is humid, but the desert is....

Q.5 Read each pair of words. **Write an S next to word pairs that are synonyms.**
Write an A next to word pairs that are antonyms. Follow the example. (10)

- sit /stand **Antonyms**
- rare/uncommon **Synonyms**

- i. watch / view
- ii. near / distant
- iii. work / play
- iv. miniature / small
- v. car / automobile
- vi. musical / melodious
- vii. wild / tame
- viii. buy / sell
- ix. hot / chilled
- x. jump/ leap

Q.6 In section D of the unit you have learnt how to write ‘Informal, personal or Friendly Letters’. **Write a letter to a friend sharing something interesting or fun you recently did.** (10)

The diagram shows a letter template with the following parts labeled:

- Heading:** Includes fields for 'address', 'address', and 'date'.
- Greeting:** Starts with 'Dear XXXXX,'.
- Body:** The main text area, containing several lines of placeholder text (e.g., 'XXXXXXXXXX XXX XXXXXXXXXXXXXXXXXXXX').
- Closing Signature:** Ends with 'Sincerely,' followed by a handwritten signature.

The following questions are based on Unit 3. Read the unit carefully and answer the questions. Solve the exercises given below.

- Q.7 A. In section C- Reading, ‘Predicting the Contents of the Book’, you have done number of exercises that may have helped you form an idea about the book by looking at its title, cover, content list, preface, etc. Below are given the titles of five books, **match the book titles with its topics that are given** in the box. (5)

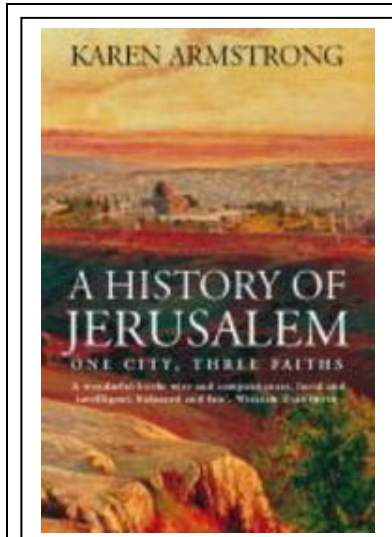
Religion	History	Parenting	Botany	Archeology
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Titles

Topics

- i. Tree Identification Books:
A new method for the identification and recognition of trees.
- ii. The Idea of Pakistan,
by Stephen P. Cohen
- iii. The Great Transformation:
The Beginning of Our Religious Traditions
- iv. Pyramids: Tombs for Eternity
- v. Respectful Parents, Respectful Kids:
7 Keys to Turn Family Conflict into Cooperation.

- B. Read the preface of a book “Jerusalem: One City, Three Faiths”, by Karen Armstrong and then answer the questions that follow. **(10)**



Karen Armstrong, in her book “Jerusalem: One City, Three Faiths”, rejects the idea of Jews who claim that Jerusalem is more holy for them than it is in any other religion. She argues that it is difficult to trace who were the real inhabitants of the city when it was populated thousands of years ago. On the other hand, she highlights the significance of Jerusalem in regards with all three religions – all of them asserting that the city is holiest to them than any other religion.

For Armstrong, Jerusalem represents the idea of spiritual community. The book is an attempt to find out what Jews, Christians and Muslims have meant when they have said that the city is “holy” to them and to point out some of the implications of Jerusalem’s sanctity in each tradition.

Respected by three faiths, torn by conflict, conquered, rebuilt, again and again, Jerusalem is a sacred city whose very sacredness is also a cause of terrible tragedies. In this fascinating book Karen Armstrong, traces the history of how Jews, Christians and Muslims have all laid claim to Jerusalem as their holy place.

At one place she argues that she understands why the city is holy for Christians, because it’s the place where Christianity was born, and it’s the place where Hazrat Isa AS was crucified. Then she argues that Islam was born a thousand miles away from Jerusalem in the deserts of Arab; whereas Judaism was born a thousand miles away from Jerusalem in the deserts of Sinai, in Egypt. She raises the question that why Jews believe other mounts as more holy than the Mount Sinai where the holy book was bestowed on Hazrat Moosa AS. Later, she argues that the city is equally holy for the Muslims and for the Jews like it is for the Christians. The Prophets went to Jerusalem – Hazrat Sulaiman AS, Hazrat Dawood AS, Hazrat Isa AS and so on – are equally respectable for each of the three religions.

Karen Armstrong, illustrates this in JERUSALEM: ONE CITY, THREE FAITHS, a history designed for general readers.

- i. After reading the preface of the book given above, who do you think will be interested to read this book?

- ii. Which three faiths claim Jerusalem as their holy place?
- iii. Why do you think people belonging to the Christian faith think that Jerusalem is holy to them?
- iv. What argument does the writer give to support her statement: "Judaism was born a thousand miles away from Jerusalem in the deserts of Sinai, in Egypt"?
- v. What are the names of the three Prophets who were sent to Jerusalem and are equally respectable in the three religions?

Q.8 In Section E 'Listening to News' of Unit 3, you have done a number of exercises based on the recorded texts. **Switch on your cassette player and listen to the recorded text 16 carefully and then answer the following questions.** (5)

- i. What was the news about?
- ii. What was the name of the Standing Committee?
- iii. Who presided over the meeting?
- iv. Who briefed the Senate's Standing Committee?
- v. When are the foreign secretaries of India and Pakistan going to meet and in which cities?

The following questions are based on Unit 4. Read the unit carefully and answer the questions. Solve the exercises given below.

Q.9 Unit 4 deals with 'Expressing Possibility and Impossibility. Read the expressions given in the unit and **write five sentences expressing possibility and impossibility about the following issue.** Follow the example: (10)

- Life on the Moon

Example:

- There is a possibility that water exists on moon that can help human beings live on the moon. (possibility)
- It may not be possible to live on moon as there will be no solar energy or sun light. (impossibility)

Q.10 Fill in the blank spaces with either **can, could, may or might.** (5)

- i. _____ you please pass me that book over there?
- ii. They _____ be away to their village but I am not sure.
- iii. You _____ leave now if you wish.
- iv. He _____ be a Chinese student judging by his accent.
- v. You _____ be right but I still have to check your file.

- Q.11 Section D ‘Writing Letters of Advice’ gives you practice in how to write letters giving advice. Read a letter sent to a newspaper column ‘Agony Aunt’. **Write a letter giving advice to the person who has written this letter. Read pages 132-137 for help.** (5)

Dear Aunty

Our son seems to have chosen to spend his time out of college with a bad crowd. His friends hang about in the markets, threatening passers by; they smoke and generally appear to be loud and abusive.

My son comes in late with a “don’t care” attitude and when we ask him he manages to tell lies and get away with it. We are so worried that something will happen to him.

Any advice would be appreciated.

A mother

ASSIGNMENT No. 2

(Units 5–9)

Total Marks: 100

Pass Marks: 40

The following questions are based on Unit 5. Read the unit carefully and answer the questions. Solve the exercises given below.

- Q.1 In Unit 5, you have read and done exercises on the duties, responsibilities or obligations of good citizens. Read the following text about the “Roles and Responsibilities of the Police force”. **After reading the text, answer the questions that follow.**



The police have a lot of duties to fulfil every day. Being a police officer is not an easy job as they have a lot on their hands and have to make hard decisions and handle very dangerous and difficult situations on the spot and respond to emergency calls. Protecting the life and property of people is one of the important responsibilities of police officers. The police have many more duties and responsibilities, such as: promote and preserve public order, investigate crimes, and identify problems and situations that may lead to crimes. The police force also has

to transport prisoners to and from court at the time of trial by providing utmost security, keep a close eye on criminals in order to give a sense of security in the community, facilitate orderly movement of people and vehicles, counsel and resolve conflicts and provide relief to people in distress.

- i. In the text, it is written that police officers ‘have to make hard decisions and handle very dangerous and difficult situations on the spot’. Can you **write two situations that a police officer has to face and take hard decisions on the spot?** (5)
- ii. In the text different responsibilities of the police force are given. **Can you add two more responsibilities that you think are NOT mentioned in the text?** (5)
- iii. What else can police do more to create a feeling of security among the people? (5)

Q.2 Read the job advertisement given below and then **write a Job application** following the rules given in section D ‘Writing Job Application Letter’ of the unit. (10)

Required a Salesman for a Furniture Showroom. Must be at least matriculate and have a Motorbike. The showroom provides petrol. Those interested may contact: 10 Wahdat Road, Lahore, during 10:30 am – 8:30 pm. Telephone No: 042-111 243 432

The following questions are based on Unit 6. Read the unit carefully and answer the questions. Solve the exercises given below.

Q.3 In Unit 6, you have learnt about ‘Expressing Preferences and Intentions’. Answer the following questions **writing appropriate sentences expressing preferences. Also give a reason for your preference.** Follow the example: (5)

Example:

- Would you rather go out or stay at home watching TV? Why?
- I'd rather stay home tonight as I'm tired today.
- i. Do you prefer to go to the cinema or watch a DVD at home? Why?
- ii. Do you prefer going for a walk or taking a rest? Why?
- iii. Do you prefer having an ice-cream or a piece of cake? Why?
- iv. Do you prefer reading books or playing computer games? Why?
- v. Do you prefer to buy a car or a motorcycle? Why?

Q.4 In section B of the unit you have done a number of exercises on the ‘Future Tense: Will and Going to’. **Write appropriate answers to the following questions using ‘will or going to’.** (5)

- i. Father, if I get 100 on my math test, will you take me out for ice-cream?
_____ .
- ii. I have lost my ring. Will you help me find it?
_____ .
- iii. What are you going to do this summer?
_____ .

- iv. What is the weather prediction? Is it going to rain?

- v. Your teacher will not allow you to sit in the class. Will you apologize to her?

Q.5 In section D ‘Paragraph Development’ of the unit, we have told you about how a paragraph will have unity and coherence when the sentences are properly arranged in a sequence. **A good and well written paragraph must have a single focus and it must contain no irrelevant details. Read pages 205-208 to understand these points clearly.** Read the paragraph given below carefully. You would notice that certain sentences do not relate to the main topic of the paragraph and therefore create confusion. **List all those unnecessary or unrelated sentences.** (10)

Watermelons lower blood pressure

High blood pressure is common in many people and doctors often prescribe drugs to treat high blood pressure. Now, researchers have found that watermelons can do a good job to lower high blood pressure without taking any drugs. Most people think that eating fruit is a good way to stay healthy. Without properly understanding the body’s digestive cycle over a 24 hour period, many people consume fruit in a manner that will bring them little nutritional benefit. Having lots of fruit with your main meals or eating it as a desert after meals is not the ideal way fruit should be eaten. The large watermelon fruit is the richest source of the amino acid, which regulates blood pressure. Helping lower and control blood pressure is just one of many health benefits of watermelons. Watermelons have the highest water content of any fruit and, in addition to being a thirst quencher are excellent sources of several vitamins: vitamin A, vitamin C, and vitamin B6. It is best to eat fruit on an empty stomach. You can do this at any time during the day. After eating fruit, you should wait around 30 minutes before consuming any food. You should try your best to consume fruit before noon. Avoid eating fruit along with other foods. Fruit should best be eaten on its own.

The following questions are based on Unit 7. Read the unit carefully and answer the questions. Solve the exercises given below.

- Q.6 Read the following expressions. You would notice that these are about ‘Asking Permission’. **Accept or refuse them as directed.** Use the expressions given in the beginning of the unit. (10)
- i. **Can I** go out, please? (give permission)
ii. **May I** open the window, please? (refuse permission)
iii. Please, **can I** have a look at your photo album? (refuse permission)
iv. **May I** taste that hot spicy dish that you have cooked? (give permission)

v. **Do you mind if** I smoke? (refuse permission)

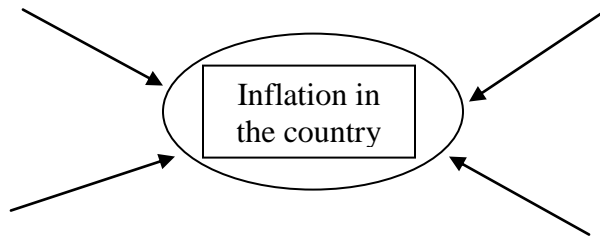
Q.7 In Section B ‘Structure’ you have done a number of exercises on using ‘can, could, may and might’. (10)

- CAN means “**capable of doing**” (possibility, ability)
- MAY is used to **ask permission** – or – to say there is a **fair possibility**
- MIGHT is used to say there is a **possibility but that it is not very likely**.

Add the appropriate word in the blank spaces.

- I _____ speak English well.
- _____ I help you?
- The principal _____ Queen visit tomorrow.
- I _____ go on holiday to America.
- _____ I eat the last apple?
- I _____ run faster than my brother.
- My mother _____ telephone me today.
- I _____ see the sea from my apartment.
- We _____ find aliens on Mars.
- I _____ drive.

Q.8 In section D of the unit we have explained to you about ‘Brainstorming’. Brainstorming is a helpful technique to help you come up with as many ideas as you can. Read Page 244 to understand what ‘Brainstorming’ means and Page 246 to understand how brainstorming is done. Here is a ‘General or Broad’ topic. First fill in the diagram using the brainstorming technique and write at least 3 to 4 narrower topics. Then choose one topic and write an essay of 250 to 250 words keeping all the rules of essay writing that we have given you on Pages 251-256. (10)



The following questions are based on Unit 8. Read the unit carefully and answer the questions. Solve the exercises given below.

Q.9 Unit 8 is about ‘Expressing Appreciation and Gratitude’. Read the following text that is also given on Pages 269-270 of the unit where the writer expresses his sadness about the destruction of nature and how we should enjoy the beauty of nature. **Go to Page 270 and do Exercise 8.** (10)

I sometimes stare at the sky and wonder why we have made such a mess of things. I wonder how we can tear up the seas and use the trees all in the name of progress. It is such a tragedy that we are damaging things so fast and they will soon be beyond repair. It is very sad to think future generations will not have the natural things to enjoy as we have had. Preserving nature is one thing... appreciating it is quite another. There is so very much beauty all around us to see, touch, and hear. Nature is so amazing because it is always changing. No matter how many times you look at something, it is always different. It can paint a rainbow in the sky, paint beautiful autumn colors on trees, or paint a bunch of roses in the grass with colourful shades. Nature can bring a lot of beauty into our lives. Nature has a way of affecting our moods and it can force us to change our plans. Nature is responsible for the sun, clouds, rain and snow. When it is sunny and bright outside, we feel cheerful inside. When it is cloudy and rainy, we often feel gloomy. When there is a beautiful and starry night, the moonlight makes us feel romantic. When we see the leaves budding on a tree or when a timid flower pushes through the frozen ground, or when we smell the freshness of spring, new hope comes to us. Nature is truly an intrinsic part of our lives. When we wake and see a sunrise, when we walk and feel a breeze, when we gaze at the mountains and the splendour of the seas, when we see the earth renew its beauty at each season of the year, and when the stars shine at night, we should be so very thankful to God for giving us all these wonderful and miraculous things.

Q.10 Section C of the unit is about 'Making Inferences. **Read the short paragraphs and make appropriate guesses or inferences.** (10)

The house was a mess! Papers were scattered all over the floor. The wardrobes were open and clothes strewn everywhere. Our bikes were gone. A container of water had spilled. The car door was scratched. We could not believe what we saw!

i. What has happened?

My head feels heavy, I cannot stop shivering, and I can barely breathe. My mother has dragged me out of my warm bed to this awful place where I hear people sneezing and coughing. I can only imagine germs floating around this place. I glance at the clock and see that we have already been waiting for forty minutes. Just as I am about to complain to my mother again, a lady in white calls my name.

ii. Which place do you think is the person sitting?

iii. Who can be the lady in white?

Mrs. Ali woke up and could hear the cocks crowing. It was cool outside. The leaves were changing colors and there were pumpkin decorations on the walls.

iv. What time of the day it is?

v. Which season of the year it is?

As he walked up the street, he looked up in the sky and noticed clouds hovering over him. It was becoming darker and darker. He felt cold, alone and little scared. He walked faster and faster towards his destination.

vi. Why is the person scared? What do you think is going to happen?

As you walk into your friend's room, you see your friend on the floor. Beside him is an empty tray, a puddle of milk and food scattered everywhere.

vii. What has happened to your friend?

You walk into a room and this is what you see: blood on the floor, and empty birdcage, and a happily purring cat.

The new girl at school didn't talk to anyone all day when the teacher called on her she looked down at her desk. I don't think she made any friend on her first day.

viii. Why do you think the girl is behaving in this manner?

The curtains were about to open, but they cannot raise the curtains without Hina. She had a starring role. The director was nervous, the audience was growing restless. "I hope they can find my dress soon"!

ix. Which place is it?

x. What is reason behind the delay?

The following questions are based on Unit 9. Read the unit carefully and answer the questions. Solve the exercises given below.

Q.11 A fact is something that can be proven true. An opinion is someone's feelings about a particular topic. Read the following sentences and then **write which sentence is a fact or opinion.** (5)

Statement

Fact or Opinion

- i. Dogs come in many different breeds.
- ii. I think elephants are the heaviest animal.
- iii. Blue is the colour of the sky.
- iv. Roses have thorny stems.
- v. Without the sun, earth could not support life.
- vi. Earth orbits the sun every 365 days.
- vii. I think tomorrow will be a sunny day.
- viii. Spring is the most beautiful season of all.
- ix. Faiz Ahmed Faiz was a poet.