ALLAMA IQBAL OPEN UNIVERSITY

Level: **BBA/B.Com/BCS**
Paper: **Functional English (130)**
Time Allowed: **03 Hours**

Semester: **Autumn, 2009**
Maximum Marks: **100**
Pass Marks: **40**

Q.No.1	How would you start conversation in the following situations? Write at least four exchanges for each situation. Use a different expression each time.
	    (a) You meet your friend after a long time
	    (b) You meet a father who has just lost his son in suicide bomb attack.
		10

Q.No.2	Change the following active voice sentences into passive voice.
	    (a) Insects have destroyed many flowers.
	    (b) The university has raised salaries by 15%.
	    (c) Mr. Shahid built his house last year.
	    (d) Uzma will inform you tomorrow.
	    (e) The heavy rainfall blocked the roads.
		10

Q.No.3	How would you request permission in the following situations using a different expression?
	    (a) Ask your teacher to allow you to use the science laboratory during the break.
	    (b) Ask your father to buy you a new mobile set.
	    (c) Ask your boss to give you a day off.
	    (d) Ask your younger sister to clean-up your room.
	    (e) Ask your cousin to spend holidays with you.
		10

Q.No.4	Describe one of your college teachers by mentioning his/her height, clothes, hobbies, way of teaching, personality etc.	10

Q.No.5	Write a paragraph on any one of the following:
	    (a) Benefits of education
	    (b) Effect of load shedding on health
		15

Q.No.6	Write five sentences each mentioning the use and misuse of internet. Use a different expression each time.	10

Q.No.7	Complete the following sentences by giving a reason for apology:
	    (a) I can't play the match because...
	    (b) I could not come to your party...
	    (c) I could not do the homework...
	    (d) I can't call you...
	    (e) I can't eat much...
		10

Q.No.8	(A). Write an application for the job in response to the following advertisement:
	    Situation vacant: Data Entry Operator
	    Minimum qualification: Matric plus computer literate
	    Apply to: Manager HR, GPO 1122, Islamabad.
		15

	(B). Write a dialogue between two students discussing the blessing of Ramadan.	10

<><><><>