

**ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD**  
*(Department of Mass Communication)*

**Course: Language Skills and Communicative Abilities (964)**  
**Semester: Autumn, 2012**

**Level: M.Sc.**

**INSTRUCTIONS**

1. Assignments 1 and 2 cover units 1–4 and 5–9 respectively.
2. Each assignment carries 100 marks.
3. Write the assignments in your own words.
4. Since the nature of assignment questions requires you to be more analytical, therefore, supplement material from the study guides within information from other suggested readings. Some of the questions require use of examples from Pakistani perspective/setting, so do not simply rehash materials from the study guide verbatim but rely on synthesizing materials from different units of the study in your own language.
5. Being an English Language course, the assignment of this course should only be attempted in English.

**LIST OF CONTENTS**

This package comprises the following material:

1. Study Guide
2. Assignment No. Two
3. Assignment Forms 2 sets
4. Schedule for submitting the assignments and tutorial meetings.

*Note:* If you find anything missing from the above mentioned material, kindly inform:

*The Mailing Officer*  
*Mailing Section*  
*Allama Iqbal Open University*  
*Sector H-8, Islamabad*

*Best of Luck*

*(Babar Hussain Shah)*  
Course Coordinator

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**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 ASSIGNMENT(S) BORROWED OR STOLEN FROM OTHER(S) AS ONE'S OWN WILL BE PENALIZED AS DEFINED IN "AIOU PLAGIARISM POLICY".**

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**ASSIGNMENT No. 1**  
**(Units: 1-4)**

*Note: All questions are compulsory.*

- Q. 1 Differentiate between linguistics and non linguistics communication. Explain different aspects of linguistics communication with the help of relevant examples. **(20)**
- Q. 2 Define grammar. Also explain different parts of speech with relevant examples. **(20)**
- Q. 3 Elaborate grammatical units of English and mechanics of grammar with relevant examples. **(20)**
- Q. 4 Examine any news article from a news paper and choose conjunctions and interjections used in it. Also paste the article along with your answer. **(10)**
- Q. 5 Elaborate in detail the concept of speaking and listening skills. **(10)**
- Q. 6 Imagine you are a news reporter and reporting a news story about energy crisis. You are assigned to interview Prime Minister. What type of questions would you like to ask to satisfy your readers? Write at least twenty questions. **(20)**

## ASSIGNMENT No. 2

(Units: 5–9)

**Total Marks: 100**

*Note: All questions are compulsory.*

- Q. 1 Elaborate some of the differences between spoken and written language. How these differences account for the difficulties experienced by a speaker or writer of a second language. **(20)**
- Q. 2 How journalistic writing evolved? Write a detailed note on different forms of Journalistic writing. **(20)**
- Q. 3 Discuss prerequisites of journalistic writing and differentiate journalistic writing from literature. Also provide some examples of journalistic and literary writing. **(20)**
- Q. 4 Explain the guidelines of précis writing. Also enlist some of the uses of précis writing. **(10)**
- Q. 5 Make a précis of the following passage. Also suggest suitable title for it. **(10)**  
Of all the characteristics of ordinary human nature envy is the most unfortunate; not only does the envious person wishes to inflict misfortune and do so whenever he can with impunity, but he is also himself rendered unhappy by envy. Instead of deriving pleasure from what he has, he derives pain from what others have. If he can, he deprives other of their advantages, which to him is as desirable as it would be to secure the same advantages himself if this passion is allowed to run riot it becomes fatal to all excellence, and even the most useful exercise of exceptional skill. Why should a medical man go to see his patients in a car when the labourer has to walk to his work? Why should the scientific investigator be allowed to spend his time in a warm room when others have to face the inclemency of the elements? Why should a man who possesses some rare talent of great importance to the world be saving from the drudgery of his own housework? To such questions envy finds no answer. Fortunately, however, there is in human nature a compensating passion, namely that of admiration. Whosoever wishes to increase human happiness must wish to increase admiration

and to diminish envy. What cure is there for envy? For the saint there is the cure of selflessness, though even in the case of saints envy of other saints is by no means impossible. But, leaving saints out of account, the only cure of envy in the case of ordinary men and women is happiness, and the difficulty is that envy is itself a terrible obstacle to happiness. But the envious man may say: what is the good of telling me that the cure of envy is happiness? I cannot find happiness while I continue to feel envy, and you tell me that I cannot cease to be envious until I find happiness but real life is never as logical as this. Merely to realize the cause of one's own envious feeling is to take a long step towards curing them.

- Q. 6 Select any five news stories that appeared in Urdu newspapers and translate them into English. Stories must be consisted of different issues like international issues, Science, health, Politics, and religion. Never forget to attach original news stories along with your answer. **(20)**

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