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COMPULSORY

ENGLISH-II

Intermediate

UNIT 1

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EXPRESSING LIKES AND DISLIKES

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SECTION A

EXPRESSING LIKES AND DISLIKES
(پسند و ناپسند کا اظہار کرنا)

Everyone has his or her own likes and dislikes and one person's likes do not exactly match with any other person's likes. This means that everyone's likes and dislikes are different from others.

ترجمہ ہر شخص کی اپنی پسند و ناپسند ہوتی ہیں اور ایک آدمی کی پسند کسی دوسرے آدمی کی پسند کے ساتھ بالکل مطابقت نہیں رکھتی۔ اس کا مطلب یہ ہے کہ ہر شخص کی پسند و ناپسند دوسروں سے مختلف ہوتی ہیں۔

The dialogue below is between Shahid Afridi who is a famous cricketer, and a TV reporter. The reporter is interview- ing Mr. Afridi. Let us listen to the interview:

ترجمہ نیچے دیا گیا مکالمہ مشہور کرکٹ کھلاڑی شاہد آفریدی اور ایک ٹی وی رپورٹر کے درمیان ہے۔ رپورٹر شاہد آفریدی کا انٹرویو کر رہا ہے۔ آیئے انٹرویو سنیں:

RECORDED TEXT 1

Interviewer: Hello Mr. Afridi.
Afridi: Hello.
Interviewer: How are you?
Afridi: I am fine, thanks.

we would like to talk to you about your personal life.

Afridi: It would be my pleasure to talk to you, and I would like to thank you for inviting me to your show.

Interviewer: Coming to our questions, please tell us how does your day start and with time do you get up?

Afridi: I don't like getting up late. I leave my bed before the prayers time, and then go for a long walk. After that, I take bath and have my breakfast.

Interviewer: What do you like to have in your breakfast? Do you go for simple food or real taste?

Afridi: I don't mind tasty foods as long as they are healthy. But I can't stand oily things in my breakfast.

Interviewer: Would you like to tell our viewers about the kind of personality you have, extrovert or introvert?

Afridi: I like mixing up with people. I am quite fond of making friends and in my free time I like to go out with them for fun.

Interviewer: What kind of company do you want to have? I mean what kind of people do you make friends?

Afridi: Well I like cheerful fellows as my friends. I wish that my friends provide me all pleasures of life and be a source of inspiration for me. I hate people who show off and do not care about the poor.

Interviewer: What do you like to do in company of your friends?

Afridi: Well-when in Islamabad, I adore going uphill for hiking. At other times, I feel myself fond of swimming and hunting.

Interviewer: Tell us about your likes and dislikes in foods. Do you like fast foods or simple dishes?

Afridi: I love to eat Pakistani dishes. When I go abroad, I prefer going to Pakistani restaurants if possible, and in particular I enjoy Biryani and Chicken Nihari. Besides this, I like to eat mangoes, but I am not quite fond of eating dry fruit. Also I strongly dislike fast food.

Interviewer: Mr. Afridi I thank you very much for sparing time and coming to our show and talk to us. It was very pleasant talking to you and getting to know about you.

Afridi: You are most welcome. It was pleasure being here.

A.1: While listening to this interview did you notice the following expressions? Let us repeat them:

- I adore going for hiking.
- I enjoy Biryani and Chicken Haleem.
- I like cheerful fellows as my friends.
- I love to eat Pakistani dishes.
- I'm quite fond of making friends.
- I don't mind tasty foods.
- I'm not quite fond of eating dry fruit.
- I hate getting up late.
- I can't stand oily things in my breakfast.
- I strongly dislike fast food.

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Expressions of Likes	
(1) adore	not quite fond of
(2) enjoy	hate
(3) like	can't stand
(4) love	strongly dislike
quite fond of	
don't mind	

A.2: Read the statements about Shahid Afridi in the following activity. Now listen to the interview again and state whether the following statements are correct or incorrect.

Example

- **Afridi likes to get up late in the morning. (Incorrect)**
- Afridi adores swimming.
- He doesn't enjoy tasty foods.
- He likes being in beautiful valleys.
- He hates people who do not care about the poor.
- He doesn't like waking up in the morning.
- He loves eating dry fruit.
- He enjoys the company of his friends.

Ans:

- Afridi adores swimming. (correct)
- He doesn't enjoy tasty foods. (incorrect)
- He likes looking down on valleys. (incorrect)
- He hates people who do not care about the poor. (correct)
- He doesn't like waking up in the morning. (incorrect)
- He loves eating dried fruit. (incorrect)
- He enjoys the company of his friends. (correct)

Besides these expressions, there are other ways of expressing likes and dislikes. Let us see some of these:

Likes

- I'm a big fan of _____.
- I'm (absolutely) crazy about _____.
- I'm really into it (in a big way) _____.
- I'm particularly fond of _____.
- There's nothing I like more than _____.

Dislikes

- I can't put up with
- I don't fancy
- I especially dislike
- I can't bear/tolerate/stand
- I'm sick of

RECORDED TEXT 2

A.3: Aleem, Ghani, Fareeda and Saima are in a restaurant for a lunch. The waiter is asking them about their choice in food. See how each one of them tells him about their likings and dislikings in the selection of food.

نوٹ: Likes اور Dislikes کو انڈرلائن کر دیا گیا ہے۔

Waiter: (to Aleem) What would you like to have Sir?
Aleem: I would like to have a plate of Special Biryani.
Waiter: (to Ghani) And you Sir? Would you like to have Biryani too?
Ghani: No. I don't fancy eating Biryani much. Please bring me plain rice.
Waiter: (to Fareeda) What would you like Madam?
Fareeda: Well, can I have Chicken Qorma please? I don't quite like rice.
Waiter: (to Saima) And you Madam?
Saima: I am quite fond of Haleem, but please do not add spices because I am quite sick of them.

A.4: Now write a dialogue between two friends who are chatting on the internet and telling each other about their

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ns of likes and dislikes used in the dialogue above.

Ans **Dialogue Between two Friends.**

Ali: What do you like in eating?
Zohaib: I like to eat Biryani. And you?
Ali: No, I don't like Biryani. I love plain rice.
Zohaib: What do you like in fruit?
Ali: I like apples and oranges. And you?
Zohaib: I love to eat mangoes and oranges.
Ali: I enjoy playing cricket. And you?
Zohaib: I hate cricket. I only want to play football.
Ali: OK. Nice to chat you.
Zohaib: You are welcome to. Bye.

A.5: A dialogue has been given below. Majid is asking Saleem about his likes and dislikes. The expressions (spoken sentences) of the dialogues have been mixed up. Read through the expressions and put them in appropriate order so that they make sense. Also suggest whether it is Majid or Saleem who uses this expression. The first one has been done for you.

1 There's a very good detective movie on near here. (Majid)
2. Well I'm very fond of painting. So if I have any spare time, I sit in my garden and paint.
3. But, Sir, I am not over-enthusiastic about making speeches.
4. And what do you do in your free time, if you have?
5. Awfull I can't stand detectives.
6. We expect you to make the welcome speech at the marketing seminar.

Ans :Following is the correct sequence of dialogue between Majid and Saleem.

1 (a) There's a very good detective movie on **(Majid)** near here.
2. (e) Awfull I can't stand detective movies. **(Saleem)**
3. (d) And what do you do in your free time, if **(Majid)** you have?
4. (b) Well I'm very fond of painting. So if I **(Saleem)** have any spare time, I sit in my garden and piant.
5. (f) We expect you to make the welcome speech at the marketing seminar.
6. (c) But, sir, I am not over-enthusiastic about **(Saleem)** making speeches.

A.6: Two choices have been given for each of the fruits mentioned below. One expression is used to express likes and the other to express dislikes. What is your choice in these cases? Do you like or dislike these fruits? Write your response against each and make a comp- lete sentence.

Grapes:

I am quite fond of _____.
I do not really like _____.

Apple:

I enjoy _____.
I do not like _____.

Strawberry:

I am crazy about _____.
I dislike _____.

Ans

Grapes: I am quite fond of grapes.
I do not really like banana.

Apple: I enjoy apples.
I do not like oranges.

Strawberry: I am crazy about cherry.
I dislike strawberry.

break time, they are talking about their likes and dislikes. Here are some hints about the things they like and they do not like. With the help of these, make full sentences about their likes and dislikes.

0 Fatima/ no like / get up late. _____
0 Hammad / love / play with friends. _____
0 Hammad / hate / go shop. _____
0 Fatima / like / cook? _____
0 Fatima / enjoy / dance? _____

Ans:

0 I do not like to get up late.
0 I love to play with friends.
0 I hate to go to shop.
0 Do you like to cook?
0 Do you enjoy by dance?

A8: Now for more practice here is an activity that you may do with the help of your tutor or course mates. The verbs given below are used to talk about likes and dislikes. Express your likes and dislikes in eating fruits and tell your tutor / classmate which of the fruits from the chart you like the most and which ones you dislike the most. You may start from the ones you "like the most" and end with what you "dislike the most".

Example:

O I love to eat mangoes. (Like the most)
O I hate eating bananas. (Dislike the most)

Don't like, don't mind, hate, like, love.

0 _____
0 _____
0 _____
0 _____
0 _____

0 I like mangoes.
0 I do not mind oranges.
0 I do not like bananas.
0 I hate lemons.

A9: Now write two paragraphs about your likes and dislikes Write the first paragraph for your friend whom you ar telling these things through email, and the second for TV reporter who is interviewing you on your getting good position in exams. Use the expressions of likes and dislikes. Express your likes and dislikes abou books, games, colours, dresses, food, habits and people etc. Keep in mind the difference between formal and informal expressions.

LIKES AND DISLIKES

1 I love 2 Iam mad about 3 Iam crazy about	Drama Cricket hide and seek Going to School Tennis Playing Hunting Fishing Riding The cinema
4 Iam fond of 5 Iam keen on	
6 Ilike 7 I enjoy	
8 I don't mind	Ironing clothes
9 I don't care much for 10 I don't like	Drama Skiing Tennis Playing tannis Fishing Riding Cinema
11 Idislike	
12 I hate	

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9.

For example, you may start your paragraphs as given below:

First Paragraph: (Expressing likes and dislikes through an email)

Hello Dear Farzana.

I'm pleased to receive your email. You have asked me about my likes and dislikes. Well, I like making friends online, just like I have made you my friend online. I don't like wasting my time in useless chatting with the people who are not my friends. I am fond of fishing. I like riding. I enjoy cricket. I am mad about drama. I love going to school.

Second Paragraph: (Expressing likes and dislikes to a Reporter)

Reporter: So else than your studies, what are your likes and dislikes, in general?

You: Well, in my free time, I like to play football with my friends. I also love to spare some time with an organization that works for the poor. I do not like people who do nothing for the deprived people of the society. I do not mind ironing my clothes. I do not like Tennis. I dislike cinema. I hate hunting.

My Likes

- I like playing football.
- I enjoy eating dried fruit. میں خشک میوہ کھا کر لطف اندوز ہوتا ہوں۔
- I love children.
- I am fond of reading. میں پڑھائی کا شوقین ہوں۔
- I adore Pakistan. مجھے پاکستان بہت پسند ہے۔
- I am crazy about playing cricket. میں کرکٹ کھیلنے کا شیدائی ہوں۔
- I like green colour.
- I love painting.
- I am fond of trips.
- I enjoy reading good books.

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- I don't like میں پسند نہیں کرتا۔
- I hate میں نفرت کرتا ہوں۔
- I dislike مجھے ناپسند ہے۔
- I am not fond of میں شوقین نہیں ہوں۔
- I can't bear میں برداشت نہیں کر سکتا۔
- I am not interested in مجھے دلچسپی نہیں ہے۔

My Dislikes

- I don't like proud (مغرور) people.
- I am not fond of smoking. میں سگریٹ پینے کا شوقین نہیں ہوں۔
- I dislike to tell a lie. میں جھوٹ بولنا پسند کرتا ہوں۔
- I hate professional beggars. پیشہ ور بھکاریوں سے مجھے نفرت ہے۔
- I don't like waiting for a bus. مجھے بس کا انتظار پسند نہیں ہے۔
- I don't like noise (شور).
- I am not interested in Math.
- I hate loud music. مجھے اونچی موسیقی سے نفرت ہے۔
- I don't like summers (موسم گرما).
- I dislike dust and smoke. مجھے گرد و غبار اور دھواں پسند نہیں ہے۔

SECTION B

PREVIEWING
(ابتدائی جائزہ)

Before we start reading a text, we like to know what we are going to read. We can have an idea of the reading article text journal / magazine by looking at its title, the list of contents, the index and the blurb. This reading skill is called previewing. Previewing is a very useful reading skill which not only saves our time by enabling us to reject or select a book, it also gives us a clear idea of what is the purpose of our reading a text.

A10 Now, let us do an activity to practice the previewing skill.

Following are the titles of the book. Read them quickly to find out whether it is:

(a) a psychology book (b) a tragedy
(c) a medical book (d) a detective novel

Title

Sudden Deaths in Infancy
by
Bernard Knight

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List of Contents

Foreword by the Limerick	Contents of
Author's Preface	11
Acknowledgment	13
1 What is it?	15
2 The typical Tragedy	42
3 What causes it?	66
4 After the tragedy	104
5 Coping with the death	126

Blurb

Each year around 1000 infants between the age of one month and one year encounter sudden death. The cause continues to confuse doctors, parents and research workers; parents are also worried and scared at the thought and possible causes of the sudden death of their infants; nurses and social workers too are in a shock. They sympathize with the parents and give them advice without even knowing or un- derstanding the causes of these sudden deaths.

This is a book for parents, doctors, nurses, midwives, health visitors, and all who may have contact with parents who suffer this most tragic of events.

Ans

Correct option is c a medical book

A11 Go through the title page, the contents and the blurb again and decide whether the book has been written for:

(a) professional child specialists
(b) non-specialists (parents counsellors, nurses) etc.

It is clear from the title that the text is about infant deaths written for general readers. If you are one of those and you desire to read on this topic, then choose it, otherwise reject it straight away.

Ans:

Correct option is b Non-specialists(parents, counsellors, nurses) etc.

A12 Here are the titles, content lists and blurbs of three different books given in different order. Match each title with the relevant list of contents and blurbs:

Titles

1	Prose Poems by Khalil Gibran
2	Rashid Minhas - A Biography Auther: Khurram Ali Shafique
3	From Zubaida Tariq's Kitchen Author: Zubaida Tariq

CONTENTS

A	Preface	8
	Introduction	9
	Recipes of Everyday	11
	Bagharey Baingan	13
	Aloo kay Chilkon ki Tahiri	15
	Kofta with Saag	16
	Vegetable Karhi	19
	Moong ki Daal kay Mingoray	20
	Small Potatoes in Caramel Sauce	21
	Arwi kay Pattay	22
	Masala Bhari Bhindi	23
	Bharta	25
	Bhindi ki Sabzi	26
	Shaljam kay Kabab	29
	Vegetable Jalfarezi	30
	Basan ki Roti	31

The Soul 19
Song of the Night 22
My Birthdays 30
The Poet 33
In the City of the Dead 36
Fame

CONTENTS

1 Introduction 3
2 The formative years of Rashid Minhas 5
3 Beautiful narratives of places and exciting cadet life 8
4 Letters written by Rashid Minhas to his younger brothers during his training days 12
5 His personality: An idealist but thoroughly practical person 14
6 The ultimate decision that made Rashid Minhas a heroic

Blurbs

a



The book contains a detailed life sketch of the young patriotic pilot who did not hesitate in sacrificing his life for the mother land. Once you start reading the book, you will find yourself completely indulged in it, as it is a story of a national hero who's heart beats were only for honor and love of Pakistan and also written by a you- ng patriotic and emotional citizen of Pkistan whose blood is work in the love for contry and whose heart is enthusiastic to climb new horizons.

b



A renowned name which is popular especially among the housewives who never miss any of her cooking shows comming on TV. Zubaida Tariq, popularly known as Zubaida Apa. A famous cooking specialist. Her recipes and tokkas are very useful and easy to follow. She has also introduced different new masalas which are quite popular. Her cooking programs are telecast on different TV channels and are watched by many.

c



A poet, philosopher, and artist born in Lebonan, a land that has produced many prophets. He was the man whose fame and influence spread everywhere. His poetry has been translated into more than twenty lan- guages. His drawings and paintings are popular in great capitals of the world.

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Blurb is given

Title	Contents List		Blurb
ProsePoens by Khalil Gilbran	the soul	16	A poet, Philosopher and artist born in Lebonan,a land that has produced many prophets.He was the man whose fame and inflience spread every where His Poetry has been translated into more than twenty languages.His drawings and paintinga are popular in great capitals of the world
	Song of the Night	19	
	My Birthdays	22	
	The poet	30	
	In the City of the Dead	33	
	Fame	36	
Rashid Minhas A Biography hy Khurrum A.Shafique	Introduction	3	the book contains a detailed life sketch of the young patriotic pilot who did not hesitate in sacrificing his life for the mother land. Once you start reading the book you will find yourself completely induleged in it, as it is a story of a national hero who's heart beats were only for the honor and love of Pakistan and also written by a yoing patriotic and citizen of Pakistan whose blood is warm in the love for country and whose heart is enthusiastic to climb new horizons
	The formative years of Rashid Minhas	5	
	Beautiful narratives of places and exaciting cadet life	8	
	Letters written by Rashid Minhas to his younger brothers during his training days	12	
	His Personality:An idealist but thoroughly practical person	14	
	The ultimate decision that made Rashid Minhas a hero	18	
From Zubaida Tariq's Kitchen by	Preface	8	A renowned name which is popular especially among the housewives who never miss any of her cooking shows coming on T.V Zubaida Tariq, popularly Know as Zubaida Apa is a famous cooking specialist. Her recipes and totkeas also introduced different new masalas wich are quite popular. Her cooking programs are telecasted on different TV Channels and are Watched by many.
	Introduction	9	
	Recipes for Everday	11	
	Bagharey Baingan	13	
	Aloo kay Chikeon ki Tahiri	15	
	Kofta with saag	16	
	vagetable karhi	19	
	Moong ki Daal kay Mingory	20	
	Small potatoes in caramel Sauce	21	
	Arwi Kay Pattay	22	
	Masala Bhari Bhindi	23	
	Bharta	25	
	Bhindi ki Sabzi	26	
	Shalijam kay kabab	29	
	Vagetable Jalfarezi	30	
	Besan ki Roti	31	

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A13: After doing the previous activity, you must have three sets of books with their titles, blurbs and contents. Read these three sets again and write in the following lines who would be interested in reading these books. For example, a book titled "Second Language Learning" may be of interest to a language student who is learning a second language and a magazine titled "Hundred Delicious Dishes" may be of interest to cooks or ladies.

Book 1: _____

Book 2: _____

Book 3: _____

Ans: **Book 1** Prose Poems by Khalil Gibran may be of interest to a reader who likes reading poetry books by famous poets.

Book 2 Rashid Minhas may be of interest to those who want to learn more about our martyrs (shaheed).

Book 3 From Zubaida Tariq's Kitchen may be of interest in to those who are interested in cooking variety of dishes.

Ans: Correct sequence of the Title, Content List and Blurb is given below:

Title	Contents List		Blurb
Prose Poems by Khalil Gibran	The Soul	16	A poet, philosopher, and artist born in Labonan, a land that has produced many prophets. He was the man whose fame and influence spread everywhere. His poetry has been translated into more than twenty languages. His drawings and paintings are popular in great ca- pitals of the world.
	Song of the Night	19	
	My Birthdays	22	
	The Poet	30	
	In the City of the Dead	33	
	Fame	36	

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A Biography by Khurram A. Shafique	The formative years of Rashid Minhas 5 Beautiful narratives of places and exciting cadet life 8 Letters written by Rashid Minhas to his younger brothers during his training days 12 His personality: An idealist but thoroughly practical person 14 The ultimate decision that made Rashid Minhas a hero 18	a detailed life sketch of the young patrio- tic pilot who did not hasitate in sacrifi- cing his life for the motherland. Once you start reading the book, you will find yourself completely indulged in it, as it is a story of a national hero who's heart beats were only for the honor and love of Pakistan and also written by a young patriotic and emotional citizen of Pakistan whose blood is warm in the love for country and whose heart is enthusiastic to climb new horizons.

From Zubaida Tariq's Kitchen by Zubaida Tariq	Preface 8 Introduction 9 Recipes for Everyday 11 Bagharey Baingan 13 Aloo kay Chilkon ki Tahiri 15 Kofta and Saag 16 Vegetable Karhi 19 Moong ki Daal kay Mingoray 20 Small Potatoes in Caramel Sauce 21 Arwi kay Pattay 22 Masala Bhari Bhindi Shaljam kay Kabab 29 Vegetable Jalfarezi 30 Basan ki Roti 31	A renowned name which is popular especially among the housewives who never miss any of her cooking shows coming on TV. Zubaida Tariq, popularly known as Zubaida Apa is a famous cooking specialist. Her recipes and totkas are very useful and salas which are quite popular. Her cooking programs are telecasts on different TV channels and are watched by many.

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A15: Look at the title page/cover of book below, carefully. What does title tell you about the book? Write five sentences on guessing the contents of the book may have.

Ans :This book tells us about Abdul Sattar Edhi, a famous social worker. Edhi is known everywhere in the world for his social work and services to mankind. The book takes into account the lifestyle and achievements of Abdul Sattar Edhi. He has always helped the poor and the needy. He has received many awards for his great contribution to humanity in different parts of the world. May he live long.

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Section C: Expository

Expository writing is different from other kinds of writing in many different ways since it has a purpose to inform, describe, explain, or define something to the reader.

Business reports and memorandums, driving directions and instructions on performing a task, assignments submitted by you in different courses for evaluation, are all examples of expository writing.

There are many kinds of expository writing such as:

1. Cause and Effect (وجہ اور اثر)
2. Comparison and Contrast (موازنہ اور فرق)
3. Classification (درجہ بندی)
4. Facts and Opinions (حقائق اور رائے)

In this unit, we shall learn only one expository writing skill, that is: Cause and Effect.

Cause and Effect (وجہ اور اثر)

This technique is used to find how and why things happen or to determine the relationship between two or more events, issues or happenings. A cause usually discusses the reasons why something happened. An effect discusses what happens after a specific event or circumstance. Following is an example of one cause producing one effect:

Cause	Effect
You are out of gas.	Your car won't start.

Cue Word that wan be used for cuase and effect writing technique

reasong why; if - then; as a result; therefore; because; since.....

Traffic jams

A16 Match the causes in Column A with the effects in Column B.

Column A	Column B
1 One result is that	a Is the rapid growth of the populations
2 There are several reasons for	b as a result of the traffic jams
3 Another factor	c The city's traffic problem is the number of rickshaws
4 One factor which has contributed to	d a lot of time is spent traveling to work each day
5 Many drivers suffer from stress	e for traffic problems in Lahore
6 Several factors are responsible	f the level of traffic jams in Lahore

Ans 1-d, 2-f, 3-a, 4-c, 5-b, 6-e

A17: Take help from the above information and write a brief paragraph of around 5-6 lines on the causes of traffic problem in your own city.

Ans **Causes of Traffic Problem in My City:-**

I live in Lahore. My city is facing a lot of traffic jams these days. The main causes of traffic problems are:

1. Rapid growth in population.
2. Increasing number of rickshlaws.
3. Unawareness (شعور نہ ہونا) of traffic rules.
4. Narrow and uneven roads (تنگ اور غیر ہموار سڑکیں).
5. Constructional work (تعمیراتی کام).

A18: Fill in the gaps in the following passage with the help of the given words:

Smoking Effects

creates effects effets increases obvious results

Smoking has many serious [1]. The most [2] effect is the deterioration of a smoker's health. Smoking [3] the risk of lung disease, increases blood pressure, increases the risk of heart attacks, and reduces the flow of oxygen to the brain. Smoking [4] respiratory problems. Smoking frequently [5] in social isolation because fewer people smoke or want to be in the presence of second-hand smoke. The strong, irritating smell of smoke sticks to smokers' clothing, hair, and skin. Smoking is now an expensive habit, and the price of cigarett-

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es to rise. The [illegible] of smoking are many, [illegible]
king why intelligent people do not find a way to overcome this harmful addiction.

Ans:

1- Effects,	2- Obvious,	3- increases	4- creates
5- results	6- effects		

A19: Go through the following paragraph and answer the question given at the end:



There are several possible reasons why my father is excellent health, even though he is over eighty years of age. For one thing, he is in excellent condition he has stopped smoking cigarettes. He quit smoking cigarettes because whenever he climbed stairs he would stop several times and cough loudly. His good health is also due to his avoiding the wrong kinds of food. For example, whereas before he would eat meat such as beef and mutton and deep-fried dishes several times a week, nowadays he seldom does so. He takes white meat including fish and chicken. Now he has more energy. He is also in good physical shape owing to his devotion to exercise. He swims three times a week at the local gym, and on sunny days he prefers to walk home rather than take the bus. My father is in better shape than some of his children are!

Q: Briefly mention why the father of the writter is in good health though he is in his 80's.

ns: There are several reasons for his good health. Some are given below:

1. He does not smoke cigarettes.
2. He does not eat wrong kinds of food.
3. He takes white meat including fish and chicken.
4. He does exercise regularly.
5. He prefers to walk home rather than take the bus.
6. He swims three times a week.

So he is in better shape.

A20: Now making use of the above information can you give some general tips for good health to one of your friends who smokes a lot. Warn her/him of the consequences if she/he does not stop smoking very soon.

Ans: "Warning About Smoking"

1. He should stop smoking cigarettes otherwise his health will be at risk.
2. Smoking causes lungs (پھیپھڑوں) cancer so he should cut down its quantity.
3. It also causes heart diseases.
4. Smoking creates respiratory problems (سانس کے مسائل). So, he should quit smoking to solve this problem.
5. Smoking is an expensive habit. He should give up this habit and save money for his family.
6. His children can also imitate (نقل کرنا) him. So, he should stop smoking to save his family.
7. He should go for a walk daily.
8. He should eat balanced diet (متوازن خوراک).
9. He should consult a doctor.
10. He should take proper medicine to keep him healthy.

Some Important Questions on Cause and Effect

Q.1: Write five Causes of Pollution. Give at least five suggestions to overcome this problem.

CAUSES

1. Main cause of pollution is industrial waste.
2. Smoke & dust are another cause of spreading pollution.
3. Lack of trees and plants also cause pollution.

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which cause pollution.

- Smoking vehicles, contaminated water and loud music are another cause of pollution.

REMEDIES

- Government should take serious steps to eradicate pollution.
- More and more trees and plants should be grown.
- We should keep our atmosphere neat and clean.
- Household garbage should be wasted in proper way.
- Loud music and smoking vehicles should be prohibited.

Q.2: Write five Causes and five Effects of Illiteracy (ناخواندگی) in Pakistan.

CAUSES

- Due to poverty, people do not sent their children to schools.
- Overpopulation is another cause of illiteracy.
- Lack of resources also causes illiteracy.
- Lack of facilities and institutions also cause illiteracy.
- Our educational system does not fulfil the basic needs of society. Therefore, people do not care to send their children to school.

EFFECTS

- Illiteracy people are unaware of their own problems.
- They cannot play effective role in society.
- They cannot follow traffic rules.
- They cannot form and express their opinions.
- They cannot elect true and sincere leaders for assemblies.

Q.3: Write five Causes and five Effects of Unemployment (بے روزگاری) in the country.

CAUSES

- Overpopulation causes unemployment.
- Another cause of unemployment is lack of technical education.
- Illiteracy is another cause of unemployment.
- Slow progress of country also brings forth unemployment.
- Migration of village workers to cities is another cause of unemployment.

EFFECTS

- The unemployment are forced to live under economic stress.
- The country has to depend upon external loans and aids.
- Unemployment causes poverty.
- Unemployment wastes manpower.
- It brings frustration, tension and worries.

Q.4: Write five Causes and five Effects of Begging (گداگری، بھیک مانگنا) in the country.

CAUSES

- People are so poor that they are forced to beg.
- Our people are not accustomed to work hard. They want to earn without working hard.
- Some healthy persons take to begging to earn more and more money without any efforts.
- Our loose administration also encourages begging and beggars.
- People want to fulfil their wishes by any means. So they resort begging.

EFFECTS

- People become good-for-nothing.
- Young people are reduced to zero. They do not work hard.
- It undermines their character and personality.
- They prefer earning of humiliation wages earned through hard work.
- The ultimate result of begging is moral degradation.

CAUSES

- Marriage in early age is main cause of overpopulation.
- People especially who live in villages wish for more and more sons to lend them hands in their work.
- Poverty is another cause of overpopulation.
- From religious points of view, people do not hesitate to have many children.
- Unemployment is another cause of overpopulation.

REMEDIES

- Family planning programmes should be launched in the most effective way.
- People should be made aware of the dangerous results of overpopulation.
- Social welfare Departments should also offer useful advices in this respect.
- We should have more parks, clubs and other places of recreation.
- We should improve the living standard of people by providing them better jobs.

UNIT 2

STATING INTENTIONS AND MAKING PLANS
(ارادوں کا اظہار اور منصوبے بنانا)

Section A

STATING INTENTIONS AND MAKING PLANS:

1. We often make plans and talk about our plans / intention- s regarding our education, holidays,job, routine activities, meetings, etc.

ترجمہ: ہم اکثر منصوبے بناتے ہیں اور اپنی تعلیم، تعطیلات، ملازمت، روزمرہ سرگرمیوں اور میٹنگ وغیرہ سے متعلق اپنے ارادوں کا اظہار کرتے ہیں۔

2. Here is a dialogue between a class teacher and some students. The teacher is asking questions from Matric students, who are about to leave school shortly, about their future plans.

ترجمہ: نیچے ایک استاد اور کچھ طلباء کے مابین ایک مکالمہ دیا گیا ہے۔ استاد میٹرک کے طلباء سے سوالات پوچھ رہا ہے، جو سکول چھوڑنے والے ہیں۔ وہ ان سے مستقبل کے منصوبوں کے متعلق پوچھتا ہے۔

Recorded text

Teacher: You're leaving school very shortly Khalid. What're your plans about the future? Do you have any idea?

Khalid: Well, it depends on the marks I secure in Matric. If I get good marks I'd opt for pre-engineering group in F.Sc. because I want

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joining Army.

Teacher: Now, let's have a word with Nisma. Well, Nisma have you made up your mind about what you're going to do after Matric?

Nisma: I haven't decided yet but I think I am going to become a teacher.

Teacher: Any special reason? Why are you interested in teaching?

Nisma: No special reason, except that most of the women in my family are very good teachers.

Teacher: Have you got any other plans as well?

Nisma: Yes, I am interested in writing as well so I may become a writer.

Teacher: What about you? Sara.

Sara: My plans are very clear. I intend to become a good housewife.

Teacher: Oh really! Saeed, how about you?

Saeed: Ma'am my parents want me to become a scientist but I'm not very keen on it. I'd rather work as a journalist.

Teacher: That's nice. I wish good luck to all of you.

A1: Listen to the dialogue once again and try to note as many expressions as you can for expressing intentions. Then compare your list with our list given below. The following expressions were used by the students while stating their future plans.

0 I'dopt _____.
0 I'm thinking of _____.
0 I'm going to _____.
0 I haven't decided yet _____.
0 I may / might _____.
0 I intend to _____.
0 I'd rather _____.
0 I'm interested in _____.

In addition to these, the following expressions are also commonly used to state intenstions.

0 I'll see if I can _____.
0 I will lor I'll _____.
0 I'm planning to _____.
0 I plan to _____.
0 I'll make an effort to _____.
0 I want to _____.
0 It's my intention to _____.

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A2: Listen to the dialogue once again and mark the following statements as True or False.

0 Khalid is interested in becoming a docotor in future.
0 Nisma intends to join the profession of teaching.
0 Most of the people in Sara's family are teachers.
0 Nisma may become a writer.
0 Khalid does not want to join Army.
0 Saeed's parents want him to be an engineer.

Ans:

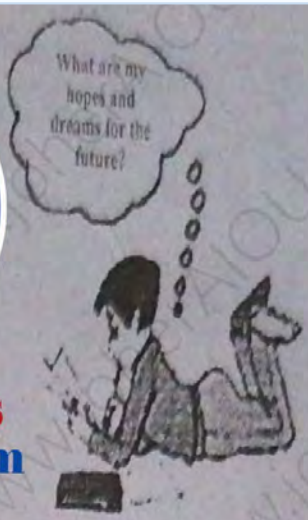
1-F,	2-T,	3-F,	4-T,	5-F,	6-F.

A3: Now that you have heard and read some of the common expressions for making plans and stating intentions, use the following hints from your diary and write complete sentences expressing your plans for the day. Use a different expression each time.

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1. go shopping / Sunday market
2. do some cooking for the lunch
3. attend the dinner
4. prepare notes
5. clean the house
6. wash clothes

Example:

I intend to go shopping to the Sunday market.

Ans 3:

1. I am going to Sunday market.
2. I am thinking to do some cooking for the lunch.
3. I haven't decided to attend the dinner.
4. I intend to prepare notes.
5. I'm interested in cleaning the house.
6. I'm planning to wash clothes.

A4: Think about your plans regarding each of the following

Example:

Q What are you going to do this evening?
A I am going to attend a dinner this evening.

1. for the rest of the day
2. for your holiday
3. after the end of the semester
4. for your career
5. for the future

Ans 4:

1. I plan to play cricket for the rest of the day.
2. I want to go to Murree in my holidays.
3. I intend to join computer classes after the end of the semester.
4. I'm interested in teaching for my career.
5. I will save some money for the future.

A5: You are talking to your friend who is asking you about your plans for the Summer vacation. What would you say? Use the relevant expressions and write 5 sentences expressing your plans.

Ans:

1. Well, I'd work with a newspaper.
2. I'm planning to join an academy.
3. I intend to visit my Khala in Karachi.
4. I'm going to work for the poor.
5. I'd like to join friends club.

A6: Two friends Anwar and Wahab are discussing how they want to plan their career and what their parents want them to do. Fill in the blanks to complete the dialogue.

Anwar: What do you _____?
Wahab: I want_____.
Anwar: And what do your parents _____?
Wahab: They're _____.They do not want me to_____.
Anwar: I also intend to_____ .My parents are very liberal.

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Ans : 6

Anwar: What do you want to do in future?
Wahab: I want to be a pilot.
Anwar: And what do your parents want you to be?
Wahab: They're very concerned about me. They do not want me to be a pilot.
Anwar: I also intend to act in films. My .....

A7: Here is a passage from Saleem's diary. Read the passage and find out the expressions used by him for making plans.

Example :

0 I'd rather not _____.
0 I have decided _____.

Page from Saleem's diary

There's a holiday next week and I can't decide what to do. I have a lot of work to do at home, and this would be a good chance to do it. But I'd rather not spend the holiday that way. I can work at home all the rest of the year.

Last year I went north to the mountains. Everything was beautiful, but it's too cold this time of year and it's really too far to go for a short holiday. I have decided that this is not a good time to go to the mountains. But I do want to go to some place.

Perhaps this would be a good chance to go to the sea. I like to go for walks along the seashore in the warm sunshine and watch the water. It's only about eighty miles and I could get there in about two hours. After thinking it over, I'm sure that this is a better time for the seashore than the mountains. I guess I'll plan to go to the sea next week.



Oh, here's a letter from Khalid. He says he is going to his house in the mountains for the holiday, and he wants me to go with him. After giving it some more thought, I guess it wasn't really too cold last year, and perhaps it might rain at the seashore and then I wouldn't enjoy it at all. The mountains are only 300 miles away. I think I'll write Khalid right now and tell him I'll go with him.

Ans :

0 I'd rather not .....
2 I have decided .....
3 I do want to go .....
0 I like to go .....
5 I'm sure that .....
0 I'll plan to go to .....
1 He is going to his .....
0 I guess it wasn't .....
9 I wouldn't enjoy .....
10 I'll write Khalid .....
11 I'll go with him .....

A8: Read the ideas given in the page from Saleem's diary once again and write similarl plans as to how you would spend your Summer vacation next year.

Ans :

My Summer Vacation Program

I shall go to Karachi in next summer vacation. I intend to go by train. I shall reach there in the end of June. My

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my brother Ch. Rashid Ali. The ... house. We shall visit PAF Museum. There we intend to see different weapons. We have also decided to go to Clifton and have a bath in sea water. We have planned to offer fateha on the tomb of Quaid-e-Azam. We shall do our home work together. We shall return at the end of July.

A10: Sidra is going on holiday. Here is a list of the things she is taking with her. Guess what do you think she is going to do on her holiday.



- German grammar book
- some writing paper and a pen
- her reading material
- her tennis racquet
- her camera
- a briefcase full of papers from her office.

Ans

- She is going to learn German grammar book.
- She has decided to buy some writing paper and pen.
- She is going to purchase her reading material.
- She will buy a new tennis racquet.
- She is going to repair her camera.
- She is going to destroy a briefcase full of paper from her office.

The following activity will help you practice the correct ex- pressions for making plans and stating intentions. A few sta- tements are given along with three options in each case. Let us see if you can choose the right option to complete each statement correctly. Even if you have a problem, do not worry. Try, try again. The right options are given in the key.

A11:

0 I a intend to get a job in PIA next year.
b Am intended to get
c an intent of getting

0 He a is eagers to travel around the world this summer.
b eager to travel
c is eagers to travelling

0 Mariam a has high hopes of being promoted.
b has high hopes for
c is high hopes to

0 He did a in the hope of getting a chance to marry her. all those things.
b in the aim of getting
c for the hope to get

0 She has a each intention for buying that house.
b any intention to buy
c every intention of baying

0 They a Haven't any intention to coming back to their
b have not intention for nation country.
c have no intention of

0 Saud a keens to play in a famous band.
b has keen to
c is keen to

0 Ia'm tempting of travelling across Pakistan be-
b 'm tempted to travel fore I'm thirty
c tempt in travelling

0 His/Her a dream is to become a pilot. life-long b is to become
c dreaming is to become

Ans

1-a,	2-a,	3-a,	4-a,	5-c,	6-c,
7-c,	8-b,	9-a.			

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My Future Plans

After Matric, I shall get admission in F.Sc. pre-medical group. I intend to become a doctor. After passing my F.Sc. in A+ grade, I shall get admission in MBBS. After passing this exam, I shall become a doctor. I have decided to help the poor and needy. So, I shall do my duty in Civil Hospital. I plan to open my private clinic. Therefore, I shall treat the poor patients without fee. I wish to serve my people and my country. May God help me to get my future plans.

Section B

FUNCTIONS WITHIN THE TEXT

Every text, whether it is written or spoken, has a function. Sometimes, the whole text has just one function, sometimes, many. In Compulsory English I as well as this course we have learnt a number of important language functions such as introduction, greetings, apologizing, expressing agree- ment, disagreement, likes and dislikes, requesting and grant- ing permission, giving reasons, making plans, etc. In this section, we shall revise some of the functions discussed ear- lier and will practise a few more. Let us see if you can identify some of the functions discussed earlier.

A12: Here are a few short sentences. Read the sentences quickly and choose the appropriate function for each sentence from the list given in the box. Write it in front of the sentence.

Example:

Hello! How are you? (Greeting)
This is my college friend Salma. (Introduction)

1. This container contains fragile items. Handle with care. _____
2. I am thinking of leaving for England next week. There I am going to stay with my cousin for a week and will be back by the end of the month. _____
3. X: We are going to Kalar Kahar next Monday. I was wondering if you could join us. _____
4. Y: I'm sorry I'm expecting some visitors next Monday _____
5. I think I would not go for yellow colour. I would rather prefer blue. _____
6. X: I wonder if I could possibly use your phone? _____
   Y: I'm sorry, that's not possible. It's out of order again. _____
7. I intend to see my teacher tomorrow. _____
8. First we have to boil water in order to make coffee. _____

Functions
stating intentions, preference, refusal, seeking permission, instructions, regrets, warning, invitation

Ans 12:

1. Warning
2. Stating intentions
3. Invitation
4. Regrets
5. Preference
6. X = Seeking permission
   Y = Refusal
7. Stating intentions
8. Instructions

A13: Read the following paragraph and find examples of each of the functions given at the end of the paragraph.

I am fed up of this weather. It is always raining, therefore this city is known as a wet city. I am planning to take a holi- day this summer. I hope the weather will be comparatively dry and sunny during summer unlike last year. I remember I had to cancel my holiday due to heavy rains. I prefer sunshi- ne to rains which make you depressed and gloomy.

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0	Opinion
0	Description
0	Stating intention
0	Preference
0	Probability
0	Talking about past

Ans:

0	Opinion	I am fed up of this you depressed weather. Rains make and gloomy.
0	Description	It is always raining.a wet city.This city is known as
0	Staing intention	I am planning to take Summer. a holiday this
0	Preference	I prefer sunshine to rains.
0	Probability	I hope the weather dry and sunny duringwill be comparatively
0	Talking about past	I remember I had to cancel my holiday due to heavy rains last year.

Recorded text 5

A14: The following telephonic conversation is between two friends Saad and Farooq. Listen to the conversation carefully and try to guess the correct function in each sentence. You have been studying these functions in different units of course 386 and 387.



Example:

Saad:	Hi Farooq, I am so glad. You've done a wonderful job by setting a new record in swimming.
	(expressing appreciation)
Farooq:	Thank you very much.
	(responding / saying thanks)
Saad:	Why don't you come to my place tomorrow, we can talk more about it.
Farooq:	I am not sure whether I am free tomorrow. How about Sunday?
Saad:	That's fine for me. Let it be Sunday.
Farooq:	Shall I bring cards with me?
Saad:	I prefer to listen to music. I have some good music. I hope you would enjoy.
Farooq:	I assume you have moved to another place. Could you give me some idea about your new house?
Saad:	It's very close to my old house. Just take a left turn down the street and my house is on the right hand side. House number is 30.
Farooq:	OK. How about 4'O clock in the evening?
Saad:	Fine! Looking forward to seeing you.

In our daily life, we come across different advertisement- s on roads, on television and in newspapers. These ad- vertisements have different functions such as giving in- formation about a product or making announcements relating to general issues like buying or selling cars, sales in the town, tutors available, admission, matrimo- nial etc.

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Saad:	Hi Farooq, I am so glad. You've done a wonderful job by setting a new record in swimming. (expressing / appreciation)
Farooq:	Thank you very much. (responding/saying thanks)
Saad:	Why don't you come to my place tomorrow, we can talk more about it. (suggestion)
Farooq:	I am not sure whether I am free tomorrow. How about Sunday? (making plans)
Saad:	That's fine for me. Let it be Sunday. (agreeing)
Farooq:	Shall I bring cards with me? (part of a plan)
Saad:	I prefer to listen to music. I have some good music. I hope you would enjoy. (preference)
Farooq:	I assume you have moved to another place. Could you give me some idea about your new house? (asking for directions)
Saad:	It's very close to my old house. Just take a left turn down the street and my house is on the right hand side. House number is 30. (giving directions)
Farooq:	OK. How about 10 clock in the evening? (making plans)
Saad:	Fine! Looking forward to seeing you. (agreeing)

SECTION C

PREVIEWING
(نوٹس بنانا)



hear something, we often make notes to keep a record of the main points we have read or heard.

Similarly, while making plans, we write down important points in the form of notes, as we have learnt in Section A of this unit. Students make notes during their lectures and later on during their studies which they find very useful when they are preparing for their exams.

In this unit we shall discuss in detail the art of making good notes.

Making notes for a text: (عبارت سے نوٹس بنانا)

The first step in making notes is to go through the text quickly to find out the main points in the text. Then read the text once again quickly noting down the main points and their relationship with one another. This is not an easy task. There are certain principles which one should keep in mind and make use of while making notes.

Contcentrate on the important words: (اہم الفاظ پر توجہ دینا)

Listen for the words, called content words (usually nouns; sometimes verbs, adjectives or adverbs) that give the important information.

Delete unimportant words: (غیر اہم الفاظ ختم کر دینا)

Such words are called form / structural words and do not always have meanings in themselves, such as auxiliary verbs (e.g. be, have, do); determiners (e.g., the, some) pronouns (I, he, they, there, it, this, that, which, whom, etc); and pre- positions (at, on, in, etc.).

Example:

☆ Aslam, who was born on January 9, 1932, is a renowned doctor. His wife's name is Saadia. They have two children.

Ans :**Notes:** Aslam born in 1932, doctor, married, two child- ren.

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A17: Below is the opening paragraph of a text on reading skills. Read it and underline the most important words. You should consider whether or not the whole meaning of the paragraph could be understood just from the words you have underlined:

When a teacher or lecturer recommends a student to read a book it is usually for a particular purpose. The book may contain useful information about the topic being studied or it may be very important for the ideas or views that it puts forward and so on. In many cases, the teacher does not suggest that the whole book should be read. In fact, he/she may just refer to a few pages which are relevant to the issue.

Example:

The above paragraph could be written in note form like this:

Ans Lecturer/teacher recommends book for particular purpose. Not whole book, just few pages.



A18: Now read the following paragraph and write the important information in note form:

Unfortunately, when many students pick up a book to read they tend to have no particular purpose in mind other

start reading, page by page, line by line, word by word; in other wrods, slowly and in great detail. The result is that students frequently don't have an overall view of what they re reading; also, they tend to forget fairly soon what they've been reading.

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Ans: **Notes:**

Pick up a book, No purpose in mind, Open the book and start reading slowly, don't have an overall view.

(Similarly, high-lighters and coloured pencils can be use- ful in highlighting the main points while reading a text and making rough notes.)

(If you want to list the points, there are various listing systems that can help you. The table below gives some examples. Choose one system and stick to it, do not switch from one system to another.)

Listing and numbering:

- First, second, third, 1st, 2nd, 3rd, etc.
- Arabic numbering 1, 2, 3, 4, 5, etc.
- Decimal system 1.2, 1.3, 2.1, 2.2, etc. (Not usually combined with other systems. Sub-divisions are usually also decimalised e.g, 2.1.1, 2.1.2, etc.)
- Large Roman num Rrals I, II, III, IV, V, VI VII, VIII, IX, etc.
- Small roman numerals (i), (ii), (iii), (iv), (v), (vi), (vii), (viii), (usually in brackets).
- Capital letters A, B, C, D, E, etc.

A19: Can you guess what these abbreviations mean? Discuss them with a partner.

(1) e.g (2) govt (3) info (4) min (5) lang (6) v

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Ans

(1) For example (نوٹ: e.g. ایک لاطینی لفظ ہے)
(2) Government
(3) Information
(4) Minute
(5) Language
(6) Verb

A20: First read the following text and make notes. When you have finished the notes, try to answer the questions given at the end using your notes. Do not look at the questions until you have finished your notes.

Fortune-teller

Do you believe in fortune-teller? I do. I went to see one last summer. She was a little old lady in a room by the sea. I paid the money and sat down, and she looked deep into her large crystal ball.

You will have a long life, and a happy one. Soon you will start a business, and it will be very successful.

'Business?' I said. 'But I haven't got any money.'

Ah, but you will have, she replied. You will meet a very rich girl, and in a year you will marry her. Then you'll have sever- al children. But- bu what's this? She stopped.

'What's the matter?' _ I asked. 'What can you see?'

'Darkness,' she said. She was looking frightened now. 'You will do a terrible thing. You will murder someone "Murder!" The stood up. The crystal ball hit her while whe was running to the door.

I had to do it. I want that business. She won't tell anyone now. Nor will I. And no one else knows.

But you'll agree, I think, that she was a good fortune-teller. She said 'You will murder" and now I have murdered. And tomorrow afternoon I'm going to marry a very lovely, and very very rich, girl.

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A21: ❶ When did the writer go to see the fortune-teller?

❷ How did the fortune-teller tell the future

_____

❸ What were her predections about the writer's

a life?.....
b business?.....
c marriage?.....
d house?.....
e children?.....

Ans 21:

❶ He went to see him last summer.
❷ She told him, "You will have a long life and a happ one, Soon you will start a business and it will be ver successfull
❸ Her predictions were about his business.
❹ The crystal ball hit her while she was running to th door.
❺ The writer wanted that business, so he killer her.
❻ The writer is going to marry a very lovely and very ric girl tomorrow.
❼ No, the police will not catch him.
❽ Because the fortune-teller woman was very old and sh lived lonely. So police will not catch him.

In recent years, pocket calculators have become almos s common s wrist watches. There is now a tremendous choice of calculators at a great variety of price.
The following points should be borne in mind whe

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the calculator can do. The most basic type of calculator have simply the four arithmetical functions (addition, subtraction, multiplication and division), with perhaps a few other function like percentage and square root.Next, there are calculators with a memory which allow you to store information, do more calculations and recall the information when you need it.

There are also special purpose calculators for, say, scientific, mathematical, statistical or other uses, with the appropriate functions. Some more expensive calculators re programmable,.e, there is a choice of complex calculating routines which can print out the calculations as they re being done, and also have permanent record of them.

The second important question is how easy calculator is to use. The display of figures should be clear so that the figures are easily distinguished also, watch out for the decimal point! In some calculators it is not very easy to see.

Ans :Notes

- A common thing as wrist watch.
- Variety of price.
- Four arith metical functions.
- Percentage osq are Roo
- Calculators with memory.
- Scientific calculator programmable.
- Print out calculators.



A23: Using your notes, explain different kinds of pocket calculators. Then expand your notes and compare your information with the original text.



Ans

1. Basic Type Calculators.
2. Calculators with a Memory.
3. Scientific Calculators.
4. Programmable Calculators.
5. Calculators with Print Ability.

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UNIT 3

GIVING INSTRUCTIONS TO DO THING

(کام کرنے کے لیے ہدایات دینا)

SECTION A

GIVING INSTRUCTIONS TO DO THINGS

In our daily life, we often instruct, tell or ask people to do things. Similarly, other people give instructions to us. A time- s we have to fill in certain forms for which we have to follow the instructions given on those forms. Similarly, when we are attempting a paper in an examination, we have to read the instructions very carefully so that we do not lose marks by not attempting the questions properly. In short, whatever we do, we follow certain instructions and then do things step by step.

Recorded text

Now you are going to listen to a dialogue between Ahmed and Naveed. In the dialogue, Ahmed is instructing Naveed how to change a car tyre.

Ahmed: Hello! Naveed what're you doing?

Naveed: Hello! I need to change the tyre of my car but I don't know how to do it.Could you please help me? Changing a flat tyre is not a very pleasant experience.

Ahmed: Sure. Why not.

Ahmed: Do you have a car jack to lift the car, and a wheel brace?

Naveed: Yes, all these tools are in my car's kit.



Ahmed: First, make sure the hand brake is on and that the car is in gear.

Naveed: Yes it's on. I've checked it.

Ahmed: Put the jack in position and lift the car a little.

Naveed: Wait a minute. Let me first do it. Yes, what next?

Ahmed: Now loosen the four wheel nuts. You can use the wheel brace.

Naveed: Right, what shall I do next?

Ahmed: Well, you have to lift up the car until the wheel is off the ground.

Naveed: Let me try.

Ahmed: Now, place the spare tyre in it's right position. You'll have to hold up the tyre and try to line up the holes in the wheel. The final step now is to tighten down the screws completely. That's it. Now let us bring the car to the actual position. Help me remove the jack and put the flat tyre back in the space where the spare tyre was and put the jack back in the car.

Naveed: Thank you Ahmed, you have solved a great problem.

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A1: Here are a few pictures showing the process of changing a car wheel. These pictures are not in order. Listen to the dialogue once again carefully and try to arrange the pictures in order.



Ans: 2, 4, 1, 3 (صحیح ترتیب یہ ہے)

When giving instructions, we often use the following expressions:

0 First of all you. _____

0 The first thing you have to do is. _____

0 After you've done that you. _____

0 The next thing you do is. _____

0 Don't forget to. _____

0 Make sure you remember to. _____

0 Be careful not to. _____

A2: You must have made omelette several times at your home. Following is a set of pictures showing the process of mak- ing an omelette. Write one instruction against each pic- ture telling what to do.



Ans:A2.

0 First of all, you should take eggs, tomatoes and onions etc.

0 Then put the onions, tomatoes and oil in a frying pan.

0 After you have done that, you should break the eggs and put them in frying pan. Also add red chilly powder according to taste.

0 Then cook them for some time.

0 After that, convert the omelette into serving plate.

0 In the end, garnish it with coriander and present it for eating.

A3: Using the instructions given against each picture in A2, write a brief paragraph describing the process of making an omelette. Use some of the expressions given above, for example:

First of all, cut some onions and tomatoes _____

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Ans: (A-3)

The Process of Making an Omelette.
(آملیٹ بنانے کی ترکیب)

First of all you cut some onions and tomatoes in a bowl. The first thing you have to do is, break the eggs in a bowl and add salt, red chilli in it. After you have done that, beat the eggs with the help of beater. When they are mixed, take a frying pan and put it on the fire. The next thing you do is add some ghee in frying pan. Then put all material into frying pan. It will start cooking. When omelette is cooked from the both sides, then turn off the burner. After that, convert the omelette into serving plate. Garnish it with coriander. Finally present it for eating to guests.

A4 you are going to Lahore for one month to attend a workshop In your absence you would like your friend, who is staying in the house, to Keep youe house and particularly the Kitchen neat and clean after use. Write at least ten instructions to her / him regarding the cleanliness of the Kitchen. This time you have to write the instruction in a note form or a brief paragraph. Do not write each instruction separately.

Example:

* Keep the utensils in place and clean the floor with brush everyday so that there are no cockroaches or flies in the kit- chen. You know I am allergic to all kinds of insects. You can take the help of this picture if you like.
* There are different ways of giving instructions.

Example:

Tip Eat well keep will,
Instructions You have got to eat well in order to keep well.

Ans: (A-4):

Instruction to Clean the Kitchen

Keep the utensils in place and clean the floor with brush everyday, so that there are no cockroach (کاکروچ) or flies in the kitchen. You know I am allergic to all kinds of insects. Keep the fridge (فریج) in neat and clean position. Clean it after every two days. Clean the burner very carefully. Don't forget my instructions. Keep all the cabinets (الماری/خانے) neat and clean every week. Keep all the edibles (کھانے کی اشیاء) covered while cleaning the kitchen. Act upon my advices very strictly.

A5: Now rewrite these tips in the form of instructions.

1. Eat less butter.
2. Eat fewer cakes and biscuits.
3. Eat more salads.
4. Take more exercise.
5. Feel good look good.

Ans:

1. You have to eat less butter to loose some weight.
2. You have to eat fewer cakes and biscuits in order to keep you smart.
3. You should eat more salads to keep you healthy.
4. You should take more exercisae to keep you fit.
5. You have to feel good and look good to keep your smiling.

Similarly, you may encourage your listener by using expressions such as:

1. That's right. Now you got it.
2. Got that? Very good.
3. Good! Now you are clear.
4. Fine! Now you understand.

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A6: A friend of yours ... ing to go to Gilgit for her honeymoon. Write a letter to her giving some useful instructions as to how she could make the journey safe and comfortable and what to do. Use the expressions that we have given you above.



Ans

12, Green Town
Fort Abbas
May 15, 2013.

Hi Sana

If you have plans to go to Gilgit then you could start your journey from Islamabad or Peshawar because there are flights to Gilgit from Islamabad and Peshawar airports. Gilgit Baltistan is absolutely safe. Avoid the tribal areas of Pakistan. While in Gilgit, be sure not to be in isolated areas, take nice photographs and enjoy yourself. Also, have close connection with your guide and ask for more information on how to keep safe in this area. Depart early morning from Gilgit.

Wishes you good luck.

Yours,truly
Anjum1

Imperative Sentences: (حکمیہ فقرات)

(Whenever an instruction is given, the verb comes at the beginning of the sentence. Such a sentence is called an imperative sentence.)

جب ایک ہدایت دی جاتی ہے تو فعل فقرے کے شروع میں آتا ہے۔ ایسا فقرہ حکمیہ فقرہ کہلاتا ہے۔

Imperative sentences can be used:

1. To give direct orders (براہِ راست احکامات دینے کیلئے)
   - Take shat chewing gum out of your mouth.
   - Stand up straight.
   - Switch off your mobiles.
2. To give instructions: (ہدایات دینے کیلئے)
   - Open your book.
   - Take two tablets every evening.
   - Keep the classroom clean.
3. On signs and notices: (علامتی اور نوٹس بورڈ پر)
   - Push / Pull
   - Do not use ink.
   - Open inside.
4. To give friendly informal advice: (دوستانہ غیر رسمی نصیحت کیلئے)
   - Speak to him. Tell him how you feel.
   - Don't go. Stay at home and take rest.
   - Stay indoor in the evening.
5. To give directions: (سمتیں بتانے کیلئے)
   - Take a right turn.
   - Go straight along this road.
   - Stop near the service station.
6. Imperative sentences generally have an exclamation mark instead of a full stop.
   (حکمیہ فقرات کے آخر میں فل سٹاپ کی جگہ اظہاریہ علامت (!) آتی ہے)
   - Get me some water!
   - Leave the cat alone!
   - Go to the market for me!
   - Bring me some ice!

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subject but the subject of imperative sentences is alwa-
ys you. In imperative sentences, the person that is giv-
ing the command or making request is always asking
you to do something.

- (You) get me some water.
- (You) leave the cat alone.
- (You) go to the market for me.
- (You) bring me some ice.

A7: Can you now tell us which of the following are impera-
tive sentences?

0 He likes swimming.
0 Go and get some water!
0 The politician addressed the crowd.
0 Close the book!
0 Be polite!
0 This book is mine.
0 Leave me alone!
0 Where is the cat?
0 Shut the door!
0 Do not lock the main gate!

Ans: (A-7):

0 Following are the imperative sentences.
0 Go and get some water!
0 Close the book!
0 Be polite!
0 Leave me alone!
0 Shut the door!
0 Do not lock the main gate!

A8: Imperatives are also used in recipes for giving instruc-
tions. In this activity, a recipe is given for making fruit
cake. Choose the appropriate verb from the list and fill
in the blanks.

add	pour	cook	serve	Preheat	mix in	add
beat	remove					

0 ____ Your oven to 180 degrees C.
0 ____ 750 grams of rice cherries.
0 ____ six eggs with a pinch of baking powder.
0 ____ 90 grams of sugar and 100 grams of flour mixed with a few drops of vanilla essence.
0 Gradually ____ litre of milk.
0 ____ the mixture into a greased dish and the
0 ____ the cherries on top.
____ for 45 minutes and ____ warm.

Ans: (A-8):

0 Preheat, 0 Add 0 Beat, 0 Mix in, 0 Pour,
0 Remove, 0 Add, 0 Cook, 0 Serve

A9 Imperatives can be used for giving directions as well. Here is an activity in which you have to complete the sentences using suitable verbs from the list given.

go	carry on	turn	take	go	ask	buy

Saeed: Excuse me, can you tell me how to get to Commer-
cial Market?

Akhtar: Yes, certainly, ____ Straight along this road until you reach the traffic lights At the traffic lights, ____ straight across. At the next set of lights, ____ left and ____ along the double road until you come to a roundabout. At the roundabout, the first left turn and Commercial Market is on the right. If you have any problem, ____ someone. Everybody knows Commercial Market. ____ things of your own choice and enjoy.

Ans: A-9:

A9: Saeed Excuse me, can you tell me how to get to commercial Market?

Akhtar: Yes, certainly. Go straight along this road until you reach the traffic lights, carry on straight across. At the

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road until you come to a roundabout. At the roundabout take the first left turn and Commercial Market is one the right. If you have any problems, ask someone. Everybody knows Commercial Market.

Buy things of your own choice and enjoy.

Saeed: Thank you very much, bye.

A10: Mix and match the following columns and write complete imperative sentences. Follow the example.

Example:

Stand behind the line, please. (1-F)

1 Stand behind the	A. the sofa.
2 Tell me all	B. the door.
3 Shut	C. turn left.
4 Come	D. in.
5 Take your feet off	E. about it.
6 Take one pill	F. line, please.
7 Go to the traffic lights and	G. three times a day.

Ans:

1-F, 2-E, 3-B, 4-D, 5-A, 6-G, 7-C.

"My Daily Routine"

Ans: "I get up early in the morning at 5 am. First I offer my Fajr prayer. Then I recite the Holy Quran. I like morning walk. So, I go to a nearby park and walk there for half an hour. After morning walk, I take bath and get ready for college. Then, I take my breakfast with my parents. I go to my college at 8.00 a.m. I perform my duties in a college till 1:30 pm. After colle- ge, I come home and take lunch

I take sweet sleep at noon for one hour. I take evening tea at 4.00 pm. My father loves plants. He has grown many plants in the home. I look after the plants with my father. Then, I go to playground to play my favourite game. In the evening, we take dinner. After that, I watch T.V. I go for a walk with my mother. Then I study one hour. I go to bed at 10.00 pm. Before sleeping, I give a glass of milk to my father and wish him for sweet dreams.

"A Recipe of Making Sandwich"

Saima made a cheese, butter and jam sandwich. First, she spread butter on one slice of the bread. Next, she spread cream cheese on top. After spreading the cheese, she added a spoonful of jam. Then she put the second slice of bread on top of the first slice. Finally, she ate it. It was delicious!

صائمہ نے پنیر، مکھن اور جام سے سینڈوچ بنایا۔ سب سے پہلے اس نے ڈبل روٹی کے سلائس (ٹکڑا) پر مکھن لگایا۔ اس کے بعد اس نے اس کے اوپر کریم اور پنیر پھیلایا۔ پنیر پھیلانے کے بعد اس نے ایک چمچ جام کا اضافہ کیا، تب اس نے پہلے سلائس پر دوسرا سلائس رکھا۔ آخر کار اس نے کھایا۔ یہ بڑا مزے دار تھا۔

"Recipe of Pulao or My Favourite Dish"

Recipe of Pulao:

(Rice: 1 kg Meat: 500 gram)

First of all, prepare gravy of meat. Then brown the onion in a separate pan. When onion become brown in colour, then add salt, green chillies and all other spices (مصالحے) and one cup of water. After that, pour gravy into it and cover the pan. When gravy start boiling, then put rice into it and cook it on normal heat. After 20 minutes, the pulao will be ready. Finally, eat it and enjoy.

سب سے پہلے گوشت کا شوربہ تیار کرلو۔ پھر ایک الگ برتن میں پیاز براؤن کرلو۔ جب پیاز براؤن ہوجائیں تب نمک، ہری مرچ اور تمام دوسرے مصالحہ جات اور ایک کپ پانی ڈال دو۔ اس کے بعد اس میں شوربہ ڈال کر برتن کو ڈھانپ دو۔ جب یہ شوربہ ابلنا شروع کردے، پھر اس میں چاول ڈال دو اور نارمل حرارت پر اس کو پکائیں۔ 20 منٹ کے بعد پلاؤ تیار ہوگا۔ آخر میں اسے کھائیں اور لطف اٹھائیں۔

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(چائے بنانے کا طریقہ)

First of all, wash the kettle (کیتلی) After that, pour some water in it and put it on the stove. When water begins to boil, take it off. Then pour the hot water into the tea pots. Next, put some tea leaves into it. Afterwards, cover it with a lid (ڈھکن). Then, stir up (ہلائیں) the water. The tea is ready. Now, pour it into tea cup. Later, add some milk and sugar according to your taste. Finally, serve it to your guests. It is really delicious.

"Recipe of Chicken Karahi"

"Chicken Karahi"

Ingredients:

Chicken	1 Kilo
Tomato	200 gram
Green chilli	10 pc.
Onion	2 pc.
Garlic and ginger paste	2 tb. spoon
Imli	5-6 pc.
Red chilli	2 tb. spoon
Salt	As taste
Coriander (دھنیا)	As you wish
Cooking oil	1 Cup

Recipe:

First of all, fry chicken till brown. Then brown the onion and garlic paste and put salt, chilli powder into it. When it fried then add tomato paste and let it to cook when it cooked then add piece of chicken into it and fry it at least 10 min. Then median heat. After 15 minutes open the pan and add cori- ander leaves and stop heating. Your delicious dish is ready.

STATED AND IMPLIED MEANINGS

Stated Meaning: (واضح معنی)

The informations in text are of the two types. Some informations are stated directly. They are called stated meaning.

Example:

1. Ali's parents live in Lahore.
2. Umair has been living in this house since 2009.
3. Farah looks very beautiful in black dress.
4. Aiza passed F.Sc in high 1st Division.

Implied Meanings:

The information in text which is stated indirectly is called implied meanings of context.

In implied meanings, text has a variety of meanings and everyone understands the text according to his own sense.

کسی عبارت میں معلومات جو بالواسطہ بیان کی گئی ہوں، انہیں خفیہ معنی والی تحریر کہتے ہیں۔
مخفی معنی والی عبارت میں بہت تنوع ہوتا ہے اور ہر آدمی اپنی سمجھ کے مطابق اس عبارت کو سمجھتا ہے۔

Example:

1. Ali studies medicine.
2. My love is like a red rose.
3. The pen is mightier than sword. (قلم تلوار سے طاقتور ہے)
4. The camel is the ship of the desert.
5. He has many months to feed.

مختصر یہ کہ جس عبارت کے معنی بالکل واضح ہوں، اس کو Stated Meaning کہا جاتا ہے اور جس کے معنی بالکل واضح نہ ہوں، اس کو Implied Meaning کہا جاتا ہے۔ عموماً چھوٹی کلاسوں کی کتابوں میں Stated Meaning والی عبارات استعمال کی جاتی ہیں جب کہ بڑی کلاسوں کے اسباق اور کتابوں کی اکثر عبارات Implied Meaning کی صورت میں ہوتی ہیں۔

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A11: Read the following sentences carefully and try to infer/ guess the implied meanings in these sentences? Two choices are given in each case. Choose and tick the one you think is right.

0 **Today I reached the office in time.**
   a. Usually I am late.
   b. Today I came by car.

0 **It was strange that Sara was shouting at her colleagues.**
   a. Sara is not on good term with her colleagues.
   b. Sara never shouts.

0 **Whenever I go to Jinnah Super Market, I take chicken corn soup.**
   a. I often go to Jinnah Super.Market
   b. I like chicken corn soup.

0 **My friend climbed up the mountain, though it was very risky.**
   a. My friend is an adventurer.
   b. The mountain was not very high.

0 **The thief did not forget to remove or wipe out his footprints.**
   a. The thief had a lot of time.
   b. The thief was very cautious.

Ans: A-11:

0	Today I reached the office in time.	a)	Usually I am late.
0	It was strange that Sara was shouting at her colleagues.	b)	Sara never shouts.
0	Whenever I go to Jinnah Super Market I take chicken corn soup.	a)	I like chicken corn soup.
0	My friend climbed up the mountain, though it was very risky.	a)	My friend is an adventurer.
0	The thief did not forget to remove or wipe out his footprints.	b)	The thief was very cautious.

A12: Read the following sentences. There are no choices as in the previous activity. Let us see if you can infer/guess the meaning of each of these sentences. Explain the meaning very briefly.

0 In Army, soldiers fight and officers become heroes.
0 We regret that no more names can be accepted until those on the waiting list have been published.
0 Don't you think violence should be avoided in educational institutions?
0 She wished that her father was as easy to please as her mother.
0 Seema has a short height still she looks nice.

Ans: (A-12):

0 **In Army, soldiers fight and officers become heroes.**

Ans Wars are actually fought by soldiers. Officers sit in their offices. They rarely go in the battlefield yet their role is very important. They make plans and give instructions/ commands. If the battle is won the credit goes to them. It is because of their good planning that the war is won.

0 **We regret that no more names can be accepted until those on the waiting list have been published.**

Ans This is an indirect way of refusing a job or admission.

0 **Don't you think destruction should be avoided to educa- tional institutions?**

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This is also an indirect way of drawing attention to a particular issue.

0 She wished that her father was as easy to please as her mother.

Ans Her father is difficult as compared to her mother. It is not easy to make him happy.

5 Seema has a short height still she looks nice.

Ans Height is not the only criterion to look nice. People with short height may also look nice.

A13: Now go through the following passage. This passage is a very good example of hidden/implied meanings. If you read the passage two or three times you will be able to infer/guess the implied meanings hidden in between the lines.

■ Read the passage carefully.

I have not yet met any girl who has all qualities to be a good wife. The qualities that I prefer in my life partner incl- ude tolerance, patience, caring nature and politeness. She should be able to accommodate herself in all kinds of situations e.g. if she is required to stay alone in the house in the daytime she should not have any problem. She should be intelligent and smart enough to handle routine affairs and have diverse interests such as reading, listening to music, driving, gardening, taking care of the house etc., She should be a good cook and have a very good taste. She should be healthy, tall and exceptionally good looking.

A list of stated and implied meanings of sentences from the passage is given as under. Identify each statement as stated(s) or implied(i) and write in front of the statement. Follow the example:

Example:

- The writer is unmarried. (Implied)

0 He wants to marry a girl who has a number of qualities. ( )

0 He has never come across a girl yet whom he believes is perfect. ( )

0 He has the intentions to marry and is in search of a girl of his choice. ( )

0 She will sometimes have to stay alone in the day time. ( )

5 The writer may have to stay out in the day time. ( )

6 She should be interested in reading. ( )

7 Writer himself is interested in reading. ( )

0 She should have a love for music and gardening. ( )

0 Writer himself likes music and enjoys going on long drives. ( )

10 She should show interest in her home and have a good taste. ( )

11 Writer is a man of taste and he wants a nice home. ( )

Ans (A-13):

Stated: 1, 3, 4, 6, 8, 10

Implied: 2, 5, 7, 9, 11

A14: An understanding of the implied meaning of a sentence helps us in enjoying it more. We are sure you will enjoy the passage if you read it again with more clarity.

The following are five very simple jokes. Sometimes one can't understand the laughing point in a joke and naturally cannot enjoy it. Let us see if you enjoy these jokes? (Remember there is always an underlying implied meaning in a joke.)

0 **Teacher:** Can you tell me how fast the light travels?

Student: No, but I know that it gets here too early in the morning.

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paper.

Teacher: Neither do I, but it's the lowest grade I can give.

❶ Teacher: What three words do students use most?
Student: I don't know.
Teacher: That's correct.

❶ The little boy had started school. When he returned home the first day, his mother asked.
Mother: "Darling, what did you learn today?"
Son: "I learned to write".
Mother: "Oh, what did you write?"
Son: "I don't know. I haven't learned to read yet."

❶ Boy: My dog is lost.
Girl: Why don't you put an advertisement in the paper?
Boy: Silly, that won't do any good. My dog can't read.

A15: Do you remember that when you were a child and you were asked riddles by your parents and friends, you were hardly able to answer any of them because the meaning is always hidden in a riddle. Now when you have grown up you must be able to guess the following riddles by applying some of your knowledge and previous expertence. Try.

❶ What is it that you can't see but is always before you?
❷ What comes down but never goes up?
❸ What question can't be answered by yes?
❹ What belongs to you but is used by other people?
❺ Guess: It is a piece of paper but never seen in dustbin.

Ans:

1. Your nose
2. Rain
3. Are you asleep?
4. Your name
5. Paper Currency

A16: If someone says the following what would you understand about the person or the situation he/she is in?

Example:

❁ I wish I had not come to the party.
❁ The person is sorry for attending the party.

❶ I wish I had brought my cassette player.
❷ I wish I had not recommended her name for the job.
❸ I wish I had said goodbye to all my friends.
❹ I wish I had not acted on your advice.
❺ I wish I had said no to her invitation.

In our daily life, while reading we usually come across useful quotations/sayings of famous people. sometimes their meaning is quite obvious but at times we find difficulty in guessing the meaning. If we make an effort, concentrate on the words individually and use our previous experience, we can understand the meaning. This can benefit us a lot in understanding the language.

Ans: (A-16):

❶ The person is regretting why he/she did not bring his/her cassette. He/she must be in need of it.
❷ The person is not happy about recommending someone for a job.
❸ The person is disappointed with his friends and feels that he should not have been their friend.
❹ The person must have suffered by acting on someone's advice so he is sorry about that.
❺ The person must not be happy on accepting her invitation due to certan reasons.

A17: In this activity we are giving you a few quotations. Quotations always have implied meanings/messages. Try to infer/guess the message in each quotation given below. If you do not understand any of these quotations there is no need to worry. Go to the key section for help.

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- The price of greatness is responsibility.
- Youth is a blunder, manhood a struggle, old age a regret.
- Admit your own mistakes openly, and encourage your associates to do likewise.
- Babies learn to walk by falling down. If you beat a baby every time he falls, he'll never care much for walking.
- Before you borrow money from a friend, decide which you need more.
- Don't ever slam a door, you might want to go back.

Ans (A-17):

1. Personality is to man what perfume is to flower:
   As flowers are known/recognized identified by their fragrance similarly people are known by their personality.
2. The price of greatness is responsibility.
   One must show more responsibility if one has an important position in the society. Great people have great responsibilities.
3. Youth is a blunder, manhood a struggle, old age a regret.
   People make mistakes when they are young. They struggle for life when they are adults and feel sorry for whatever wrongs they have committed in life, when they are old.
4. Admit your own mistakes openly, and encourage your associates to do likewise.
   It is always good to accept your mistakes, only then you can ask others to do the same.
5. Babies learn to walk by falling down. If you beat a baby every time he falls, he'll never care much for walking.
   Nobody lears without making mistakes Do nto punish anyone for making a mistake.This will stop the learning process.
6. Before you borrow money from a friend, decide which you need more.
   Do not ask for loan even from your friend because if she/he refuses, it's going to weaken your friendship/ relationship.
7. Don't ever slam a door, you might want to go back.
   Always leave a margin to return. Do not take any such decision for which you have to regret later on or you have to take it back.

SECTION C

WRITING INFORMAL LETTERS
غیر رسمی یا ذاتی خطوط

خطوط نویسی ایک بہترین طریقہ ہے جس کے ذریعے آپ اپنے پیاروں اور دوست احباب سے رابطے میں رہ سکتے ہیں۔ مختلف مواقع پر کیسے خطوط لکھے جاتے ہیں، یہ جاننا بہت ضروری ہے۔ خطوط کی زبان واضح اور جملے چھوٹے ہونے چاہئیں۔ غیر ضروری طوالت سے گریز کرنا چاہیے۔

Types of Letters: خطوط کی اقسام

1. Personal or friendly letter (ذاتی یا دوستانہ خطوط)
2. Invitation letters (دعوتی خطوط)
3. Business letters (کاروباری خطوط)
4. Letters of Application (درخواستی خطوط)
5. Letters to Editor (ایڈیٹر کے نام خطوط)

اس سیکشن میں صرف پہلی قسم کے خطوط شامل کیے جا رہے ہیں۔ دوستانہ خطوط ہم مندرجہ ذیل مواقع پر لکھتے ہیں

1۔ مبارک باد کے خطوط
2۔ معلومات کے تبادلے کے خطوط
3۔ اظہار افسوس کے خطوط
4۔ شکریہ ادا کرنے کے خطوط
5۔ داد و تحسین کے خطوط

Parts of a Letter: ایک خط کے حصے

(1) The Heading or Address: (پتہ)

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(2) The Greeting or Salutation: (القاب)

یہ حصہ لفظ dear سے شروع ہوتا ہے اور اس کے بعد اس آدمی کا نام یا رشتہ درج ہوتا ہے جس کو خط لکھا جا رہا ہو۔ آخر میں ضرور لکھا جاتا ہے۔ مثلاً My dear father, Dear Faraz,

(3) The Body: (خط کا مضمون)

اس کو Main Text بھی کہتے ہیں۔ اس میں آپ وہ پیغام تحریر کرتے ہیں جو آپ پہنچانا چاہتے ہیں۔

(4) The Complimentary Close: (اختتامی کلمات)

اس میں ہم مختصر ا ایک لائن پر پہلے حصے کی بالکل سیدھ میں اختتامی کلمات لکھتے ہیں۔ مثلاً خاص طور سے Yours, یا صرف Your Sincerely, اس کے بعد Comma ضرور لکھا جاتا ہے۔

(5) The Signature line: (خط لکھنے والے کا نام)

اختتامی کلمات کے نیچے خط لکھنے والا اپنا نام تحریر کرتا ہے۔

Letters to Friends:

1 Write a letter to your friend telling him/her about your summer vacation.

اپنے دوست کو خط لکھیں اور اسے اپنی موسم گرما کی تعطیلات کے بارے میں بتائیں۔

Examination Hall,
City A.B.C.
June 20, 2011

Dear Anjum,

Many thanks for your letter and love. You have asked about my summer vacation. I am going to tell you that I spend all my time with my grand parents. Their house is near Clifton beach in Karachi. I have a big collection of sea shells. I also play a lot of badmint with my grandfather. I hope the summer has been well for you too.

Please pay my compliments to uncle and aunt. خوش رہیں

Yours Sincerely,
Sana

تمہارے خط اور محبت کا شکریہ۔ تم نے میری موسم گرما کی تعطیلات کے بارے میں پوچھا ہے۔ میں تم کو بتاتی ہوں کہ میں نے تمام وقت اپنے دادا اور دادی کے پاس گزارا۔ ان کا گھر کراچی میں کلفٹن ساحل کے قریب ہے۔ میں نے بہت سے سمندری گھونگے اکٹھے کر لیے ہیں۔ میں اپنے دادا ابو کے ساتھ بہت زیادہ بیڈمنٹن بھی کھیلتی ہوں۔ مجھے امید ہے کہ موسم گرما تمہارے لیے بھی اچھا رہا ہوگا۔ براہ مہربانی میری طرف سے انکل اور آنٹی کو آداب کہنا۔

2 Write a letter to your friend inviting him/her to spend summer vacation with you.

موسم گرما کی تعطیلات اپنے ساتھ گزارنے کے لیے دوست کو خط لکھیں۔

Examination Hall,
City A.B.C.
May 25, 2011

My dear Ali,

Our college will close for summer vacation next week. I invite you to come to my village. My village is situated (واقع ہے) near Murree hills. It is very beautiful and old village. The weather is quite (بالکل) pleasant here. We shall enjoy it and go on hiking (پہاڑوں پر چڑھنا). We shall also do homework together. So please come soon and also bring your camera with you. I am waiting for you anxiously (بے چینی سے). Please pay my compliments to Uncle and Aunt.

Yours,
Zohaib Anjum.

موسم گرما کی تعطیلات کے لیے ہمارا کالج اگلے ہفتے بند ہو رہا ہے۔ میں تم کو دعوت دیتا ہوں کہ تم میرے گاؤں میں آ جاؤ۔ میرا گاؤں مری کی پہاڑیوں کے پاس واقع ہے۔ یہ بہت خوبصورت اور قدیم گاؤں ہے۔ یہاں موسم بھی بہت خوشگوار ہے۔ ہم اس سے لطف اندوز ہوں گے اور پہاڑوں پر چڑھیں گے۔ ہم مل کر ہوم ورک بھی کریں گے۔ اس لیے پلیز جلدی آ جاؤ اور اپنے ساتھ اپنا کیمرہ بھی ضرور لانا۔ میں تمہارا بے چینی سے منتظر ہوں۔ براہ مہربانی میری طرف سے انکل اور آنٹی کو آداب کہنا۔

3 Write a letter to your father asking him to send you some extra monthly allowance.

اپنے والد صاحب کو خط لکھیں اور اس سے اپنے ماہانہ الاؤنس میں اضافہ کرنے کو کہیں۔

Examination Hall,
City A.B.C.
April 23, 2012.

My dear father,

I received your kind letter and a money order yesterday.

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You are worried about my studies. You will be glad to know that I have stood first in monthly class test. But I am sorry to tell you that the money you sent is not sufficient (کافی).

As you know, dear father, all the things have become dear- er (مہنگی). Our mess charges and rent of the room have also increased. So, please send me Rs. 1000/- more.

Kindly pay my compliments to mother and Salam to all th home.

Your loving soon,
Raheel.

مجھے کل آپ کا خط اور منی آرڈر ملا۔ آپ میری پڑھائی کے متعلق پریشان ہیں۔ آپ کو جان کر خوشی ہوگی کہ میں کلاس کے ماہانہ ٹیسٹ میں اول آیا ہوں لیکن مجھے یہ بتاتے ہوئے افسوس ہو رہا ہے کہ جو رقم آپ نے بھیجی ہے وہ ناکافی ہے۔ پیارے ابا جان جیسا کہ آپ جانتے ہیں تمام چیزیں مہنگی ہو گئی ہیں۔ ہمارے کھانے کے اخراجات اور کمرے کے کرایہ میں بھی اضافہ ہو چکا ہے۔ اس لیے مہربانی کر کے مجھے مزید ایک ہزار روپے بھیج دیں۔ براہ مہربانی والدہ کو آداب کہنا اور گھر میں سب کو سلام کہنا۔

Q Write a letter to your father asking permission to accompany a college tour to Murr...

(والد سے کالج ٹرپ کے ساتھ جانے کی اجازت)

Examination Hall,
City A.B.C.
May 28, 2014

My dear father,

Our College will be closed for summer vacation from 15th June. Our College has arranged an educational oneweek trip for Murree. I want to go on this tour. I have not seen Muree Hills. Please give me written permission so that I may go on this educational trip. Kindly pay my compliments to mother and love to younger sisters.

Your loving son,
Umair Anjum.

15 جون سے ہمارا کالج موسم گرما کی تعطیلات کے لیے بند ہو رہا ہے۔ ہمارے کالج نے مری کی سیر کے لیے ایک ہفتہ کی تعلیمی سیر کا انتظام کیا ہے۔ میں نے ابھی تک مری کی پہاڑیاں نہیں دیکھیں۔ مہربانی کر کے مجھے تحریری اجازت دیں تا کہ میں تعلیمی سیر پر جا سکوں۔ مہربانی کر کے والدہ کو آداب کہنا اور چھوٹوں کو پیار۔

Q Write a letter to your friend asking him/her to lend you a camera.

(کیمرہ مانگنے کے لیے اپنے دوست کو خط لکھیں)

Examination Hall,
City A.B.C.
June 7, 2011

My dear Kanwal,

I am glad to inform you that I am going to visit Northern Areas of Pakistan with myclass fellows. My camera is out of order. I can't get it repaired so soon. If you lend me your camera I shall be very thankful to you. I assure (یقین دلانا) you that I will handle it with great care. Please pay my compliments to Uncle and Aunt.

Yours sincerely,
Saba.

آپ کو یہ اطلاع دیتے ہوئے خوشی ہو رہی ہے کہ میں اپنے کلاس فیلوز کے ساتھ پاکستان کے شمالی علاقہ جات کی سیر کرنے جا رہا ہوں۔ میرا کیمرہ خراب ہے۔ میں اتنی جلدی اسے مرمت نہیں کروا سکتا۔ اگر آپ مجھے اپنا کیمرہ ادھار دے دیں تو میں بہت ممنون ہوں گا۔ میں آپ کو یقین دلاتا ہوں کہ میں اسے بہت احتیاط سے رکھوں گا۔ انکل اور آنٹی کو میری طرف سے آداب کہنا۔

Q Write a letter to your friend and tell her the marriage cerenomy of your brother.

(اپنے بھائی کی شادی کی تقریب اپنی سہیلی کو بیان کریں)

My dear Aqsa,

Last Sunday, there was a marriage ceremony of my brother Zohaib. I am narrating the function so that you can also enjoy it. We have arranged all the function in big green lawn of our home. There was a function of mehndi a night before. The plates of "Hina" were beautifully decorated. Next morning, there was much preparations. Everybody specially girls were looking very beautiful. The Barat reached there at 11O' clock. They all were waiting for us. They threw petals of flowers at us. After Nikah, a lunch was served. Then some other customs were performed such as Dooch ply. After that, bride weas brought on stage. In the end,

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function.

Yours loving,
Farah Anjum.

پچھلے اتوار میرے بھائی زوہیب کی شادی کی تقریب تھی۔ میں تمہیں یہ فنکشن بیان کر رہی ہوں تا کہ تم بھی انجوائے کر سکو۔ ہم نے تمام فنکشن گھر کے بڑے ہال میں کیا۔ ایک رات پہلے مہندی کا فنکشن تھا۔ مہندی کی پلیٹیں بہت خوبصورت سجائی گئی تھیں۔ اقسام کی بہت تیاریاں تھیں۔ مہمانوں خصوصاً لڑکیاں بہت خوبصورت نظر آ رہی تھیں۔ بارات وہاں گیارہ بجے پہنچی۔ دولہا تمام کا انتظار کر رہے تھے۔ انہوں نے پھولوں کی پتیاں ہم پر نچھاور کیں۔ نکاح کے بعد کھانا کھایا گیا۔ تب ہی کچھ دوسری رسمیں ادا کی گئیں، جیسے دودھ پلائی۔ اس کے بعد دلہن کو سٹیج پر لایا گیا۔ آخر میں رخصتی عمل میں آئی۔ یہ ایک بہت ہی خوبصورت اور نا قابل فراموش فنکشن تھا۔

Q Write a letter to editor on one social evil.

کسی ایک معاشرتی برائی پر ایڈیٹر کو خط لکھیں۔

1. Terrorism (دہشت گردی) 2. Corruption (بدعنوانی)
3. Rash Driving (تیز رفتاری) 4. Accidents (حادثات)
5. Pollution (آلودگی) 6. Smoking (سگریٹ نوشی)
7. Rising prices (قیمتیں بڑھنا) 8. Adulteration (ملاوٹ)
9. Hoarding (ذخیرہ اندوزی) 10. Street Begging
11. Black Marketing 12. Smuggling
13. Drug Addiction (نشے کا عادی ہونا)

Examination Hall,
City A.B.C.
July 25, 2014

The Editor,
The News,
Lahore.

Subject: Pollution:

Dear Sir,

Through the columns of your esteemed newspaper, I want to invite the attention of higher authorities and the public to the problem of Pollution.

Pollution is a horrible (خوفناک) social evil. It is spread not only on national level, but also on international level. The whole country is in its grip (گرفت) . It has disturbed the peace of mind of the public. It is an undeniable (نا قابل تردید) fact that one evil breeds (جنم دیتا) other evils. If this evil is not nipped in the bud (شروع میں ختم نہ کی) it will prevail (پھیلے گی) every where. It will also effect our social, political and econimic progress. Now, I would like to put forward the following suggestions to solve this problem:

1. The government should pass strict laws to control this evil.
2. The defaulters should be harshly penalized.
3. Our communication media should undertake his responsibilits to arouse (بیدار کرنا) public awareness.
4. The public should cooperate with police to uproot this social evil.

Yours truly,
X.Y.Z.

آپ کے اس معزز اخبار کے کالم کے ذریعے میں اعلیٰ حکام اور عوام کی توجہ آلودگی کے مسئلہ کی طرف دلانا چاہتا ہوں۔ آلودگی ایک خوفناک معاشرتی برائی ہے۔ یہ نہ صرف قومی سطح پر پھیلی ہوئی ہے بلکہ بین الاقوامی سطح پر بھی پھیلی ہوئی ہے۔ پورا ملک اس کی گرفت میں ہے۔ اس نے لوگوں کے دلوں کا سکون تباہ کر دیا ہے۔ یہ ایک نا قابل تردید حقیقت ہے کہ ایک برائی دوسری برائیوں کو جنم دیتی ہے۔ اگر اس برائی پر شروع میں قابو نہ پایا گیا تو یہ ہر طرف پھیل جائے گی۔ یہ ہماری معاشرتی، سیاسی اور معاشی ترقی کو بھی متاثر کرے گی۔ اب میں اس مسئلے کو حل کرنے کے لیے تجاویز پیش کرتا ہوں:

1. اس برائی کو کنٹرول کرنے کے لیے حکومت کو سخت قوانین بنانے چاہئیں۔
2. مجرموں کو سخت جرمانے کرنے چاہئیں۔
3. ہمارے ذرائع ابلاغ کو اپنی ذمہ داریاں ادا کرنی چاہئیں تا کہ عوام میں شعور بیدار ہو سکے۔
4. اس معاشرتی برائی کو جڑ سے اکھاڑنے کے لیے عوام کو پولیس سے تعاون کرنا چاہیے۔

Q Write a Job Application for the Post of:

1. English Teacher 2. Math Teacher
3. Chemistry Teacher 4. Physics Teacher
5. Computer Teacher 6. Project Manager
7. Accountant 8. Officer Representative

نوٹ: (کوئی بھی Job Application آ جائے۔ اس کی جگہ یہ درخواست تحریر کریں۔ صرف Post کا نام، جو خط کشیدہ ہے، وہ تبدیل کر دیں)

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The Director of Education,
City A.B.C.
Subject: Application for the Post of S.S.T

Sir,

With due respect, it is stated tha I have to know through some reliable sources that some posts of S.S.T. are lying vacant under your kind control. I am apply ing myself for one of the candidates.

I am a young person of 25. My qualification is M.A, M.Ed. I have 3 year experience of this job. I hope, you will provide me a chance to prove my worth in your school. Attested copies of my documents and C.V. are attached with this application. I shall be grateful to you.

Yours truly,
M.A. Anjum.
Dated: 25-12-20[illegible]

C.V.

1 Personal Biodata

Name:	Muhammad Ashraf Anjum
Father's Name:	Sharf Din
Date of birth:	10-01-[illegible]
Religion:	Islam
Nationality:	Pakistani
CNIC No.	[illegible]13-1142[illegible]-7
Mobile No.	0302-7799338
Home Address:	House No. 7, Green Town, Fort Abbas.

2 Educational Bio-data

Matric	845/1050	First Division
F.Sc.	825/1100	First Division
B.Sc.	538/800	First Division
M.A.(Eng.)	662/1000	First Division
M. Ed.	635/900	First Division

Unit 4

ASKING QUESTIONS TO GET INFORMATION
(معلومات حاصل کرنے کے لیے سوالات پوچھنا)

SECTION A

ASKING QUESTIONS TO GET INFORMATION

We ask questions because we want answers! We ask questions to get some information. We ask qustions bcause we want some kind of clarity about different issues.

ترجمہ: ہم جوابات معلوم کرنے کے لیے سوالات پوچھتے ہیں۔ ہم معلومات حاصل کرنے کے لیے سوالات پوچھتے ہیں۔ ہم سوالات اس لیے پوچھتے ہیں کیونکہ ہم کسی مسئلہ پر وضاحت چاہتے ہیں۔

Recorded text 7

Listen to the short dialogues where different people are asking questions to get some information.

Dialogue 1:
Girl: Ami what's cooked for lunch today?
Ami: I've cooked daal chawal and aloo ki sabzi today.

Dialogue 2:
Raafey: What's the latest score? How many runs has Shahid Afridi made?
Zahid: it's 150 not out! Afridi scored 80 runs.

Dialogue 3:
Student: Ma am, where can I buy a good dictionary?
Teacher: Well, go to any good bookstore and you'll get one.

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Dialogue 4: Gilgit going to take off?

Ubaid: In 40 minutes. Wait for the announcement, please.

Dialogue 5: **Woman:** Why is the Doctor so late?

Receptionist: He's caught up in traffic, maam. He'll be here in ten minutes.

You must have been situations where people might have asked you the following.

آپ کو بھی ایسی صورتِ حال سے گزرنا پڑا ہوگا جہاں لوگوں نے آپ سے درج ذیل بنیادی سوالات پوچھے ہوں گے

1. What is your name?
2. How old are you?
3. Where do you live?
4. What do you do?
5. Watch is your country or Where do you come from?

Here are the examples of WH questions that we use to ask questions. Read the table given below carefully to understand different functions of WH Questions.

Question Word	Function or Use	Example
What	asking for information about something	What is your name?
When	asking about time	When did he leave?
Where	asking about place or position.	Where do they live?
Which	asking about choice	Which colour do you want?
Who	asking about person or people	Who opened the door?
Whom	asking about person or people	Whom did you see?
Whose	asking about ownership	Whose keys are these?
Why	asking for reason	Why do you say that?
How	asking about manner	How does this work?

A1 Listen to the five dialogues (recorded text 7) again and write the questions that people asked to column 1, why they asked that questions (reason) in column 2 and their answers or responses in column 3. For help, you can refer to the back page, where we have given you the function, use or reason for asking that particular question.

Ans

	Question	Reason	Answer/Responses
1	What's cooked for lunch today?	Asking for information about something	I've cooked daal chawal and aloo ke sabzi today.
2	What's the latest score? How many runs has Shahid Afridi made?	Asking for information about somethings	It's 150 not out. Afridi has scored 80 runs.
3	Where can I buy a good dictionary?	Asking about place	Well, go to any good bookstore and you'll get one.
4	When'll the flight to Gilgit going to take off?	Asking about time	In 40 minutes. Wait for the announcement.
5	Why is the doctor so late?	Asking for reason	He's caught up in traffic.

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Listan to the dialogues carefully and then do the activities that follow

Dialogue 6:

Man 1: Excuse me. Can you tell me the time, please?
Man 2: Yes, of course. It's seven o'clock.
Man1: Thank you I've to rush before the interview starts.

Dialogue 7:

Woman: Excuse me. Is there a bank near here?
Man: Yes. There's a bank opposite to the United Bakery.
Woman: How can I get there?
Man: Take the first left turn, go straight on and it's on the left.
Woman: Thank you. Where can I get a taxi to take me there?
Man: Well, there is one parked right here.

Dialogue 8:

Receptionist: Good evening, sir.
Man: Good evening. I'd like a room for the night.
Receptionist: Would you like a single room, or a double room?
Man: A double room, please. I've my family with me. How much is the room rent?
Receptionist: Its three thousand rupees for a double room.
Man: That's fine. I'll take it. Do you need some deposit?
Receptionist: Well,yes, sir.....you can pay half the amount now.

Dialoge 9:

Woman: Would you like a window or an aisle seat?
Man: An aisle seat, please.
Woman: Do you have any baggage?
Man: Yes, just this small hand bag.
Woman: Here's your boarding pass. Have a nice flight.
Man: Thank you.

Dialogue 10:

Man 1: Can I see the menu, please?
Man 2: Yes sir, Here's the menu card.
Man 1: Thank you. What's today's special?
Man 2: Tandoori chicken and garlic naan.
Man 1: That sounds good. I'll have that.

Dialogue 11:

Woman: I'm looking for a nice warm shawl.
Man: Are you interested in woollen or pashmina shawls?
Woman: Pashmina shawls, please.
Man: Which colour would you prefer?
Woman: I'd prefer bright colour please.

A2: We are sure that you have listened to all the dialogues carefully and must have noticed that people asked different kinds of questions to get information they needed. We want you to do the following activity and for this activity you have to listen to the above dialogues (6-11) again. Follow the example and then write appropriate answers to the questions.

Example:

- In Dialogue 6, why does the man need to know the time?
- **Answers**: Because he has to rush for the interview.
- In dialogue 7, where does the woman want to go?

  Answer: _____
- How can she get there?

  Answer: _____

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In dialogue 8, what kind of a room does the man re
re?
Answers : _____.

How much does he have to pay?
Answers : _____.

In dialogue 9, where do you think he is standing?
Answers : _____.

What kind of a seat does he prefer?
Answers : _____.

In dialogue 10, what does the man ask for?
Answers : _____.

What does he order?
Answers : _____.

In dialogue 11, what is the woman buying?
Answers : _____.

Which colour does she prefer?
Answers : _____.

Ans : (A-2):

She wants to go to a bank.
She wants to go there by a taxi.
A man wants to have a double room.
He wants to pay three thousand rupees for a double room.
He is standing at the airport.
He asks for a window seat.
He asks for a menu.
He orders a tandoori chicken and garlic naan.
She is buying a nice warm shawl.
She prefers bright colours.

A3: Read the answers or responses given below. Write an appropriate question using the question word given in the bracket.

Answer: A glass of apple juice, please.
Question: (What) _____.

Answer: I stayed at home and watched TV last night.
Question: (Where/What) _____.

Answer: She is reading a book at the moment.
Question: (What) _____.

Answer: We are going to visit France.
Question: (Where) _____.

Answer: I usually get up at 7 o'clock.
Question: (When) _____.

Answer: I scolded her because she misbehaved with her teacher.
Question: (Why) _____.

Answer: I paid five thousand rupees to the tailor.
Question: (How) _____.

Ans : (A-3):

What would you want to drink?
Where were you last night? What did you do last night?
What is she doing right now?
Where are you planning to visit this year?
When do you get up?
Why did you scold her?
How much did you pay to a tailor?

A4: Mr. Arshad is not feeling well and goes to a doctor for consultation. Read the incomplete dialogue given below, you would notice that Mr. Arshad's responses are given. Read his responses carefully and then choose the correct question from the list of questions given in the box that the doctor has asked to get these answers or responses.

1. How can I help you?
5. What about exercise?
2. How do you feel?
7. How many cigarettes do your smoke a day?
4. Do you have any problem sleeping at night?
3. Are you eating properly?
6. do you smoke?

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Doctor: Sure w... ?

Mr. Arshad: Doctor, I need your advice. I don't feel well these days.

Doctor: _____ ?

Mr. Arshad: Well doctor, I feel tired most of the time.

Doctor: _____ ?

Mr. Arshad: Yes, I'm eating properly.

Doctor: _____ ?

Mr. Arshad: Not at all. I sleep at least 6-7 hours.

Doctor: _____ ?

Mrs. Arshad: No. I don't do any sort of exercise.

Doctor: _____ ?

Mr. Arshad: Yes, I smoke.

Doctor: _____ ?

Mr. Arshad: A packet daily.

Ans: (A-4):

- How can I help you?
- How do you feel?
- Are you eating properly?
- Do you have any problem sleeping at night.
- What about exercise?
- Do you smoke?
- How many cigarettes do you smoke a day?

A5: Suppose you are at different places and need to ask questions to get some information. What questions will you ask in the following situations?

- You are in a college canteen.
  Question: _____ ?
- You are at a Daewoo bus terminal.
  Question: _____ ?
- You are at a electronics goods shop.
  Question: _____ ?
- You are at a bank cash counter.
  Question: _____ ?
- You are in a property dealer's office.
  Question: _____ ?

Ans: (A-5):

- Can I please have tea party in canteen?
- What is the departure time for Hyderabad?
- Do you have a new model of Sony TV?
- Can I have a change for five hundred rupees?
- How can you help us to buy a new house?

We can also use one-word questions to ask for more information, for example:

A: Someone come to see you today.
B: Who?
A: Your book is in the bedroom.
B: Where?
A: You should come early.
B: Why?

SECTION B

RECOGNIZING THE TOPIC SENTENCE AND SUPPORTING DETAILS

READING

- The Main idea
- Topic Sentence
- Supporting Details

The Main Idea (مرکزی خیال)

Every text has a central theme, a key concept or a main idea. A writer states the main idea either in the beginning of the text or in the introductory paragraph, in the middle, or at the end. In order to identify or recognize the main idea in the text, ask yourself these questions:

What does it tell us or convey to us?
What ia the message of the text?
What is the basic theme of the text?

ہر عبارت کا ایک مرکزی موضوع ہوتا ہے جسے بنیادی تصور یا مرکزی خیال بھی کہا جاتا ہے۔ مصنف یا تو مرکزی خیال عبارت کے شروع میں تعارفی پیرا میں بیان کرتا ہے یا درمیان یا آخر میں۔ مرکزی خیال کو شناخت کرنے کے لیے اپنے آپ سے درج ذیل سوالات پوچھیں۔

عبارت کس کے متعلق ہے؟ یہ ہمیں کیا کچھ بتاتی ہے؟ اس عبارت کا پیغام کیا ہے؟
اس عبارت کا بنیادی خیال کیا ہے؟

❶ The Topic Sentence (عنوان والا فقرہ)

Every text has a main idea or theme and this main idea or theme is expressed or stated in a sentence called a topic sentence. You can identify the topic sentence at several positions, such as:

- ❶ Most often the topic sentence is placed first in the introductory paragraph.
- ❶ The second most likely place is the last sentence in the paragraph.
- ❶ Some times it is placed in the middle.
- ❶ Sometimes the topic sentence is stated in the beginning and again at the end.

ہر عبارت کا مرکزی خیال ہوتا ہے اور جس فقرے میں یہ مرکزی خیال یا موضوع بیان کیا گیا ہو اسے Topic Sentence کہتے ہیں۔ آپ اس فقرے کو کئی لحاظ سے شناخت کر سکتے ہیں

1۔ اکثر یہ فقرہ تعارفی فقرے کے شروع میں رکھا جاتا ہے۔
2۔ اس کے بعد بعض اوقات پیراگراف کے آخر میں بھی ہو سکتا ہے۔
3۔ بعض اوقات یہ عبارت کے درمیان میں بھی ہوتا ہے۔
4۔ بعض اوقات یہ عبارت کے شروع میں اور دوبارہ آخر میں بھی ہو سکتا ہے۔

❶ The Supporting Details (اعانتی تفصیلات)

When writers write, they have an idea in their mind that they are trying to get across to the readers. A writer first gets his main clear through the topic sentence and then adds details That we call the supporting details. the supporting details support and strengthen the main idea or central theme and further expand, elaborate, explain the main theme of a text.

جب مصنفین لکھتے ہیں تو ان کے ذہن میں ایک خیال ہوتا ہے جس کو وہ قاری تک منتقل کرنا چاہتے ہیں۔ پہلے مصنف Topic Sentence کے ذریعے مرکزی خیال کو بیان کرتا ہے۔ پھر تفصیلات بیان کرتا ہے جسے Supporting Details کہتے ہیں۔ اعانتی تفصیلات مرکزی خیال یا مرکزی موضوع کو مدد اور طاقت مہیا کرتی ہیں۔ اور عبارت کے مرکزی موضوع کی مزید وضاحت، تشریح اور تفصیل بیان کرتی ہیں۔

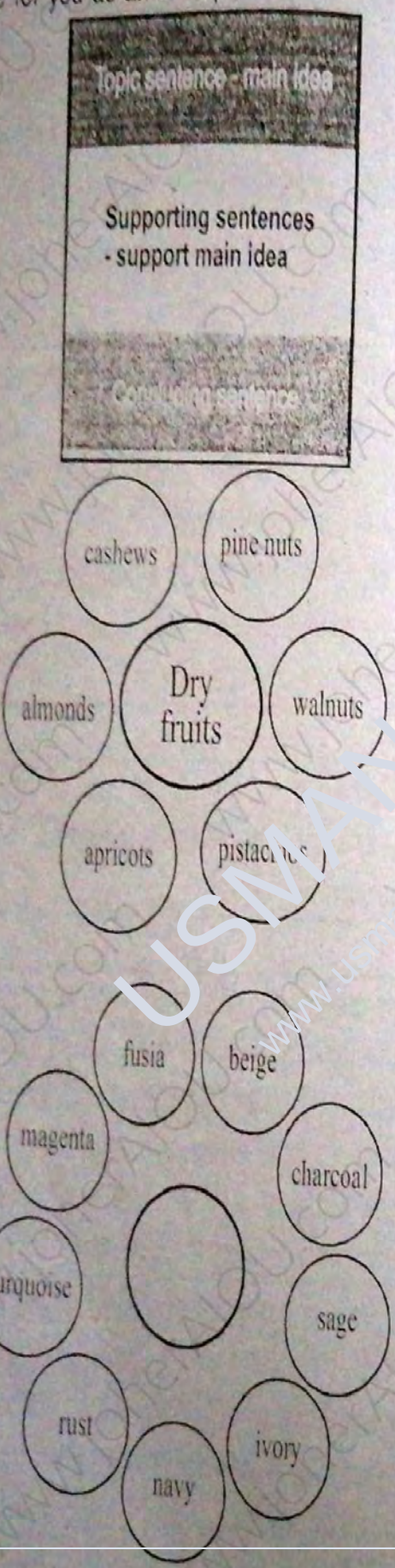
The "**Main idea**" of a paragraph tells the topic of the paragraph or what a paragraph or an article is about. "Main" means what is important, or the heart of the matter. "Idea" means the thought or the topic. The main idea of a paragraph, therefore, is the main point, the central thought or message of the passage, paragraph or a text.

A "**Topic Sentence**" is usually the first sentence of a paragraph. The topic sentence **introduces the main idea of a paragraph.**

The rest of the paragraph consists of sentences that develop or explains the topic sentence and are called "**Supporting Details**". Supporting Details give additional information to help readers understand the text. Supporting details basically tell us the what, who, when, where, why, how of the topic. Supporting details make the topic sentence stronger.

A6: Let us do a very basic activity that will make you understand what is the main idea or topic. Look at the three diagrams on the next page. You would notice small circles around a central circle. Read the words or look at the pictures in the surrounding circles and then guess

main idea or topic of each diagram. The first diagram is done for you as an example.





❁ We want you to first read the following paragraph. After reading it, see if you can answer in ONE WORD as what is this paragraph about? What is the main idea or topic of this paragraph?

Tolerance means to tolerate and show respect and understanding for different races, religions, genders, opinions, and ideologies of other people. We may disagree with others on any issue from politics, religion to culture. Tolerance teaches us to accept and respect different opinions and demonstrate respect and dignity in situations which we may not like. Tolerance, therefore, is the ability to accept others, valuing the different ways of life and whether we disagree, we still need to be tolerant and open-minded towards people who think and act differently.



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Tolerance means to tolerate and show respect and understanding for different races, religions, genders, opinions and ideologies of other people.



A7: We are sure that now you have an idea as to what is a main idea, topic sentence, concluding sentence and supporting details. Here is an activity that will help you recognise the main idea, topic sentence and the concluding sentence. Read three long paragraphs. Write:

(i) What is the main idea or topic or them of each paragraph?

(iii) Underline the topic sentence and the concluding sentence.

Paragraph 1

A short and fun ride in a hot-air balloon has become a rage among young people these days. A hot air balloon is a simple flying machine which can carry a small num- ber of people through the air. It consists of the balloon itself, known as the envelope, the hot air burner and the basket, which carries the people. When the pilot wants to go up, he or she lights the burner. The burner heats the air inside the envelope which blows up like a balloon. When the hot air rises, it lifts the balloon up into the air where it is carried by the wind. If the pilot wants to come down, he or she simply turns down the burner so the air cools again. A ride on the hot air balloon is a hobby for people who like to be adventurous and like to experience some excitement.



Paragraph 2

Television can be an excellent teacher for everyone from very young children to the oldest of viewers. Television has a lot to offer to both young and senior viewers; how- ever, younger people prefer programmes with lot of fun and entertainment, whereas senior people prefer watch- ing serious programmes. All viewers can keep themsel- ves informed on the latest events around the world by watching the news. While there are many great things about television, there are also many bad things. Over time, television shows have begun to show more and more violence. The bad language and sometimes vulga- rity on some shows make them unsuitable for families. The fact any however any remains that television provides compa- ny for any age group;



Paragraph 3

Taj Mahal is regarded as one of the eight wonders of the world, and is considered as one of the most beautiful monuments in the world. Taj Mahal's stunning architectu- ral beauty is beyond description, particularly at dawn and sunset. Tourists



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India's most famous architectural masterpiece, nothing could be added or subtracted from it as it is complete in itself. It was built by that Mughal Emperor Shah Jehan in the memory of his dear wife and queen Mumtaz Mahal at Agra, India. The Taj Mahal is the image, a symbol of the Mughal art and one of the most famous buildings in the world. The Taj Mahal is the jewel of Muslim art in India and one of the univer- sally admired masterpieces of the world's heritage.

Ans: (A-7):

Paragraph 1

Main idea: A ride in a hot air balloon.

Topic sentence: A fun ride on a hot-air balloon has become a rage amoung young people.

Concluding sentence: A ride on the hot air balloon is a hobby for people who like to be adventurous and like to experience some excitement.

Paragraph 2

Main idea: Television can teach and entertain people of all age groups, from young to old.

Topic sentence: Television can be an excellent teacher for everyone from very young children to the oldest of viewers.

Concluding sentence: The fact however remains that television provides company for any age group.

Paragraph 3

Main idea: Taj Mahal is an architectural wonder.

Topic sentence: Taj Mahal is regarded as one of the

Concluding sentence: The Taj Mahal is one of the universally admired masterpiece of the world's heritage.

A8: Read the following longer text about Hazrat Baba Farid-uddin Ganj-e-Shakar. The first sentence or the "topic sentence" of each paragraph has been removed. The topic sentences are listed in the box below the text.

Match the topic sentences with their correct paragraphs.



(i) He was a direct descendant of Hazrat Umar Farooq, Caliph of Islam. It is narrated that a miracle occurred before his birth proving his saint ship. One day, when his mother still carried him in her womb, she wanted to pluck some plums from her neighbor's tree without his permission, but the child in her to drop the idea of plucking. After a few year of Hazrat Baba Farid's birth, his mother lovingly expressed: My dear son, when was carrying you wanted to pluck some plums from our neighbour's tree without his permission when I had created severe pain in your stomach which saved you from this unlawfaul act.

(ii) Here he stayed in a masjid where he learnt the Holy Qur'an by heart and studied Hdith, Fqh, Philosophy and logic under the tutorship of Maulana Minhajuddin. During his studies, Hazrat Khwaja Qutbuddin Bakhtiar Kaki of Delhi visited Multan where Hazrat

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Silsila.

(iii) He traveled to Ghazni, Baghdad, Jerusalem, Afghanistan, Syria, Iran, Mecca and Medina meeting many great saints and Sufis. After the death of Hazrat Khwaja Qutbuddin, the responsibility of spiritual leadership is the chishtiyya silsila fell on the shoulders of Hazrat baba farid. Because of political unres in Delhi baba farid Shifted the center of the chisfiyya mission from Delhi to Ajodhan now Known as "Pak Pattan"the Khanqah of baba farid at Pak Pattan became a universty of moral and spirtual traning thousands of people, Scholars, dervishes and sufis gained spiritual sdatisfaction from Baba Farid's teachings.

(i) He was a direct descendant of Hazrat Umar Farooq, the second Caliph of Islam. It is narrated that a miracle occu- rred before his birth proving his sainthip. One day, when his mother still carried him in her womb, she wan- ted to pluck some plums from her neighbour's tree with- out his permission, but the child in her womb (Hazrat Baba Farid) created severe pain in her stomach that for- ced her to drop the idea of plucking. After a few years of Hazrat Baba Farid's birth, his mother lovingly expressed: "My dear son, when I was carrying you, I never ate any- thing which was unlawful". Hazrat Baba Farid smiled and said, "But, my dear mother, you wanted to pluck some plums from our neighbour's tree without his permission when I had created a severe pain in your stomach which saved you from this unlawful act".

(ii) Here he stayed in a masjid where he learnt the Holy Qur'an by heart and studied Hadith, Fiqh, PHilosophy and Logic under the tutorship of Maulana Minhajuddin. During his studies, Hazrat Khawaja Qutbuddin Baktiar

...Hazrat Baba Farid be- came his Murid (disciple) in the Chishtiyya Silsila

(iii) He travelled to Ghazni, Baghdad, Jerusalam, Afghanistan, Syria, Iran, Makkah and Madina meeting many great saints and sufis. After the death of Hazrat Khawaja Qut- buddin, the responsibility of spiritual leadership in the in the Chishtiyya Silsia fell on the shoulders of Hazrat Baba Farid. Because of political unrest in Delhi, Farid shifted the centre of Chishtiyya mission from Delhi to Ajodhan now known as "Pakpattan". The Khanqah of Baba Farid of Pak Pattan became a university of moral and spiritual training. Thousands of people, scholars, dervishes and sufis gained spiritual satisfaction from Baba Farid's teachings.

(iv) One such incident is about a trader who was taking a ca- ravan of camels loaded with sugar from Multan to Delhi. When he was passing through Ajodhan, Hazrat Baba Fariduddin asked as what he was carrying on his camels The trader lied and replied, "It is salt". When the trader reached Delhi, he was shocked to find that all his bags of sugar had turned to salt. He immediately returned to Ajo- dhan and apologised to Hazrat Baba Farid. Hazrat Baba Farid said: "It is sugar then it shall be sugar. The trader returned to Delhi and was pleased to find that the salt had turned back to sugar by the grace of Almighty Allah. This is how Hazrat Baba Sahib received the title of "Ganj -e-Shakar". Many miracles are attributed to him during his lifetime and after his passing away.

(v) At the mention of the Holy Prophet's character, he would be often weep out of his love and devotion. Hazrat Baba Farid avoided kings, government officials and the rich. He also warned his Khalifas, devotees and

of humality. Whatever he received was spent in the name of Allah and the Prophet Muhammad. (P.B.U.H)

(vi) It is said that soon after he breathed his last a "Nida" or divine voice declared: "Dost ba Dost Pewast" - Friend has merged into the unity of "Friend" (Allah). Hazrat Baba Farid was indeed one of the most brilliant stars of the Chishtiyya Silsila and is held high esteem by one and all.

Choose the Appropriate Topic Sentence

(i) There are many miracles credited to Hazrat Baba Farid Gunj Shakar.

(ii) After he had completed his early religious education at the age of 7, he was sent to Multan for further education.

(iii) On the 5th of Muharram, during the Isha prayers while in the act of Sajdah, he uttered "Ya Hayo Ya Qayum" - two names of Allah and with these words on his lips his soulds left this world.

(iv) Hazrat Baba Faridud Din Ganj-e-Shakar was born on 29th Sha'ban in 569 A.H. [April 4,1179C.] in Khotwal,a village near Lahore.

(v) He was a firm devoted of Prophet Muhammad(P.B.U.H) and dedicated his entire life to the adoration of the beloved Prophet's glory.

(vi) As instructed by his Pir-o-Murshad, he undertook a tour of Islamic countries for about 18 years from 593 A.H. to 611 A.H. (1196 C.E. to 1214 C.E.)

Ans :(A-8):

(i) Hazrat Baba Farid-ud-din Gunj Shakar was born on 29th Shaban in 596 A.H.

(ii) After he had completed his early religious education at the age of five, he was sent to Multan for further education.

(iii) As instructed by his Pir-o-Murshad, he under took a tour of Islamic countries for about 18 years from 593 to 611 A.H. (1196 C.E. to 1214 C.E.)

(iv) There are many miracles credited to Hazrat Baba Farid Gunj Shakar.

(v) He was a firm devotee of Prophet Muhammad (P.B.U.H) and dedicted his entire life to the adoration of the beloved Prophet's glory.

(vi) On 5th Muharram, during the Isha prayers while in the act of Sajdah, he uttered "Ya Hayo Ya Quyum" two names of Allah and with these words on lips his soul left this world.

SA9: This activity will give you freedom to write your own topic sentences. Remember what we have told you earlier that a topic sentence introduces the main idea of a paragraph. Read the following paragraphs carefully and then write good topic sentences to begin each of the following paragraphs. Let us give you a hint! Read the concluding sentence to give you an idea about what appropriate topic sentence you may write.

0 Topic Sentence _____.

We are so busy in our own lives that we tend to forget about the older people around us who may need some extra love and attention. Even if you don't have an older person in your family, showing kindness to the ones you come across can make a great difference to you and to them than you realise. Whether it be a relative, a neighbour or just someone out in public, it is easy to find ways to help and show respect and kindness towards older people. Elderly people are not always open with their needs and often do not want to bother other people. Do not wait for them to ask for help, offer and insist! What can we do to make the older persons in our lives feel special and loved? It's the little things that count. Helping someone with their bags if you see them struggling, giving

place to sit, smiling as you walk by and saying 'Assalam Alaikum' hearing their stories with patience when they talk about what their lives were like, what they did as young people, etc. All these little acts of consideration and respect will make an elderly person happy and will give you a sense of satisfaction.

❷ **Topic Sentence:** _____.

Education plays a major role in a person's life. If you are well educated, everybody will respect you. If you are not educated, you will get nowhere in life. Education makes a person a better citizen and an important player in the country's socio-economic development. It is very important to have education if one wants to be successful in life. As an individual, the benefits of education are many, for example an improved quality of life, better economic conditions, satisfying employment, and respect in a society. People who are not educated have less opportunity to do what they want to do in life and will always be far behind as compared to those who are educated. Our country needs educated people in order to help the country grow socially and economically and this will only be possible if we give importance to education and try hard at getting education.

Ans 1. Topic Sentence:

We are so busy in our lives that we tend to forget about the older people around us who may need some extra love and attention.

❷ **Education plays a major role in a person's life.**

Read a longer text. After the text, read carefully how we have written separately the topic sentence, the seven supporting details and the final or concluding sentence.

The term "Folk music" means "national music", "local music" or "traditional music". Folk music basically represents the different languages, cultures, and traditions of any country all over the world and is sung in may languages such as Punjab, Sindhi, Balouchi, Seraiki, Pushto, etc. It remains a popular kind of music loved and greatly admired among all age groups. The young love to listen to, sing and dance on Arif Lohar's,



Tufail Niazi's and Shoukat Ali's Punjabi folk tunes. The even popular Abida Parveen, Allan Faqeer, Shazi Khushk, Zarina Blaoch's Sindh folk songs take listeners to another world. Akhtar Chanal's vibrant folk songs repre- sent the rich Baloch language and culture. Reshma, the ultimate folk artist and Atta Ullah Isa Khelvi the ever popu- lar seraiki folk singer, both enjoy a huge following.



Zarsanga and Moshook Sultan - The queens of Pushto folk music though old now and do not sing any more still have many fans. Pakistan's Northern Areas local folk music, the Shinha folk traditions have managed to stay alive and vib- rant. Pakistan therefore has a rich history, diverse cultures languages and traditions and the folk music is just one aspect of its rich past, present and future.



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Ans

Topic Sentence: Pakstani folk music is very popular all over the world and is sung in many languages as Pushto, Sindhi, Balochi, Seaiki, Punjabi, etc.

Supporting detail 1: It remains a popular kind of music loved and greatly admired among all age groups.

Supporting detail 2: The young love to listen to, sing and dance on Arif Lohar's, Tufail Niazi's and Shaukat Ali's Punjabi folk tunes.

Supporting detail 3: The ever popular Abvida Raven, Allan Faqeer, Sheda Kamshik, Zarina Baloch's Sindhi folk songs take listeners to another world.

Supporting detail 4: Akhtar Chanal's vibrant folk songs rep- resent the rich Baloch language and culture.

Supporting detail 5: Reshma, the ultimate folk artist and Atta Ullah Isa Khelvi the ever popular Seraiki folk singer, both enjoy a huge following.

Supporting detail 6: Zarsanga and Mashook Sultan - The queens of Pushto folk music though old now and do not sing more still has many fans.

Supporting detail 7: Pakistan's Northern Area's local folk music, the Shinha folk traditions have managed to stay alive and vibrant.

Concluding sentence: Pakistan therefore has a rich history, diverse cultures, languages and traditions and the folk music is just one aspect of its rich past, present and future.

A10 Read the following topic sentences. You need to add or write three supporting sentences and a concluding sentence so that when you compose a paragraph, it should look like a well-written paragraph with important details. Let us do the first one together, so that you could know how to do the rest.

0 **Topic Sentence:** Staying physically fit is important for our health and well being.

Supporting detail 1: Being helathy and physically fit demands self discipline and hard work, a healthy diet and exercise.

Supporting detail 2: One can be physically fit by increasing the amount of exercise as regular exercise helps manage a proper body weight, prevent the risk of developing serious diseases, improve the strength of our heart, improve our body's resistan- ce towards many sicknesses, make us feel more relaxed by lowering our stress and anxiety levels, and lastly can also improve our physical appearan- ce.

Supporting detail 3: Staying physically fit is not just practicing daily exercisee for an hour, its more about adding more physcial activity in our daily routine, like tak- ing stairs instead of using a lift or elevator, prefer- ing to walk to the store rather than using any vehi- cle, doing housework such as dusting, cleaning and washing by yourself.

Concluding sentence: Physical fitness is always the result of continuous training and commitment and people who have a clear and simple goal to stay physical- y fit are the ones who give importance to their eat- ing habits and their exercise routine in order to stay healthy and physically fit.

Now let us join all the details and make it a nicely written para- graph.

Staying physically fit is important for our health and well

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cipline and hard work, a healthy diet and exercise. One can be physically fit by increasing the amount of exercise as regular exercise helps manage a proper body weight, prevent the risk of developing serious diesases, improve the strength of our heart, improve our body's resistance towards many sicknesses, make us feel more relaxed by lowering our stress and anxiety levels, and lastly can also improve our physical appearance. Staying physically fit is not just practicing daily exercise for an hour, its more about adding more physical activity in our daily routine, like taking stairs instead of using a lift or elevator preferring to walk to the store rather than using any vehicle, doing hou- sework such as dusting, cleaning and washing by your- self. Physical fitness is always the result of continuous training and commitment and people who have a clear and simple goal to stay physically fit are the ones who give importance to their eating habits and their exercise routine in order to stay healthy and physically fit.

❶ **Topic Sentence:** My best friend is a great person.

Supporting Sentences/Details:

1. _____
2. _____
3. _____

Concluding Sentence: _____

❷ **Topic Sentence:** Reading is my favourite hobby.

Supporting Sentences/Details:

1. _____
2. _____
3. _____

Concluding Sentence: _____

❸ **Topic:** _____ school.

Supporting Sentences/Details:

1. _____
2. _____
3. _____

Concluding Sentence: _____

Ans (A-10):

❶ **Topic Sentence:** My best friend is a great per- son.

Supporting Sentences:

1. He is always there whenever I need him.
2. He cares about others.
3. He is sincere and honest with everyone.

Concluding Sentence: Everyone likes him because of his good habits and character.

❷ **Topic Sentence:** Reading is my favourite hobby.

Supporting Sentences:

1. I was fond of reading from very young age.
2. My parents were great readers and I have inherited this fondness for books from them.
3. I always try to buy one book every month and have my own collection of books.

Concluding Sentence: Reading has always been my greatest pleasure.

❸ **Topic Sentence:** I really enjoy going to school.

Supporting Sentences:

1. I have a lot of friends there.
2. I love and respect my teachers and take a lot of interest in studies.
3. The school offers me many extra curricular opportunities.

Concluding Sentence: My school is a great place to be in and I look forward to go there each day.

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SECTION C

WRITING INFORMAL LETTERS

غیر رسمی یا ذاتی خطوط

We write letters for all sorts of reasons: to tell someone something, to complain, to ask for information, or to apply for a job.

There are many different types of letters that we write. These can be informal letters and formal letter.

Formal Letters:

A Formal letter is also called as an "Official letter". We write formal letters to people we DO NOT know. We write formal letters to a business person or organisation, a college principal, or any other professional person or institution.

In Pakistan, we follow the British style of formal letter writing. When writing a formal or business letter, follow the simple rules that are given below:

- Put your address in the top right hand corner of the page. Put the date underneath the address.
- If you don't know the person's name, start the letter with "Dear Sir"/"Madam", and finish with "Yours faithfully" or "Yours sincerely".
- Always use clear, simple English.

Finish by saying what you would like to happen next, for example, "I hope to hear from you soon".

Formal letters are written for the following reasons:

- to apply for jobs.
- to make an enquiry of a service, to ask for information, etc.
- to lodge a complaint.
- to recommend someone for a certain job or position.

Informal Letters:

An Informal Letter is a "Non Official Letter". We would write an informal letter to someone we know well. These letters are written to the loved ones like your brother and sister, mother and father, wife and husband, close friends, etc.

- Put your address in the top right hand corner of the page. Put the date underneath the address.
- Start letter with "Dear" followed by the person's name. "Dear Asim". Finish the letter with "Yours", or even "Love", if you know the person really well.

A11: After reading the above explanation, see if you can choose the coorect choice.

1. **Where do you put your address when writing a formal letter?**
   (a) at the end of the letter.
   (b) in the top left-hand corner.
   (c) in the top right-hand corner.
2. **Where do you put the date when writing a formal letter?**
   (a) at the end of the letter.
   (b) under the address in the top right-hand corner.
   (c) just before your signature at the end of the letter.
3. **If you don't know a person's name, how would you start a letter?**
   (a) Dear Sir/Madam (b) Dear Mr. Dear Mrs.
   (c) My dearest Sir, My dearest Madam
4. **How would you end a formal letter?**
   (a) With love from (b) Yours faithfully
   (c) Yours obediently

Ans:

1-c,	2-b,	3-a,	4-b

A12: We are giving you different parts of a formal letter but they are all scattered. Place each part in its correct position in the blank paper given on the next page.

52 Park street Multan
Mobile:0302-7799338
16th january 2011

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XYZ Company
87 Dilawar Khan Road lahore.Pakistan

JOB AS A SALES ASSISTANT

Dear Mr.Syed Jamal K.Shah,

Iam Writting to apple for the position of the sales essistant in your store,as advertised in the Daily News on January 2 As requested. Iam enclosing my CV,certificates and three reference.

My previous job includes two years as a sales assistant in a shapping mall in Karachi This has given me experience of dealing with customers, as well as cashier Skills I have good English communication skills. My fluency in English may be useful when foreign custmers Iam an enthusiastic worker. and enjoy working in a team.

I can be reached anytime via email or on my mobile telephone number given at the top of this latter

Thank you for your time and consideration I look forward to heaving from you

yours faithfully
Ashraf Anjum.

JUNIOR CLERK

We require enthusiastic juniour clerk for our office. This position offers good career opportunities, attractive salary and good working conditions. No previous experience is required but some basic background in general office duties will be helpful. Please apply in your own handwriting and send copies of references to:

Personnel Officer
United Firm, P.O. Box 136
Islamabad

Closing date 18th September

Ans : Job Application

16-Tulse Road,
Rawalpindi,
September 14th, 2013

The Personnel Officer,
United Firm, Islamabad.

Dear Sir or Madam,

I wish to apply for the position of junior clerk which is presently vacant in your firm. I have enclosed copies of my resume and references as you requested. I am very interested in office work and I have worked on several occasions in small business firms. I find this type of work very enjoyable as it provides enough variety to keep me occupied. I always seem to be discovering new ways of doing the different tasks involved and I find this stimulating. I would be very interested in having an interview about this Position with you. I am available for this interview at any time. I can be contacted at the above address.

Yours truly,
Muhammad Karim

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UNIT 5

INVITING: ACCEPTING AND DECLINING INVITATIONS

دعوت دینا، دعوت ناموں کو قبول اور مسترد کرنا

SECTION A

FUNCTION: INVITING: ACCEPTING AND DECLINING INVITATIONS

دعوت نامہ (Invitation):

انسان کو اللہ تعالیٰ نے اشرف المخلوقات بنا کر بھیجا ہے۔ ایک دوسرے سے لین دین اور روابط قائم رکھنا انسان کی بنیادی اور لازمی ضروریات میں سے ہے۔ اسی بنا پر انسان کو سماجی جانور Man is a social animal کہا جاتا ہے۔ ہمیں اپنے روزمرہ زندگی کے امور نمٹانے کے لیے دوسروں پر انحصار کرنا پڑتا ہے۔ ہم دوسروں کو مختلف سرگرمیوں میں شرکت کے لیے مدعو کرتے ہیں۔ اس طرح کبھی ہمارے رشتہ دار اور ساتھی ہمیں اپنے پروگرامز میں ہمیں بلاتے اور مدعو کرتے ہیں۔ چنانچہ ایک دوسرے کے کسی پروگرام میں شرکت کے لیے بھیجنے کے لیے جو الفاظ یا جملے استعمال کیے جاتے ہیں، انہیں ہم اُردو کی رُو سے دعوت نامے اور انگریزی میں Invitations کہتے ہیں۔

دعوت نامہ کی اقسام:

دعوت نامے کی عام طور پر دو اقسام ہوتی ہیں:

1. Formal Invitations (رسمی دعوت نامے)
2. Informal Invitations (غیر رسمی دعوت نامے)

(1) Formal Invitations (رسمی دعوت نامے)

ایسے دعوت نامے جن میں ہم اپنے ساتھیوں، سرکاری اہل کاروں یا اپنے ساتھ کاروبار میں شریک یا حصہ داروں کو اپنے پروگرامز میں مدعو کرتے ہیں، رسمی یا Formal Invitations کہلاتے ہیں۔ اس طرح کے دعوت ناموں کو لکھنے کے لیے درج ذیل طریقے اختیار کیے جاتے ہیں:

Ways of Expressing Formal Invitations

(رسمی دعوت نامے لکھنے کے طریقے)

1. I would be pleased if you could come to the dinner.
   مجھے خوشی ہوگی اگر آپ شام کے کھانے کے لیے آئیں گے۔
2. I would be delighted if you are able to attend my wedd- ing.
   اگر آپ میری شادی میں شامل ہوں گے تو مجھے بڑی خوشی ہوگی۔
3. We would be very pleased, if you could come to your daughter's birthday.
   ہمارے لیے خوشی کا مقام ہوگا اگر آپ ہماری بیٹی کی سالگرہ میں آئیں گے۔
4. We would be delighted if you were able to attend our wedding anniversary.
   اگر آپ میری شادی کی سالگرہ میں شرکت فرمائیں گے تو ہمارے لیے یہ باعثِ افتخار ہوگا۔
5. It will be pleasure if you can attend my graduation.
   میری بی اے پاس کرنے کی خوشی میں تیار کی گئی پارٹی میں آپ کی شمولیت باعثِ مسرت ہوگی۔

2 Informal Invitations (غیر رسمی دعوت نامے)

ایسے دعوت نامے جن میں ہم اپنے قریبی رشتہ داروں اور قریبی دوستوں کو مدعو کرتے ہیں تو رسمی اور پُرتکلف آداب والقابات کو کم سے کم استعمال کرتے ہیں۔ اس طرح کے دعوت ناموں کو لکھنے کے لیے مندرجہ ذیل طریقے اختیار کیے جاتے ہیں:

1. How about joining me for lunch?
   میرے ساتھ دوپہر کا کھانا کھانے کے بارے میں کیا خیال ہے؟
2. What about dinner tonight?
   آج کی رات کھانے کا کیا پروگرام ہے؟
3. Come and let's go out for a walk.
   آئیں سیر کرنے جائیں۔
4. Why don't you come along with me for a drive.
   آپ میرے ساتھ ڈرائیو کے لیے کیوں نہیں آتے؟
5. Would you care to join me for a cup of tea.
   کیا تم میرے ساتھ چائے کا کپ پیو گے؟

(دعوت ناموں کو قبول کرنا یا مسترد کرنا)

جب ہم کسی کو دعوت پر بلاتے ہیں یا ہمیں بلایا جائے تو ان دونوں صورتوں میں یا تو دعوت قبول کر لی جاتی ہے یا پھر انکار کر دیا جاتا ہے۔ ان دونوں صورتوں کے اظہار کے لیے الگ الگ الفاظ استعمال کیے جاتے ہیں۔

❷ Accepting an Invitation(دعوت نامہ کو قبول کرنا) :

اگر ہمیں کسی عزیز یا دوست کی طرف سے کوئی دعوت نامہ ملے اور خوشی کے ساتھ قبول کریں تو اس کے لیے درج ذیل طریقہ اظہار استعمال کیا جائے گا:

General expressions used for accepting an invitation offer are:

دعوت نامہ قبول کرنے کے لیے عمومی طریقہ اظہار یہ ہیں:

1. Thank you for the offer/invitation. — پیش کش / دعوت دینے کا شکریہ۔
2. Yes, I would love to. — ہاں میں پسند کرتا ہوں۔
3. Yes, that's very kind of you. — ہاں یہ آپ کی بڑی مہربانی ہے۔
4. I would very much like to. — میں اسے بڑا پسند کرتا ہوں۔
5. I would be delighted to. — میں خوشی محسوس کرتا ہوں۔
6. I won't say no. — میں اس کا انکار نہیں کروں گا۔
7. Thanks a lot. — بہت بڑا شکریہ۔
8. I'd love to. — مجھے بہت پسند ہے۔
9. That's great. — بڑی عمدہ بات ہے۔
10. Sure why not. — یقین کریں ایسا کیوں نہ ہوگا۔

اگر ہمیں کوئی سرکاری دعوت نامہ ملے تو اس کے لیے ہم اپنے ساتھی اہل کاروں یا کاروبار میں شریک ساتھیوں کو قبولیت کا جواب رسمی طور پر دیں گے۔ مثلاً:

❶ Accepting Formal Invitation:

(رسمی دعوت نامے قبول کرنے کے لیے)

(i) Thank you
(ii) I love to
(iii) That is very kind of you

Example :

کسی بھی دعوت نامہ کو قبول کرنے کے لیے اس طرح کی مثال دی جا سکتی ہے۔

Dear Sir,

I received your kind invitation today. Thank you for this invitation. I will soon attend this function (فنکشن).

Yours faithfully
A.B.C.

محترم جناب!

مجھے آپ کا دعوت نامہ آج موصول ہوا ہے۔ اس دعوت فرمائی کا شکریہ۔ میں جلد ہی اس فنکشن میں شریک ہو جاؤں گا۔

آپ کا تابع

❷ Accepting Informal Invitation:

(غیر رسمی دعوت نامہ کو قبول کرنا)

اس طرح کے دعوت نامے جو کہ قریبی رشتہ دار یا دوست کی طرف سے بھیجے جاتے ہیں، انہیں قبول کرنے کے لیے غیر رسمی الفاظ استعمال کیے جاتے ہیں۔ مثلاً Informal Ways غیر رسمی طریقے۔

OK, Yes, All right, Thanks, Thank you, etc.

اس طرح کے طریق اظہار استعمال کیے جاتے ہیں۔

Example :

My dear father,

I received your kind letter today. I am pleased to know that my elder brother is going to be married next Sun- day. I will try my best to reach as soon as possible.

Your loving Son,
Anjum

میرے پیارے ابو جان!

آپ کا محبت نامہ مجھے آج ملا۔ مجھے یہ جان کر بڑی خوشی ہوئی کہ میرے بڑے بھائی کی شادی اگلے اتوار کو ہو رہی ہے۔ میں جتنی جلدی ہو سکے پہنچنے کی کوشش کروں گا۔

آپ کا پیارا بیٹا
انجم

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Declining an ...

If we cannot accept the invitation, we do not say a plain "no" because it is considered rude and the person who has invited us may not like it. We may, therefore, use the following expressions for declining or refusing an invitation by giving a reason.

کوئی دوست احباب اگر کسی دعوت پر بلائے تو ضرور جانا چاہیے۔ ہمارا پیارا مذہب اسلام بھی اس بات پر زور دیتا ہے کیونکہ اس طرح باہم اُلفت اور محبت بڑھتی ہے۔

ہاں اگر کسی بنا پر دعوت نامہ قبول نہ کر سکیں تو اس سلسلے میں ہمیں صاف طور پر "نہیں" یا "سوری" وغیرہ کا لفظ استعمال نہ کریں، کیونکہ اس طرز اظہار سے گستاخی ظاہر ہوتی ہے اور وہ شخص جو ہمیں دعوت پر بلاتا ہے، اسے اپنی بے عزتی محسوس ہوتی ہے۔ اس کے برعکس ہم دعوت نامہ قبول نہ کرنے کے اسباب بتا کر شائستگی کے ساتھ اپنی مجبوری بتا سکتے ہیں۔ اس کے لیے مروجہ طریقہ استعمال کریں گے۔

For Example (مثال کے طور پر) :

1. Thank you for the offer but I can't accept it because I've another better offer.
   پیش کش کا شکریہ! میں اسے قبول نہیں کرتا، کیونکہ مجھے اس سے بہتر پیش کش ہو چکی ہے۔
2. I am afraid I can't come as I've another engagement.
   مجھے خطرہ ہے میں نہیں آ سکتا، کیونکہ مجھے ایک اور مصروفیت ہے۔
3. I am sorry I can't it take at that time as I will be at office.
   مجھے افسوس ہے اس وقت میں اسے نہیں بتا سکتا، کیونکہ اس وقت میں دفتر میں ہوں گا۔
4. Thanks a lot for invitating but I'll not be able to come as I've flu.
   بلانے کا شکریہ! کیونکہ مجھے نزلہ ہے، اس لیے آنے کے قابل نہیں ہوں۔
5. I would love to but I've to pick my children from school.
   میں اسے پسند کرتا ہوں، لیکن مجھے اپنے بچوں کو سکول سے لے کر آنا ہے۔
6. That's very kind of yours but I can't come as I won't be here on the day.
   آپ کی بڑی مہربانی! کیونکہ اس دن میں یہاں نہیں ہوں گا، لہٰذا میں نہیں آ سکتا۔

Recorded text 9

Hello Rizwan. It's Bilal here.

Bilal: Oh, hello Bilal, how're you?

Rizwan: Fine thanks! and you?

Bibal: I'm fine too.

Rizwan: Are you free in the first week of August?

Bilal: I'm afraid I'm not. Is there something special?

Rizwan: I want to go for an outing to Murree. I was wondering if you could join me.

Bilal: Why especially Murree! I've been there several times. Would you like to go to Swat?

Rizwan: I'd very much like to see Swat but we should have at least one week to visit Swat.

Bilal: Then let's go to Abbottabad. It's not that far. We can go and come back in a day.

Rizwan: That sounds a nice idea. What day would you like to go?

Bilal: I think coming Wednesday will be OK. What do you think?

Rizwan: I've an important meeting on Wednesday. How about Friday.

Bilal: That's fine with me.

Rizwan: I'm sure we'll enjoy the trip.

Bilal: I hope so.

Rizwan: OK. then see you.

Bilal: Bye.

❁ The following expression are used for Inviting:

1. I wonder if you would like to go _____
2. Would you like to join _____
3. Would you like to have _____
4. I should be delighted if you _____

A1: Using the above expressions write short invitations, inviting your friends for the following activities. You should listen to the dialogues once again if you need help.

- playing cricket match
- new year's party
- watching a movie
- long drive
- shopping

Ans: (A-1):

- I wonder if you would like to go on an outing?
- Would you like to join us playing a cricket match?
- Would you like to have new year's party?
- I should be delighted if you join us in watching a movie.
- Would you like to have long drive?
- Would you like to join us for shopping?

A2 Now do an activity. Give a phone call to your friend to:

- Ask if he or she is free on Friday evening. Invite him/her for an outing.
- Invite him or her to go to the cinema.
- Suggest that you go out for a meal after the film.
- Suggest that you meet outside the cinema at 7.00 pm.
- Say good-bye.

Ans. (A-2):

- I should be delighted if you join me for an outing on Friday?
- Would you like to go to the cinema?
- Would you like to have a meal after the film?
- I wonder if you would like to meet me outside the cinema at 7.00 pm.
- I should be delighted if you say good-bye?

A5 What would you say in response to the following offers: Use the above expressions for accepting the offers.

- Someone you are not quite familiar with invites you to eat something. You think it's alright.
- Your cousin invites you at a dinner. You want to attend the dinner.
- ... asks you to come to his place and spend the whole day with him. You are free.
- You are interested in movies. Your sister asks to accompany her and watch a famous movie in the cinema.
- One of your colleagues is leaving for England. A farewell party has been arranged in his honour by the other colleagues. You are also invited.

Ans: (A-5):

- Thank you for the offer. We shall really enjoy.
- I'd love to. What a nice idea!
- That's fine. I shall come to your home for a week.
- That sounds a nice idea, I shall join you.
- I'd very much like to attend this farewell party.

Declining Invitation

- I am afraid I _____
- Thank you for the offer but _____
- I'd very much like to but _____
- I am sorry _____
- That's very kind of your but _____
- Thanks a lot but _____



A6 Read the following invitations and decline the offers using a different expression each time. Give an excuse in each case.

USMAN NOTES

A: Would you like to join us at dinner tonight?

B: I'd love to but I'm afraid I am expecting a friend at dinner tonight.

0 A: I am going for a walk would you like to accompany me?

B: _____

0 A: Why don't you come to our place and have tea with us?

B: _____

0 A: You will go with us on a movie won't you?

B: _____

0 A: We would like to invite you at a small get together in Tabaq.

B: _____

Ans: (A-6):

0 That's very kind of you but I am busy right now.

0 Thank you for the offer but I am preparing for the test.

0 I am sorry, I'm not interested in movies.

0 Thanks a lot but I will not be here then.

SECTION B

SPEED READING

As we know reading skills play a very important role in learning a language. We daily come across reading texts like newspapers, bills, forms, telephone directory, advertisements, timetables, letters, instructions, road signs, medicine labels, etc. We read these for different purposes, for example, we read books as a pastime or to pass an exam. We read newspaper in order to get information about the world. We read road signs in order to drive better. We read advertise- ments if we require some information. Since

read for different purposes, reading techniqu- es are also different in each case such as skimming for quick reading, scanning for specific reading, extensive and intensive reading, etc.

زبان دانی سیکھنے میں پڑھنے کی مہارت اہم کردار ادا کرتی ہے۔ روزمرہ زندگی میں ہمیں بہت سی چیزوں سے واسطہ پڑتا ہے، جیسے: اخبار، بل، فارم، ٹیلی فون ڈائریکٹری، اشتہارات، ہوم لیٹر، خطوط، ہدایات، سڑک کے اشارات، ادویات کے لیبل وغیرہ۔ ہم ان کو مختلف مقاصد کیلئے پڑھتے ہیں مثلاً ہم کتابیں وقت گزاری کیلئے یا امتحان پاس کرنے کے لیے پڑھتے ہیں۔ ہم دنیا کی معلومات کے حصول کیلئے اخبارات کا مطالعہ کرتے ہیں، ہم بہتر ڈرائیونگ کیلئے ٹریفک اشارات کا مطالعہ کرتے ہیں، مختلف مقاصد جیسے مطالعہ کرنے کے لیے مختلف تکنیکس استعمال کی جاتی ہیں، جیسے سرسری جائزہ لینا، تشریح کرنا، جامع مطالعہ، انگیزہ مطالعہ وغیرہ۔

Reading speed is meaningless unless the reader has understood what he has read. This, understanding/comprehension is an essential aspect of reading. A very slow reader is likely to read with poor understanding. The beginning may be forgotten by the time he reaches the end.

مطالعہ کرنے کی رفتار اس وقت بے معنی ہو جاتی ہے جب قاری مطالعاتی مواد کا مفہوم نہ سمجھ پائے۔ یہ جاننا کہ مطالعہ کرنے کی تکنیک میں ایک اہم ضروری پہلو ہے۔ بہت سستی سے مطالعہ کرنے والے قاری کا فہم بھی کمزور ہوتا ہے کیونکہ اختتام تک پہنچتے پہنچتے وہ آغاز کو بھول چکا ہوتا ہے۔

A8: Read each of the following four lines as quickly as possible. Underline all the words on the right that are the same as those on the left.

Example:

float fluid fleet float.

0 exist exit excite exist exhile exist

0 require inquire request require inquest acquire

0 forget forgot forgive forget forgot forego

A9: Read the following passage quickly and state what is it about. Can you sugest a suitable title for the passage?

cated people can easily understand their rights and duties in society, and can act for the good of others and also of themselves. For example, a well-educated person will not like to break a rule of traffic when he reads it on a road-crossing while driving his vehicle. He will realize that if he breaks the rule knowing it to be very much there, others looking at him would also like to break it, and it might result in dangerous accidents on the road. An educated person can follow (understand) the programmes of political parties in general elections and can vote wisely and properly. He cannot easily be deceived (misled) by clever politicians at all. Educated people vote as they think this is in the best interest of the country and the nation, and thus they elect the most suitable candidates for their assemblies. Educated people are better workers than uneducated or illiterate persons in factories and on farms. They can learn easily how to operate new machines according to new methods in factories and on farms.

Ans: (A-9):

This passage is about the importance of education in a society.

Suitable Title:

Role of Education in a society.

A10: Now Read the following brief paragraphs from an article as quickly as you can and decide the titles which are best suited to each one of them. Remember to note time.

Paragraph 1

Students are very interested in politics these days. In almost all countries, students like to take part in political activities. The question arises whether they should do so or not.

Paragraph 2

The most important thing for students is to study their subjects well. Students should attend their classes regularly. In classrooms they should listen to their teachers attentively. They should increase their knowledge with the help of their teachers and other men of learning. They may also discuss their subjects and books.

Paragraph 3

In fact, quite a few students do not properly study in schools, colleges and universities. They also do not study well at home. But they take very much interest in politics. They discuss political matters with each other and sometimes with members or leaders of different political parties. Some also try to become members of political parties and then begin supporting them.

Paragraph 4

Political activities of students have a deep effect upon their minds. Students taking active part in politics consider politics to be more important than studies. Some even begin trying to become political leader. They try to win the support of their fellow students first of all. Then they try to make political statements in newspapers or in public meetings or processions. Thus students begin taking part in politics before the completion of their students.

Ans: (A-10):

Paragraph 1

Participation of Students in Political Activities.

Paragraph 2

Students Should Concentrate on Studies.

Students are More Interested in Politics than Studies

Paragraph 4

Some Students Take Part in Politics and Become Political Leaders

A11: Here is the story of Heer Ranjha. We are sure for most of you it is not a new story and must have read it earlier. Read the story once again very quickly to refresh your memories and answer the questions given at the end. This time it will be much easier for you to read and, of course, take less time.

Heer is an extremely beautiful woman, born into a wealthy Jat family of the Sayyal in Jhang, Punjab (Pakistan). Ranjha (whose first name is Dheedo; Ranjha is the sur name), also a Jat of the Ranjha family, is the youngest of four brothers and lives in the village of "Takht Hazara" by the river Chenab. Being his father's favourite son, unlike his brothers who had to work in the lands, he led a life of ease playing the flute ('Wanjhli/Bansuri'). After a quarrel with his brothers over land, Ranjha leaves home. It is said that Ranjha left his home because his brothers' wiv- es refused to give him food. Finally, he arrives in Heer's village and falls in love with her. Heer offers Ranjha a job as caretaker of her father's cattle. She becomes mesme- rised by the way Ranjha plays his flute and eventually falls in love with him. They meet each other secretly for many years until they are caught by Heer's jealous uncle, Kaido, and her parents Chuchak and Malki. Heer is forced by her family to marry another man called Saida Khera.

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Ranjha is very disappointed and unhappy. He moves city to city in an attempt to search mental peace. One day he meets a 'jogi' in the historic town of Bhera, Sargodha District, Punjab. After meeting the jogi, Ranjha becomes a jogi himself, piercing his ears and talking against the material world. He goes all over the Punjab, eventually finding the village where Heer now lives.

The two return to Heer's village, where Heer's parents agree to their marriage. However, on the wedding day, Heer's jealous uncle Kaido poisons her food so that the wedding does not take place. Hearing this news, Ranjha rushes to aid Heer, but he is too late, as she has already eaten the poison and died. Broken hearted once again, Ranjha takes the poisoned Laddu (sweet) which Heer has eaten and dies by her side. Heer and Ranjha are bu- ried in Heer's hometown, Jhang. Lovers and others often pay visits to their tomb.

1. Write a very brief summary of the story. (100 words)
2. Is there any moral lesson in the story?
3. What is sad about the story?
4. What are your feelings after reading the story?
5. What do you understand by the terms:
   - (i) mesmerised
   - (ii) broken hearted
   - (iii) piercing

   (Consult a dictionary)

USMAN NOTES
www.usmannotes.com

It is an immortal (لافانی) story of Heer and Ranjha. Both belonged to Jat family. Heer lived in Jhang (Punjab) while Ranjha lived in the village "Takht Hazara" by the river Chenab. After quarrelling his brother, Ranjha left home and arrived in Heer's village and fell in her love. She offered him a job as caretaker of the cattle. She also fell in love with him. They met secretly until "Kaido" caught them red handed. Heer was forced to marry "Saida Khera". Ranjha became a "jogi" and went from village to village to find his "Heer". After finding Heer, they went to her parents to marry but "Kaido" mixed poison in food and they both died. They are buried in Jhang.

- Yes, There is a moral for us in the story that "Love is an immortal passion". (محبت ایک لافانی جذبہ ہے)
- The sad thing about the story is that two lovers could not meet in this world. But they were given poison and they died.
- I feel very sorry for them. I cannot control my tears.

	Words	Meanings	
(i)	Mesmerised	To bring a person into a state of sleep.	(عمل سے خواب طاری کرنا)
(ii)	Broken hearted	Crushed with grief	(شکستہ دل)
(iii)	Piercing	to make a hole in	(کان چھدوانا)

SECTION C

WRITING JOB APPLICATIONS

Whenever you go through the classified page of a newspaper, you come across many advertisements for jobs such as teachers, part time tutors, doctors, engineers, computer operators, mechanics, etc. Let us have a look at this page.

WANTED

JOB OPPORTUNITY

Marketing/Sales Executives for Health & Salary productso Qualification Inter/Graduate, own transport required.
Ph: Faisalabad 2566513

SITUATION VACANT: COMPUTER TEACHERS MALE/FEMALE

Computer Teachers wanted for Nowshera Army School, preferably from Army families, visit personally with bio-data at Armour Academy School, School of Armour Nowshera Cantt, Saturday Sunday 10 a.m to 1 p.m.

A14: Turn back to the advertisements page and write the opening sentence for each advertisement.

Before we go any further let us look at this model job application.

18A, Raja Flats,
PECHS,
Karachi 5,
April 14, 2013

Mr Rauf Ahmed
Personnel Executive
Orient Advertising Agency
F-7/2 Islamabad.

Dear Mr. Ahmed,

With reference to your advertisement appeared in The News of 10 April, 2013, I would like to apply for the post of Copy Writer in your agency.

I am 34 years old and am working as a copywriter in Midas Advertising Agency Karachi, since 2006. As my family has

enclose my Curriculum Vitae and all the necessary documents and will be happy to give you any further information you require.

I look forward to hearing from you soon.

Yours sincerely,
M. Ashraf Anjum,

JOB APPLICATION

Examination Hall,
City A.B.C.
June 25, 2013.

Principal,
Jack & Jill High School,
9-Federal B Area, Karachi.

Subject: **Application for the Post of English Teacher.**

Dear Sir,

With due respect, it is stated that I have come to know through some reliable sources that some posts of English Teachers are lying vacant under your kind control. I am applying myself as one of the candidates.

I am a young person of 25. My qualification is M.A (English), M.Ed. I have 5 years experience of this job. I hope you will provide me a chance to prove my worth in your school. Attested copies of documents and C.V. is attached with this application. I shall be grateful to you.

Yours truly,
Anjum,

Name:	M. Ashraf Anjum
Father's Name:	Sharf Din
Date of Birth:	10-01-1987
Religion:	Islam
Nationality:	Pakistani
CNIC No.	31103-1142347-7
Mobile No.	0302-7799338
Home Address:	House No. 1, Green Town, Fort Abbas.

Educational Bio-data:

Matric	845/1050	First Division
F.Sc.	825/1100	First Division
B.Sc.	538/800	First Division
M.A. (English)	625/900	First Division
M.Ed.	635/900	First Division

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UNIT 6

EXPRESSING APPROVAL AND DISAPPROVAL
پسندیدگی اور ناپسندیدگی کا اظہار

SECTION A

FUNCTION: EXPRESSING APPROVAL AND DISAPPROVAL

Expressing Approval (پسندکا اظہار کرنا):

جب ہم کسی چیز کو دیکھتے ہیں تو اس کی شکل وصورت، رنگ، لباس وغیرہ کے بارے میں اپنے تاثرات کا اظہار کرتے ہیں۔ اگر اس کی پسندیدگی کے بارے میں ہوں تو اسے Appproval کہتے ہیں۔ اگر اس کے بارے میں ناپسندکا اظہار ہو تو اسے Disapproval کہتے ہیں۔

Approval کے لیے مندرجہ ذیل فنکشن استعمال کیے جاتے ہیں:

1. I like it.
2. It is fine.
3. It is ok.
4. It is nice.
5. It is beautiful.
6. I approve of it.

Example

1. Imran takes care of his family.

Ans I approve of Imran who takes care of his family.

2. It is fine weather outside.
3. I like Ali because he is very kind person.

Expressing Disapproval (ناپسندکا اظہار):

Disapproval کے اظہار کے لیے مندرجہ ذیل فنکشن استعمال کیے جاتے ہیں:

1. I disapprove (میں ناپسند کرتا ہوں):
2. It is not fine (یہ عمدہ نہیں ہے):
3. It is ugly (یہ بدصورت ہے):

Example

1. I don't like Nadia because she is very proud.
2. I disapprove Ali as he is not very cooperative.
(میں علی کو پسند نہیں کرتا کیونکہ وہ تعاون نہیں کرتا)

Recorded text

Teacher: Nauman, I appreciate that you've submitted your assignment in time. At the same time I really don't like the work you've done!

Nauman: Sorry sir, but there was no one to help me.

Teacher: Well then why didn't you come to me? I'm actually very disappointed with your work this time ...you can do better than this!

Nauman: Sir, I promise to do better in future, please give me one more chance.

Teacher: I 'm sure you ' ll because in the past you ' ve always been so hard working and I liked the way you worked, so I expect that you will be the same in future as well.

Expressing Approval	Expressing Disapproval
I appreciate that you ' ve submitted your assignment in time.	I really don't like the work that you ' ve done!
You ' ve always been so hard working and I like the way your worked.	I 'mactually very disappointed with your work this time.

Approval:

Approvel means a feeling of liking something. To give approval means to pass a favourable comment or judgement on something.

1. **Admire:** I think this colour suits you very much.
2. **Praise:** You have done a great job!
3. **Appreciate:** I like the way you have decorated your drawing room.
4. **Support or Encourage:** You deserve the best. You are so intelligent, you will pass this test.
5. **Recognition:** You have been a good worker and deserve a promotion.

Disapproval:

Disapproval is the feeling of disliking something. To give disapproval means to show or express your dissatisfaction or displeasure on something.

We can express our approval in different ways:

1. **Dissatisfaction:**
   I'm not at all happy with your performance!
2. **Displeasure:**
   You should not behave like this. It's too rude!
3. **Objection or Protest:**
   I object to / protest your shouting at the children!
4. **Criticism:**
   What have you done! This is not how you should speak!
5. **Unfavorable judgement:**
   I don't like the friends your son has.

We do not express our approval and disapproval in words only; we can show our approval and disapproval by:



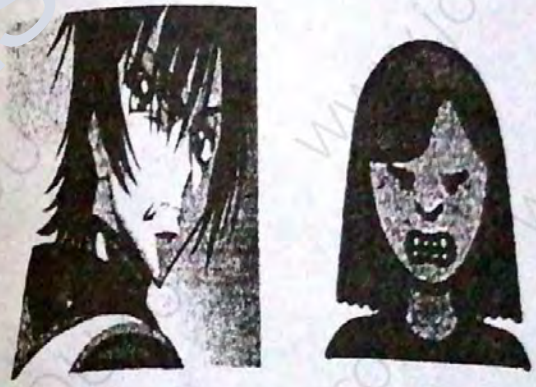
1. Smiles
2. Frowns
3. Pats on the head
4. Thumbs up
5. Thumbs down

Showing

1. Look closely at the following signals, gestures and face expressions and then write on the blank lines what do these signals communicate or express. Follow the examples.



Victory/Happy Excellent Angry



Frown/Angry Disappointed



OK Displeasure

Victory/Happy Excellent Angry
Frown/Angry Disappointed
Ok Displeasure



Pats on the Head/ Encouragement



Support

Q1 Look at the pictures and then match each picture with its correct expression of approval and disapproval.

Ooh, this icecream is delicious.
What a horrible movie it was,
What a marvellous song!
Aha, these books are great!
Ugh, what a mess! don't watch it!



1



2



3



4

Ans : A2

1. Aha, these books are great!
2. Ooh, this icecream is delicious.
3. What a marvellous song!
4. Ugh, What a mess!

What a horrible movie it was, don't watch it!

Q2 How will you express your approval and disapproval in the following situations?

1. Your parents give you a lovely gift.
2. Your sister has just found her lost purse.
3. The dog bites a man's leg.
4. You found your car keys missing from the table.
5. Your friend does not return the money he/she has borrowed from you.

Ans : A3

1. It is a beautiful gift. Thank a lot.
2. Thank God, It is Ok now.
3. I am not at all happy on this sad news.
4. I don't like the person who misplaced my car keys from the table.
5. You should not behave like this. It's too rude! (گستاخی)

Recorded text 12

Girl1: I do like your new dress. (approval)
Girl2: Thanks. I'm glad you like it.
Boy1: I don't like the way he gave his presentation before the audience. (disapproval)
Boy2: Well, it wasn't that bad.
Beggar: Please, Please, give me some money, I'm very hungry.....
Woman: Look at him, so young and healthy can't he work. Beggars are a real nuisance. (disapproval)
Shopkeeper: Here you are! One kilo of apples!
Customer: Is it really .....? I think your scale is not

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You've given me only six. (disapproval)

Passenger: Is this bus going to the railway station?

Conductor: Yes I'm going there..... (spits)

Passenger: Excuse me, you shouldn't spit in a bus. It's bad manners and unhygienic. (disapproal)

SECTION B

READING FOR MEANING
مفہوم جاننے کے لیے پڑھنا

When we read something we have to understand the writer's message or the meaning of that particular text. Reading is a complex process that requires us, the readers to construct meaning from the text.

"جب ہم کوئی چیز پڑھتے ہیں تو ہم مصنف کے پیغام یا اس عبارت کے مفہوم کو جاننے کے لیے پڑھتے ہیں۔ پڑھائی ایک پیچیدہ عمل ہے" جو قاری سے یہ مطالبہ کرتا ہے کہ وہ عبارت کے مفہوم کو جانے۔

Previewing is about making intelligent guesses or predictions using your previous knowledge before you begin to read any text.

Here is a simple reading activity that will allow you to "preview" or "make predictions" about the book.

A4. Look at the cover of the book, read the title and make predictions or guesses about the content of the book or what the book will be about. Write at least two guesses or predictions about the book.

Ans: Predictions:

1. Ancient stories of pathans.
2. Stories may be fantasy (خیالی).



A:5: Now read the brief introduction given on the back cover of the book and then answer the following questions.

- What can you find in the book? Writer at least two topics that you may find in this book.
- From which areas are the stories or tales collected?
- What different styles of writing would you find in this book.

The first significant collection of Pashtun tales, these stories were collected in the tribal areas of the Pakistan-Afghan border. Blending wit, fantasy, comedy and romance, these tales reflect the Pashtun code of honour and way of life. This is an utterly charming and beautifully illustrated book which is an essential reading for anyone who wishes to get familiar with sleepy princes and charming demons.

These ancient tales are about passion, devotion, humour, and wisdom of Pashtun society. Reading this book will make readers feel that they are sitting around a campfire high in the HinduKush mountains, listening to tales full enchantment and laughter. An excellent and well-crafted work that is recommended to everyone.

Ans 5:

❶ We may find the following two topics in the book:

i. Stories about the tribal people who live in the tribal areas of the Pakistan Afghan border.

ii. Ancient tales of Pashtun society.

❷ The stories are collected from the border areas of Pakistan and Afghanistan.

❸ The book may have wit, fantasy and comedy.

❹ **Are you an efficient reader? What kind of reader are you? You will know in a few minutes after you have completed reading the text given in the box below. Choose the correct answer in the multiple choice questions given after the text. Please note that this is a "scanning" exercise which needs or demands "looking for particular or specific information".**

Reading is becoming more and more important in getting new knowledge and the most effective human activity to get information and knowledge. Good readers read at speeds of above 1000 words per minute (wpm) with near 85% comprehension, but such good readers are only 1%. Average readers are in the majority and only read around 200 wpm with a comprehension of 60%. An average reader is five times slower than a good reader.

Most of us actively read newspapers, magazines, books, and work related documents daily. Yet with such reading activities, most of us are still considered poor readers. To improve reading comprehension of students, teachers should help them by introducing interesting and carefully selected reading materials supported by a positive atmosphere, and as many reading comprehension techniques and tests as possible to improve their reading efficiency. Furthermore, students themselves require motivation, concentration and good study habits. find out where they need improvement. Do difficult words slow their speed and comprehension? Encourage them to keep a dictionary handy to assist them whenever they need to find out the meaning or grammatical definition of the words. Students need to develop a good vocabulary to improve reading comprehension, which can only be done by reading books. Nowadays, there are many books available in bookstores which are exclusively meant for improving the comprehension skills.

❶ **Good readers read at a speed of:**

a. 1000 words per minute b. 200 wpm
c. 100 wpm

❷ **Good readers read with near:**

a. 80% comprehension b. 1% comprehension
c. 85% comprehension

❸ **The average reader comprehension is:**

a. 50% b. 60%
c. 85%

❹ **Most of us actively read:**

a. Newspapers dailyb. Textbooks only
c. Newspapers, magarznes, books and work related document daily

❺ **Teachers should help students with:**

a. Interesting texts and positive atmosphere
b. Reading comprehension techniques and tests
c. All of the above

Ans 6:

❶ a ❷ c ❸ b ❹ c ❺ c

A reading text is made up of paragraphs. A paragraph is a group of sentences that express a complete set of thoughts. Read the following paragraph and note that the paragraph has a beginning, middle, and an end.

Waseem likes playing football. He has his own football team which is called "The Rockets." Last weekend, his team played in the park with another team "The Bulls." Waseem

The Rockets won the match. Waseem felt happy, and he was a bit sad too when the game ended, he wished he could continue playing.

A7. Here is a diagram showing the sequence. Read the above paragraph again and put the events in a correct sequence (order) in which they happened.

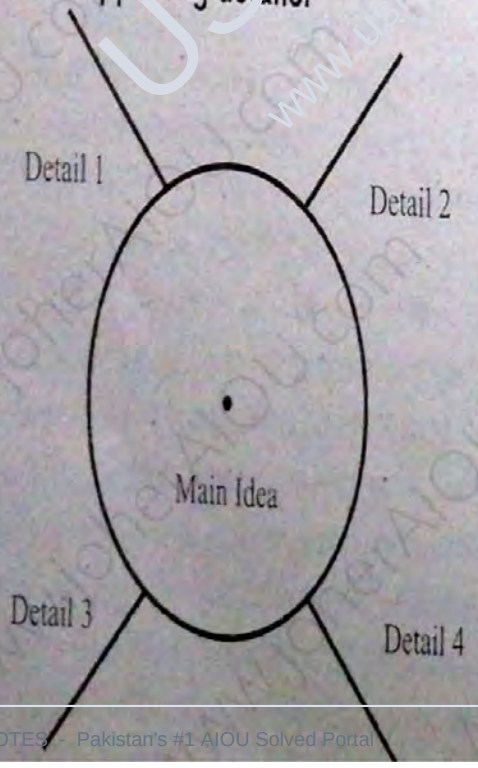
Ans 7: Events in a correct sequence:

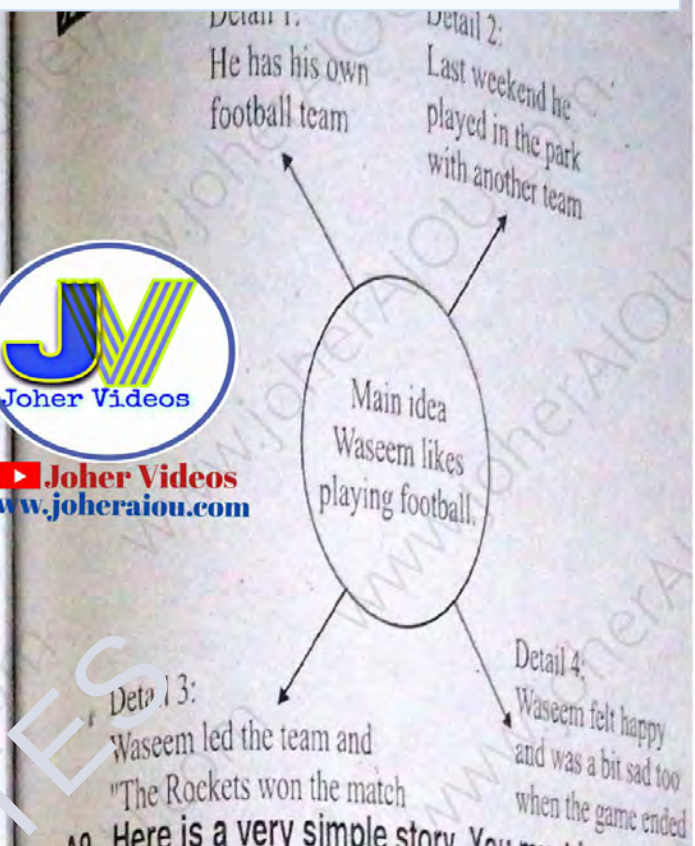
Beginning: Last weekend, his team played in the park with another team.

Middle: Waseem led his team and the "Rockets" won the match.

End: Waseem felt happy and he was a bit sad too when the game ended.

A8. We have already told you in unit 4 about the main idea, topic sentence and supporting details. The main idea of any text is given in a topic sentence. It tells what the whole text is about. The main idea or the topic sentence is supported by the supporting details. Here is another diagram, can you fill in the details by writing the main idea of the above text and the relevant supporting details.





A9. Here is a very simple story. You must have heard it numerous times when you were very young. Read the story and then choose the correct answers.



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The Lion and the Mouse

A lion asleep in his lair was wakened by a mouse running over his face.

Losing his temper, he seized it with his paw and was about to kill it. The mouse, terrified, Piteously begged him to spare his life. "Let me go and one day I will repay you for your kindness." This amused the lion to think a small creature like this could help him. One day the lion got entangled in a net which had been spread for game by the hunters, and the mouse recognized his roar of anger and ran to the spot. He began to gnaw the ropes with his teeth, and succeeded in setting the lion free. "There," said the mouse, "you laughed at me when I promised to repay you but now you see, even a mouse can help A lion."

1 What caused the lion to wake up from his sleep?

a. He was hungry. b. He was angry.
c. A mouse ran over his face.
d. He wasn't tired anymore.

2 Why did the lion laugh at the mouse?

a. The mouse was telling funny jokes.
b. He didn't think the mouse could ever repay him.
c. He wanted to let him go.
d. He knew that the mouse would save his life.

3 "He began to gnaw the ropes with his teeth." What does the word gnawed mean in this sentence?

a. Chewed b. Hungry
c. Quickly d. Pinched

4 What lesson did the lion learn from the mouse?

a. Even a lion can help a mouse.
b. It is possible for even a mouse to eat cheese.
c. The lion could have eaten the mouse.
d. It is possible for even a mouse to help out a lion.

5 what would most likely to happen next? ... in the story,

a. The lion would thank the mouse.
b. The lion would eat the mouse.
c. The mouse would eat the lion.
d. The lion would be angry with the mouse.

Ans 1 c 2 b 3 a 4 d 5 a

1. Scanning

Scanning means to read quickly to get particular information.

2. Skimming

Skimming means to read quickly to get a general idea



6 You would recall that in your 386 textbook, you have done quite a few Skimming & Scanning activities. Here is one such activity that will test your understanding about what these two terms or reading skills mean.

On the blank line, write whether you would skim or scan to read each of the following:

1 I would ..... through a table of contents to see what information a book contained.

2 I would ..... through the glossary of a book to look for a certain topic.

3 I would ..... through the headings of a report before I read it to see if the topic interested me.

4 I would ..... through the first paragraph of a book to see if it was about the same topic as of the

- I would ..... to find a phone number in the telephone directory.
- I would ..... to find a location on a map.
- I would ..... to find my flight on a schedule at the airport.
- I would ..... an advertisement to find out the cost of a new car.

Ans A 10:

1. Skim 2. Skim 3. Skim 4. Scan
5. Scan 6. Scan 7. Scan 8. Scan

A11. There are several ways to help us guess the hidden, indirect or implied meaning. The following simple activity will help you guess the implied meaning. See if you can guess an implied or hidden message in each of the following situations. Choose the best option.

- **If you forget to return your library book, we can guess that:**
  a. You will buy a new book for the library
  b. You will be fined
  c. You will be punished
- **If you go to a Chinese restaurant, we can guess that:**
  a. You will eat Chinese food there
  b. Cook Chinese food there
  c. Meet Chinese people there
- **If you go to a birthday party, we can guess that:**
  a. You will cut the birthday cake
  b. You will join the celebration
  c. You will sit there
- **If you have a plaster on your leg, we can guess that:**
  a. You are rehearsing for a drama
  b. You are a Doctor
  c. You have broken your leg
- **If there ... engine in the street, we can guess that:**
  a. There is a fight in the area
  b. There is some mishap in the area
  c. There are some thieves in the area

Ans

1. b 2. a
3. b 4. c
5. b

A12. Read the following short text and then answer the questions that follow. You have to guess the information that is not stated directly.

Asmat Jan sells sweet corn-cobs or "challies" in a cart. Today while he was waiting outside the school so that the children can come and buy his sweet corn, he noticed a little boy standing by the cart. "Do you need any help?" the boy asked. "No, I am just waiting for the bell to ring and once the children will come out, most of my corn-cobs will be sold," Asmat Jan replied. But then he noticed the boy's dirty shirt and torn pants. "I might need some help," Asmat Jan said. "I think I have too many corn cobs today which might go waste. Would you like one?" "Okey", the boy said." I wouldn't want you to waste any."



Why did Asmat Jan say he has too many corns?

What kind of person was Asmat Jan?

Ans:

The boy asked to help Asmat Jan because he was hungry and hoping that perhaps Asmat Jan will give him a corn cob to eat.

Asmat Jan realized that the boy is hungry so he told him to help him as he has too many corns which might not be sold so the boy can take some.

Asmat Jan was a kind person.

SECTION C

AVOIDING UNNECESSARY WORDS IN WRITING
(تحریر میں غیر ضروری الفاظ سے گریز کرنا)

At times we write a letter, a business report, an essay, etc and we use too many words which are not needed. Using too many unnecessary words make our writing heavy, boring and too wordy to read. Here are some useful tips and some simple activities that will help you to improve your writing skills by paying attention to Words.

Please remember that a good piece of writing does not have unnecessary words!

Omit unneeded words! Write simple and clear sentences without mess.

Conciseness is important! Concise, brief, to the point writing expresses ideas clearly.

A sentence should contain no unnecessary words. Similarly, a paragraph should not have unnecessary sentences. Cut out every word that is not needed in a sentence.

Read the following table very carefully and notice how we can cut out unnecessary words in a sentence.

	Words
In my personal opinion, I think that we should take admission in the next semester.	I think we should take admission in the next semester.
My work is absolutely complete.	My work is complete.
The dress is green in colour.	The dress is green.
My final conclusion is that we should leave now.	My conclusion is that we should leave now.
I personally feel that this car is too expensive.	I feel that this car is too expensive.
Their assignments are exactly the same.	Their assignments are same.
Combine together sugar and butter.	Combine sugar and butter.
He is young in age.	He is young.
This shirt is small in size.	This shirt is small.
This bag is made up of real genuine leather.	This bag is made up of genuine leather.
He gave Rs. 25,000 of his own money to charity.	He gave Rs. 25,000 to charity.
At this point in time, we must review our decisions.	We must review our decisions.
The teacher repeated again the important grammar point.	The teacher repeated the important grammar point.

A13. Here is an activity. Rewrite the sentences below cutting out unnecessary words. Take help from the table given above.

My final conclusion concerning the real, genuine value of this house is exactly same like yours.

Small in size as he was, and young in age, he came to the realization that he can still compete with other boys in the hockey match.

will be called at 5:30 a.m in the morning.

- In my personal opinion, I think that the crime rate has increased in the country in recent years. And at this point of time, we must review our decisionto improve the law and order situation in the country.
- All the participants of the group got together to write a detailed report.

Ans :13

- My conclusion is that the value of this house is the same as yours.
- He was small and young yet he realized that he can compete with other boys in the hockey match.
- The Captain repeated to the young recruits, "You will be called at 5:30a.m."
- I think, the crime rate has increased in the country in recent years and we mustour review decision to improve the law and order situation.
- All the group participants will write the report together.

Now read one more example to make you understand better as to how cutting out unnecessary words will improve your writing skills.

Example

- **The reason why he chose Open University was because it was inexpensive in price.(14 words)**

Ans :He chose Open University because it was inexpensive. (8 words)



- Despite the fact that she was feeling ill, she came to the final conclusion that she would go to work. (20 words)

Ans :Despite feeling ill, she decided to go to work. (9 words)

A14.Follow the example and then reduce the number of words in the following sentences

Example

The job tasks given to me is to perform the task of cleaning the kitchen, mopping the bathroom floor and straightening the living room. (Reduce from 24 to 19 words)

The job given to me is to clearthe kitchen, mop the bathroom floor and straighten the living room. (19 words)

- **I will complete my assignment in a period of a week. (Reduce from 12 to 7 words)**
- **Sumaira is the teacher who teaches Chemistry at the High School. (Reduce from 11 to 6 words)**
- **The student is writing a writing assignment for his English Composition class. (Reduce from 12 to 9 words)**
- **The book which is located on the table is a Grammar book. (Reduce from 12 to 9 words)**
- **When Ustad Rahat Fateh Ali Khan got on stage, the audience became excited by his performance. (Reduce from 13 to 8 words)**
- **In my opinion, I think that he should have been sentenced to death. (Reduce from 13 to 8 words)**

Ans :

- I will complete assignment in a week.
- Sumaira teaches Chemistry at the High School.
- The student is writing assignment for his English class.
- The book on the table is a Grammar book.

exciting.

0 I think he should be sentenced to death.

Compare the wordy (W) examples below to the more concise (C) examples.

1.W: She talked to him in a loud angry voice.

C: She shouted at him.

2.W:The crime wave had some bad results that have caused inflation in the country.

C: The crime wave had caused inflation.

3.W:She went to the store and bought a loaf of bread. She also picked up some milk. She also got a newspaper.

C: She bought a loaf of bread, some milk and a newspaper from the store.

4.W:In the experiment, he poured water in a beaker. Then he boiled the water for 5 minutes. Then he measured the water that was left.

C: In the experiment, he poured water in a beaker, boiled the water for 5 minutes and measured the water that was left.

5.W:The criminal was caught by the police, and later the criminal was convicted by the courts.

C: The police caught the criminal and the court convicted him.

A15.Now here is another activity similar to the one given above. Omit or cross out unnecessary words in the following sentences:

The children were tired and exhausted after the long climb to the top of the mountain.

The fish was huge in size.

0 He was happy and joyful about the great gift.

0 Because of the fact that he got a good grad in the test and exams, he decided to go on vacation.

4. In the summer season, many people like to go to the parks.

5. On January 14, in the middle of winter, the weather was freezing cold.

Ans :A 15.

Example The children were tired after climbing.

0 Fish was big.

0 He liked the gift.

0 Getting good grades, he went on vacation.

0 In summer, people go to parks.

0 On January 14, the weather was cold.

A16.Put a "W" beside sentences that are wordy. Put a "C" beside sentences that are concise.

0 ..... Cholistan Desert is one of the towns in Pakistan, which is also locally known as Rohi and which is spread and sprawled over thirty kilometers from Bahawalpur, which is a town in Punjab, Pakistan.

0 ..... Cholistan has borders with the Thar Desert in Sindh and India.

0 ..... The word Cholistan is derived from the Turkish word Chol, which means "Desert" and thus Cholistan means "Land of the Desert".

0 ..... The people of Cholistan lead a semi-nomadic life, moving from one place to another in search of food, water and fodder for themselves and for their animals because it has a harsh and barren land where reinfall is very light and unreliable, therefore, Cholistan rely mainly on their livestock such as sheep, goats and camel.



O ..... The backbone of Cholistan economy is cattle breeding. It has the importance for satisfying people's needs for cottage industry as well as milk and meat.

O ..... The language of Cholistan is mainly "Seraiki" and the Seraiki language is an Indo-Aryan language, and is spoken in Cholistan as well as in a large part of Central Pakistan.

Ans 16:

O w O c O c O w
O w O w

UNIT 7

SEQUENCE
ترتیب

Sequence کا مطلب ہے کہ واقعات کو ایک ترتیب اور تسلسل سے پیش کرنا۔ ایک کہانی، ناول یا افسانے میں واقعات ایک خاص ترتیب سے بیان کیے جاتے ہیں۔ واقعات کو ترتیب میں پیش کرنا Sequence کہلاتا ہے۔

Sequence:

It is a writing technique that writers use to present information in a step by step manner or in a process or in a sequence.

یہ ایک ایسی تحریری تکنیک ہے جو مصنفین ایک مرحلہ وار انداز میں معلومات یا ترکیب کو پیش کرنے کے لیے استعمال کرتے ہیں۔

For example, a writer wants to explain to the readers about how to change a punctured tyre or give driving instructions or directions or explain a cooking recipe. All these writing tasks require instructions in a step by step manner or sequence.

مثال: مصنف پڑھنے والوں کو بتانا چاہتا ہے کہ ایک پنکچر ٹائر کیسے تبدیل کیا جانا چاہیے؟ یا ڈرائیونگ کے متعلق ہدایات کیسے دیتے ہیں یا کھانے پکانے کی ترکیب کیسے بیان کی جاتی ہے۔ یہ تمام تحریری کام مرحلہ وار یا ترتیب وار پیش کرنے کی ضرورت ہوتی ہے۔

" Some Common Used Sequence Markers"

(چند عام استعمال ہونے والے ترتیب وار نشانات)

Afterward	اس کے بعد	Finally	آخر میں
First	پہلے	Initially	ابتداء میں
Second	دوسرے نمبر پر	In the end	آخر میں

Next	اگلا	At last	آخرکار
Then	پھر	In the beginning	شروع میں
Later	بعد میں	Meanwhile	اس دوران
Before	پہلے	Subsequently	نتیجے کے طور پر
Followed	اس کے ساتھ ہی	Soon after	فوراً بعد
Lastly	آخر میں	Simultaneouly	ساتھ ساتھ

Example:

The first Olympic games began in 776 B.C. to honour the Greek gods. Then in 394 A.D, these games were stopped by the Roman Emperor. After that, no Olympic games were held for more than 1,500 years. Then once again the modern Olympics began in 1896.

The games have continued every four years since 1896 except during World War II, and they will most likely continue for many years to come. Four years later, the 1900 Summer Olympic in Paris attracted more than four times as many atheletes and as many spectators.

A1. Sequencing: Smallest to Largest

Put each group of words in order from smallest to largest. In other words, arrange these words in their proper sequence or oder.

Example:

- Month, day, year
- Day, month, year

1. Boy, man, bay _____
2. Hour, second, minute _____
3. Large, small, medium _____
4. Motorcycle, car, truck _____
5. Least, most, more _____
6. 3.14, 3.41, 3.75 _____
7. Tree, leaf, branch _____
8. Bed, pillow, house _____

Ans: A1.

1. Baby, boy, man
2. Second, minute, hour
3. Small, medium, large
4. Motorcycle, car, truck
5. Least, more, most
6. 3.14, 3.41, 3.75
7. Leaf, branch, tree
8. Pillow, bed, house

Read a recipe and notice how a proper step by step order or sequence is given to prepare it also notice the sequence or transition words given in bold.

Sheer Khurma Recipe

(شیر خورمہ ترکیب)





First of all take dried dates and cut them lengthwise. Then soak these dates in water for 20 minutes.

First of all take dried dates and cut them lengthwise. Then soak these dates in water for 20 minutes.

After that heat oil in frying pan and then fry cardamoms in it. Next add almonds, pistachios and dry dates in it. In the meantime, boil milk in a pan, than add sugar, let it cook for 10-15 minutes on low flame. Finally, add vermicelli, dates, almonds and pistachios in the milk and let it simmer for 4-5 minutes. Delicious sheer Khurma is ready to be served.

There are many other cases where we also come

across sequence, for example.

- Describing daily routine.
- Giving directions.
- Describing procedures or processes.

Example:

- Early in the morning, I take my morning walk, later on I eat a light breakfast and then I get ready for office.

(Daily routine)

- If you are coming from other cities then you must first come to Rawalpindi to go to Murree. If you are from Lahore, and want to travel to Pindi by bus, then go to the Daewoo bus terminal near Kalma Chowk, where Daewoo will run to Rawalpindi/Islamabad after every hour. The distance is around 333 kilometers from Lahore and you will reach the Rawalpindi Daewoo bus coach will run from Rawalpindi to Murree and this coach takes 1 and half hour to reach Murree. The distance from Rawalpindi to Murree is around 60 kilometers.

(Giving directions)

- Fainting occurs when the blood supply to the brain is briefly insufficient, causing one to lose consciousness. If someone faints, you should first of all open the airway and check for breathing. After that, position the person on his or her back raising the person's legs above heart level. This puts maximum oxygen back to the brain and speeds up recovery from a faint. Next thing you must do is to loosen belts or collars. If the person doesn't regain consciousness within one minute, call your local doctor.

(Describing procedure or process)

To give you further understanding about what is meant by "Sequence", read the following longer passage that shows sequence.

Jam Easily!

Making your own jam is quite easy. My mother loves to make fruit jams at home. You too can make homemade jams and jellies if you follow these few simple steps. First check the jars for cracks or chips. Then wash the jars and their lids in hot, soapy water. Second place the jars and their lids in boiling water to sterilize. Make sure the water is boiling when you add the jars and that the water comes up and covers the top of the jars. Let the jars sit in boiling water for 10 minutes. Later on remove jars and let them cool. While the jars and lids boil, prepare your fruit. If you are making peach jam, the first thing you need to do is to wash peaches, secondly use a knife to chop them into small pieces and subsequently remove the seeds. The next thing you should do is measure out sugar and set aside. Afterwards boil the peaches and the sugar together and using a masher, crush the peaches. Next open the packet of the preservative and add this to the crushed fruit and sugar and then let these cook over medium heat for 2-3 minutes. Remove from heat. If foam appears at the top of the pan, remove with a spoon. Finally fill your hot jars with the hot jam.



A2. Which words in the above passage show sequence? Underline the sequence words.

Ans: Sequence Words:

Fist	Then
Second	10 minutes
Later on	While

plants in the home. I look after the plants with my father. Then, I go to playground to play my favourite game. In the evening, we take dinner. After that, I watch T.V I go for a walk with my mother. Then I study one hour. I go to bed at 10.00 pm. Before sleeping, I give a glass of milk to my father and wish him for sweet dreams.

6. You are going to read three different kinds of passages. Read each passage carefully and then number the events in the correct sequence.

Read the first paragraph about Pakistan's athlete Naseem Hameed who created history becoming the fastest woman of the region when she won the gold medal at the South Asian Games. Read it carefully and place the events in the correct sequence by using the numbers 1-6



Naseem Hameed is a Pakistani athlete, who became the fastest woman in South Asia when she won a gold medal in the 100-metre event of the 11th South Asian Federation Games in Dhaka, Bangladesh, on February 09, 2010. "I had forgotten the world for six months and trained really very, very hard under my coach Maqsood Ahmed to achieve this," Naseem Hameed said. She practiced each day. The first thing each morning and make sure her muscles were ready to run. Then, she would run up and down the stadium steps three times before heading to the track. After running up the stadium steps, Naseem would do twenty laps around the track. Finally, she would run all the way home and eat a large breakfast before taking a shower.

_____ Naseem Hameed ran up and down the stadium steps three times.
_____ She took a shower.
_____ Naseem stretched her muscles for ten minutes.
_____ She ate a large breakfast.
_____ Naseem did twenty laps around the track.
_____ She ran all the way home.

Ans:

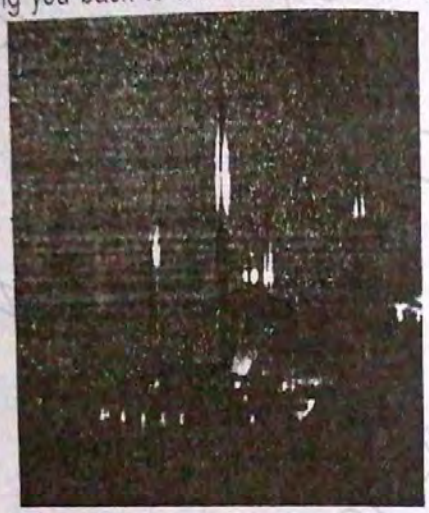
1. Naseem stretched her muscles for ten minutes.
2. Naseem Hameed ran up and down the stadium step three times.
3. Naseem would do twenty laps around the track.
4. She ran all the way home.
5. She ate a large breakfast.
6. She took a shower.

Place the events in the correct sequence by using the numbers 1-6

Full day Islamabad Luxury Tour



air-conditioned coach from your hotel. We will then drive you to the magnificent Shah Faisal mosque. After the visit of the mosque, you will be taken to the Lok Virsa museum. later on, we will drive over to the near by Shakarparian hills where you will have a delicious Pakistani lunch at the viewpoint. Following the lunch, you will visit the Jinnah super market for shopping. We will bring you back to the hotel around.40 P.M.



0 _____ After the visit of the mosque, you will be taken to the Lok Virsa museum.

2 _____ Morning 9:00a.m, we will pickyou up in an air-conditioned coach from your hotel.

3 _____ Following the lunch, you will visit the Jinnah super market for shopping.

0 _____ We will bring you back to the hotel around 4:40 p.m.

5 _____ Later on, we will drive over to the nearby Shakarparian hills where you will have a delicious Pakistani lunch at the viewpoint.

0 _____ We will then drive you to the magnificent Shah Faisal mosque.

Ans: درست ترتیب یہ ہے

2, 6, 1, 5, 3, 4

Read the third and last passage. Then place the numbers starting with 1 on the lines below to correctly order the events as they happened in the passage.

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Mr. Ajmal Malik is a nice man. He is our nextdoor neighbour. He wasn't feeling well and went to see Dr. Omar. Dr. Omar gave Mr. Malik a check up and told him he needed to eat more fruits and vegetables and start to exercise every day.

Mr. Malik wanted to feel fetter. First, he started to eat a grapefruit every morning for breakfast. He walked two kilometers with Mrs. Malik every morning after breakfast. He would then do some gardening for one hour after the walk. Both Mr. and Mrs. Malik would eat a salad for lunch and then, Mr. Malik would ride his cycle or just to the gym to exercise each afternoon for an hour. Mr. Malik would go straight home and take a nap after an hour at the gym.

Place the events in the correct sequence by using numbers 1-8.

0 _____ Mr. and Mrs. Malik ate salad for lunch.

2 _____ Mr. Malik walked two kilometers with Mrs. Malik.

0 _____ Mr. Malik exercised at the gym for an hour.

0 _____ Mr. Malik took a nap.

Mr. Malik worked in the garen for one hour.

Mr. Malik ate a grapefruit for breakfast.

Mr. Malik cycled or walked to the gym.

Ans : فقرات کی درست ترتیب یہ ہے:

5, 7, 2, 6, 1, 8, 3, 4

A7. Read a longer text. After reading it fill in the chain with the correct sequence of events.

Before any humans were on the earth, when the world was the land of the animals, a very long winter set in. The sun did not come out for three years. The air was always dark. Thick clouds covered the sky. It snowed all the time. The animals were suffering very much from this long winter. The lack of food was disturbing enough, and the lack of heat made it all absolutely unbearable. They became great frightened.



The animals called for a grand council. All the beasts, birds and fishes of all sizes and shapes were invited. At the grand gathering, all the animals quickly agreed that the most important thing to do was to find out what had become of the heat, for without heat their suffering would never end. Yes, the heat must be found! And it must be brought back again. They decided several quick and brave animals would go on a search mission to they upper world. That's where they suspected the heat had been taken. These are the animals chosen for the mission: Lynx, Fox, Wolf, Wolverine, Mouse, and Pike (a freshwater fish). After much traveling far and wide through the air, the group finally found the hidden doorway that opened to the upper world. Excited, they all climbed upward to the world above.

Code 387

As was have said earlier that in a sequence/ order, items, events, or even ideas are arranged in the order in which they occur. Read the above passage and fill in the chain given on the next page by adding events in a correct sequence? You may add more links to the chain.

Ans :Animals called for a grand council.

The heat must be found.

A group of animals was chosen for the mission.

They found the hidden doorway that opened to the upper world.

A8. Read another interesting text about "Earthquakes". Read it carefully and then write how earthquakes happen in a correct sequence.

Few natural events are as destructive as an earthquake. It usually strikes without warning giving off violent vibrations in the process. These vibrations not only shake the ground but also sometimes crack it open and then, there is chaos, for earthquakes have been known to wipe out cities and civilizations.



How do earthquakes occur? Well, the earth is made up of many layers. The earth's crust or outermost layer is called

These plates slide against each other. The places where these plates move are called "faultlines". As a result of these movements, there is a release of energy in the earth's crust resulting in vibrations. The earth shakes and this shaking of the earth is known as "earthquake".

Key:

- The plates slide against each other.
- As a result of these movements, there is a release of energy in the earth's crust resulting in vibrations.
- The earth shakes and this shaking of the earth is known as "earthquake".

Now read the text carefully:

Recycling is the process of collecting certain materials that we throw away as waste, such as metal, paper, wood, or plastic and turning them into new "recycled" products. Simply speaking, waste is anything unnecessary, rejected, extra and useless.



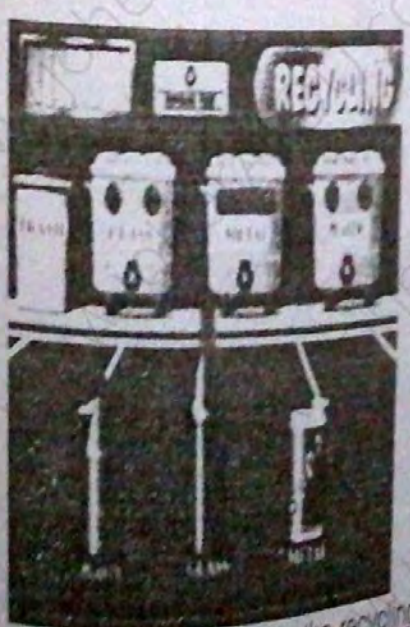
Recycle means to process old, used items so that the materials can be used to make new products. Examples of things that are often recycled are glass, plastic, newspapers, aluminium cans, used motor oil and batteries.

With recycle we come across two more words, reduce and reuse. Reduce refers to decreasing the amount of items or resources that we use, that is we should only use the amount that is needed. Reuse means using the products or materials again and again rather then throwing these away.



A large percentage of people throw everything that they consider "rubbish" into one ordinary bin. The first step is to train people to place items such as paper, bottles and cans, in separate bins. This is one of the most important steps for recycling because if people do not separate their materials then it will be very difficult to separate them and the materials will just be sent to the big trash or rubbish sites and will never be recycled.

In Pakistan since there is a lack of knowledge about the importance of recycling materials, we see sanitary workers and young boys who sort the materials into groups, cleaning them and getting them ready to be recycled or sold to manufacturers who will turn the materials into new products. The second step involves grouping, categorizing or sorting out the recyclable materials and make them ready for the next step.



Manufacturing is the third step in the recycling process. Today many products are made out of either total or partly

made from recycled materials. Newspaper, tissue papers, stationery items, plastic bottles and aluminum cans are not only made of recycled materials, but they can also be recycled again.

The last step, involves the purchasing of recycled products. When consumers purchase products that have been made with recycled material the recycling process is successful and encouraging and can be repeated.

In Short....

Think carefully about what you use, where it comes from, and where it goes. Try to reduce, reuse and recycle if you possibly can and in that order! Be a thoughtful consumer, not a careless one, and you will be doing your bit to save the environment.

A10:Answer these questions:

1. **What is the first and most important step towards recycling?**
2. **In which step does categorizing or sorting out of the recyclable materials is done?**
3. **What happens next? What is the next step after categorizing?**
4. **What is the last step? What is the role of the consumer in the last step?**

Ans:

1. The first step is to train people to place items such as paper, bottles and cans in separate bins. This is one of the most important steps for recycling.
2. The second step involves grouping, categorizing or sorting out the recyclable materials and make them ready for the next step.
3. Manufacturing is the third step in the recycling process. Today many products are made out of either total or partly recycled materials.
4. The last step, involves the purchasing of recycled products. When consumers purchase products that have been made with recycled material the recycling process is successful and encouraging and can be repeated.

Unit 8

Vocabulary Development

(ذخیرہ الفاظ کو بہتر بنانا)

Vocabulary is the number of words that make up a language. It may also be explained as the words known to a person or used by him/her to communicate in a particular language. We also listen to different kinds of conversation on radio, television etc. And read a number of words in books every day.

Words are not only important in written communication but in speech also. Speaking well is a requirement for good conversation. The use of appropriate words in a situation makes our conversation effective and leaves a good impression on the listener. It is, therefore, essential to learn as many words as possible and have a good store of vocabulary. Reading is one of the techniques that help us improve our vocabulary.

Recorded text 13

Here is a dialogue between two friends, Ahmed and Bilal who are talking to each other about their new neighbours. Listen to the dialogue carefully.

Ahmed: Bilal, what's all that noise outside?

Bilal: Just a minute, let me have a look.... Oh! It looks as if a new family is moving in next door.

Ahmed: Oh, it's a bit early, isn't it? Ah well I guess we'd better get up.

Bilal: It's amazing how quickly the houses are selling around here, the Khans only put it on the market a

Ahmed: Where did they move to?

Bilal: I think they were buying a two-storey house in Lahore.

Ahmed: Sounds nice. I hope the new family will be nice.

Bilal: Well, I was speaking with Mr. Khan last week. He told me that the new family who has bought this house is a young couple with two daughters. They liked the house because it was near to their daughter's school.

Ahmed: Two daughters! That will please my daughter Eman.

Bilal: Ha! Maybe we'd better go next door and say hello.

Ahmed: Yes, and may be we'd better start thinking of selling too. I'd like a two-storey house in Lahore as well!

Bilal: Hmm.

Did you notice how Bilal and Ahmed used the following words when they were talking to one another.

Next door, amazing , selling , two storey house, sounds nice.

A1. Now listen to the dialogue again and mark the statements as True or False.

Example :

Its Sunday afternoon.

(a) True (b) False

Ans :False

0 There is a lot of noise.
(a) True (b) False

0 The noise is coming from upstairs.
(a) True (b) False

0 The new family is moving out.
(a) True (b) False

0 Ahmed and Bilal are walking.
(a) True (b) False

0 (a) True (b) False

0 The Khans have bought a single-storey house.
(a) True (a) False

0 The new family is a young couple with two daughters.
(a) Trueb. False

0 Ahmed wants to have a two-storey house in Jhelum.
(a) True (b) False

0 They liked the house because it was cheap.
(a) True (b) False

Ans :

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0 0 T 0 F 0 F

Different Ways of Developing Vocabulary

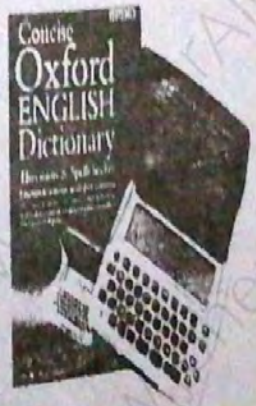
(ذخیرۂ الفاظ کو بہتر کرنے کے مختلف طریقے)

You can develop your vocabulary in a variety of ways. Some of them are given below:

0 **Playing with words (الفاظ سے کھیلیں):**

Playing word games such as Scrabble and crossword puzzles. These games and so many other games are available in the market as well as in the newspapers. You can also find them on the computer.





...up words in a dictionary

(ڈکشنری میں الفاظ دیکھنا):

Always keep dictionary in your bag. It will help you finding out the meaning of any difficult word you don't know.





❶ Making up as many associations and connections as possible(زیادہ تعلق اور رابطے بنانا):

When you say a word aloud, it gets stored in your memory. Try to relate the new word to words you already know.

❷ Practice, practice, practice:

You cannot learn a new word on hearing or coming across it in any text for the first time. You might have observed that you forget such type of words very quickly. You need to repeat or practice the word 10 to 20 times a day because repetitions really make a word a part of your vocabulary. As soon as you learn a new word, start using it.

❸ Improving context skills(مضمون کی مہارتوں کو بہتر کرنا):

A great majority of words can easily be learned from the context or situation through its context.

❹ Read, Read, Read:

Since most of the vocabulary is acquired through the context; the more words you are exposed to, the better vocabulary you will have. While you read, pay attention to the words you do not know.

Types of Vocabulary (ذخیرۂ الفاظ کی اقسام):

Let us now have a look at some types of vocabulary

❶ Receptive vocabulary:

It refers to the vocabulary that we come across in everyday life.

Example:

Words relating to daily routine, family, food, clothing, work, etc.

❷ Productive/Expressive vocabulary:

Productive vocabulary includes words that we use when we speak or write. This type of vocabulary generally needs greater knowledge and understanding than receptive vocabulary. We find such vocabulary in textbooks, newspaper, etc.

Different Ways of Studying Vocabulary

❶ Study the meaning of words:

Many words have several different meanings in different contexts.

❷ Study the use of words:

Study the words in different contexts. Then try to make sentences with the help of newly learnwords. Use these words in different contexts.



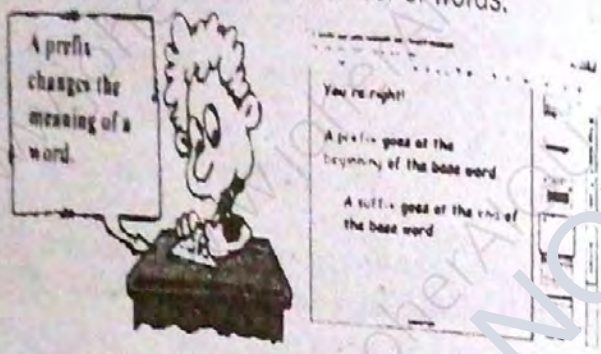
Study the root words, prefixes, suffixes:

(بنیادی الفاظ، سابقے لاحقے پڑھنا)

Studying these will help a lot in adding to your vocabulary.

Prefixes and Suffixes: (سابقے اور لاحقے)

Look at the word consider in the diagram. It is the root word and is surrounded by different prefixes and suffixes. The use of these prefixes and suffixes, in different order, with the root word consider, can form a number of words.



A prefix is a part of a word which is added to a root word in the beginning. Adding a prefix can change, or even reverse, the meaning of a root word for example: belief disbelief. Here dis is a prefix. A number of prefixes have the same, or nearly the same meaning.

Example:

Dis, un, and in all have the same meaning i.e, "not" or "the opposite of"

Dis honest

impossible

Here is chart which has some prefixes and their meanings. You will notice in the example words how the prefixes change the meanings of the words they are attached to. Learning these prefixes can help you understand the unfamiliar words.

Categories		Words	Meanings
Prefixes that reverse meaning	un-means"not"of "the opposite of"	unnatural unhappy	not natural not happy
	in-means"not"or "the opposite of"	inconsiderate intolerant	not considerate not tolerant
	il-means"not"or "the opposite of"	illegal illogical	not legal not logical
	im-means"not"or "the opposite of"	immoderate imbalance	not moderate lacking balance
	ir-means"not" "orthe opposite of"	irregular irreplaceable	not regular connot be replaced
Prefixes that show relati1ons	pre-means "before"	prepay prearrange	to pay in advance to arrange before hand
	post-means"after"	postdate postpone	to assign a later date to delay until a later time
	sub-means"below"	submaime	an underwater boat
	or"beneath"	subway	an undergound way or passage

In the above chart, you must have noticed that certain prefixes such as dis, un, im and in change the meanings of the words they are attached to and give them opposite meanings, as mentioned earlier.

The newly formed words with opposite meanings are called antonyms.

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root words? Consult the dictionary after doing activity or go to the key section.

Prefixes	Root words
un	responsibile
im	important
ir	complete
in	issue
non	peronal

Ans:

unimportant
irresponsible
incomplete
nonissue
impersonal

A3. Here is a list of few words. Look at them carefully and write the antonyms of these words in the crossword puzzle given below. Clues for the correct words are given in the boxes. You just have to use the right prefix for making antonyms. Do not worry you just have to make a few words. The rest have been done for you.

Example:

Import, export

	Across		Down
1	Important	2	Peacefulness
3	Export	4	Pro-American
5	Descend	6	Legible
7	Encourage	8	Internal
9	Include	10	Smoker
13	Emigrant	14	Regular

Ans 3:



A3:

	Word	Definition
0	in a secret way	secretly
0	which is not correct	incorrect
0	not practicable	non practical
0	todelay an event	postpone
0	which is not complete	incomplete
0	one who does not have home	homeless
0	full of pity and forgivenesss	merciful
0	without any vlaue	worthless

Suffixes: (اردو)

Suffix is a part of a word or a group of letters which is attached to the root word at the end. Like prefixes, suffixes change the meanings of root words and just like prefixes, they can have more than one meaning. Suffixes can also change the part of speech of the root word.

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Example:

Adding the suffix "ness" to quick (an adjective) changes it into quickness (a noun).

Adding "ly" to quick makes quickly (an adverb).

Example:

He ran quickly to open the door.

She wept bitterly on her failure.

Root words:

Categories	Suffixes	Words	Meanings
suffixes that	-er, -or	worker	on who works
mean"one		sailor	one who sails
who does	-ee	employee	one who is employed
something"	-ist	pianist	one who plays the piano
		chemist	one who sells medicine
	-ian	physician	one who practices medicine
		politician	one who is in politics
suffixes that	-ful	beautiful	one who has beauty
mean"full of		wonderful	full of wonder/some quality
suffixes that	-ous	furious	full of anger
mean"in the		courageous	full of courage
manner of"			
	-ly	happily	in the manner of being happy
		secretly	in a secre manner
		rudely	in a rude manner
		nicely	in a nice manner

English language are derived from Greek and Latin Languages. A root word the main word that carries the main meaning. Sometimes it is a complete word and can exist on its own, such as in the word "unbelievable" where believe is a root word, un is a prefix and able is a suffix.

A4. A few words are given below. Read them carefully and underline the root words. Think about the meanings of the root words.

Prefix Suffix unzipped Here zip is the root word
Root word

Example:

1. unloading
2. Disappointment
3. unfriendly
4. beloved
5. uneasy
6. dishonestly
7. homeless
8. rethink
9. disregard
10. disinterested

Ans:

Root words	Meanings	
Load	Weiht	وزن
Appoint	Settle	تعین کرنا
Friend	Com panion	ساتھی
Love	Affection	محبت
Ease	Relief	آرام
Honest	Sincere	ایماندار
Home	House	گھر
Think	Imagine	سوچ
Regard	Restpect	احترام
Cnterest	Profit	فائدہ

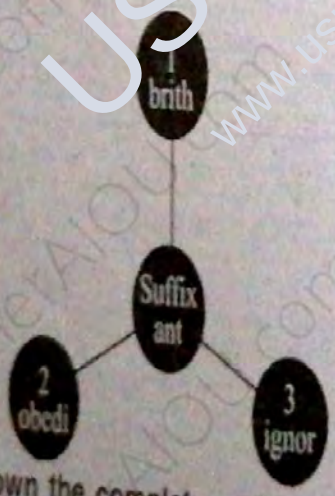
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A5. Now identify prefixes ... same words.

Ans :A .5

Wrods	Prefix	Root word	Suffix
Unloading	Un	Load	ing
Disappointment	Dis	Appoint	ment
Unfriendly	Un	Friend	ly
Be loved	Be	Love	d
Uneasy	Un	Ease	y
Dishonesty	Dis	Honest	ly
Homeless	-	Home	less
Rethink	Re	Think	-
Dis regard	Dis	Regard	-
Dis interested	Dis	Interest	ed

A6. We are giving you a few roots and a suffix ant to these roots and make complete words. Let us see what new root words you can make with this suffix.



Write down the complete root words in front of the numbers given below

① brili _____ ② obedi _____

③ ignor _____

Ans :

① Brilliant ② Obedient ③ Ignorant

The words you have just made are adjectives. Adjectives are describing words. They tell more about a noun.

A7. Look at the words again which you have made in Activity 6, with the help of suffix ant. Now try to use these words in sentences of your own to make their meanings clear. Follow the example.

Example :

Important.

Sentence:

It is important to take care of your health especially in winter season.

Ans P

① Word: Brillant
Sentence: Ali is a brilliant student.

② Word: Obedient
Sentence: Alishba is very obedient to her teachers.

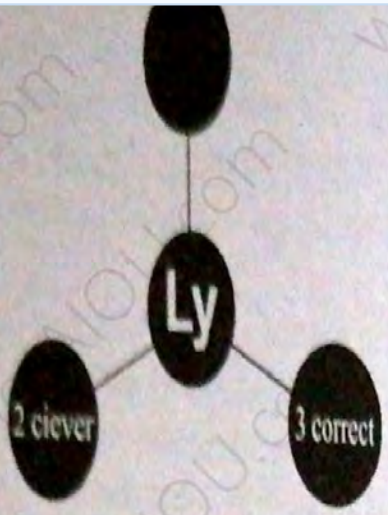
③ Word: Ignorant
Sentence: People of Arabia were ignorant before Islam.

A8. Here is another activity which is similar to Activity 6. This time let us try another suffix ly. If you add ly to the following roots you can have adverbs. Adverbs are the words which tell us how an action took place. In other words, an adverb describes a verb as an adjective descruves a noun, for example, quickly, slowly, honestly etc.

① Bitter _____ ② Clever _____

③ Correct _____

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Ans:

0 Bitterly 0 Cleverly 0 Correctly

A9. Now use these words in sentences of your own to make their meanings clear. Follow the example.

Example:

Slowly: Salma was walking slowly on the road.

Ans:A 9.

0 Bitterly: He was beating his donkey bitterly.

0 Cleverly: She stole my pen cleverly.

0 Correctly: You were answering correctly.

A10. Definitions of some words are given below. In front of each definition the word is written but the word is incomplete. You have to add either a prefix or a suffix as indicated to each of these words keeping in view the given definition of the word.

Example:

Definition: In the manner of being not prefect.

Word: Perfect (im is used as a prefix) imperfect

	Definition	Words
0	in a secret way	secret .....
0	which is not correct	..... correct
0	not practicable	..... practical
0	to delay an event	..... pone
0	which is not complete	.....complete
0	one who does not have home	home .....
0	full of pity and forgiveness	merci .....
0	without any value	worth .....

Ans:10

	Definition	Words
0	in a secret way	secretly
0	which is not correct	incorrect
0	not practicable	nonpractical
0	to delay an event	postpone
0	which is not complete	incomplete
0	one who does not have home	homeless
0	full of pity and forgiveness	merciful
0	without any value	worthless

A11. Look at the following incomplete exchanges. Fill in the blanks by using appropriate suffix along with the word given at the top of each exchange. The suffixes are given in the table.

ous, able, ion, ment, un, ance

0 **Avoid:**

A: The whole problem was _____. Why didn't you do something?

B: I know. I feel so bad.

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Patient: Doctor, is the disease _____?

Doctor: But you must take this medicinefor the next two months.

0 Danger:

A: Why are you putting cream on your face ad arms?

B: Because exposure to the sun can be danger _____.

0 Prevent:

A: I don't think the school is doing enough for the prevent _____ of the disease.

B: Madam, I promise you we are doing all we can.

0 Treat:

Patient: Doctor, where will I have to go for this _____?

Doctor: We'll be able to take care of you at the local hospital.

0 Assist:

Boss: Waseem, I need your assist _____ in doing this task.

Waseem: Sure , I am always available.

Ans :11

0 The whole problem was avoidable Why didn't you do something?

0 Patient: Doctor, is the disease cureable?

0 Because exposure to the sun can bedangerous

0 I don't think the school is doing enough for the preventionof the disease.

0 Doctor, where will I have to go for this treatment?

0 Waseem, I need yourassistance in doing this task.

Here is a story 'CLEVER MIRCHU'. In this story you will find many words/roots with prefixes and suffixes attached to them. Read the story carefully. It is an interesting story.

CLAVE MERCHU

A woodcutter and his wife lived in a village. They had seven children, all of them were boys. The woodcutter and his wife were so poor that at times they did not know where to get money to buy food for their children. The children were growing so fast that they always felt hungry. The youngest son, however, was the one who caused his parents the utmost anxiety. It is true that he did not eat much, but this was because he was so small. Indeed, when he was born he was only the size of a pepper, and that was why he was named Mirchu.



Once it so happened that there was no rain for months. A great famine spread across the land and the wood-cutter soon had nothing to give to his family. He was very unhappy. All the savings were gone and there was nothing left to eat. It was impossible to survive under such circumstances. The woodcutter made a plan that he should leave his children in forest. May be some rich man would find them and take them to his home. He was sure that he would take better care of them. He shared his thought with his wife.

She thought it was an improper act. But, at last, as the night wore on, she agreed to her husband's ruthless plan. After all, she could not see her children die of hunger. She thought and thought, but no other plan came to her mind. She wished, she had only three children instead of seven. They would not have been underfed and brought up nicely. The little Mirchu heard every bit of what they said. He considered the plan unwise and impracticable. For a long time he lay thinking what would be the best thing to do. As soon as it was twilight, he got up quickly and crept out of the cottage and off he ran to the forest. He filled his pockets there with small white stones. Then he ran back to the house and was in bad again all quiet and pretending to be fast asleep when his mother called him.

His mother told the boys to go to the forest to help their father gathering firewood, for there was no money left to buy any food. The forest was dark and lonesome but the woodcutter knew every bit of it so well that before long they were right in the deepest part of the forest. He asked the boys to collect all the branches and tie them into small bundles. While the boys were gathering as many sticks as they could the woodcutter nodded to his wife and the two of them just left hurriedly.

After sometime, when the boys finished collecting fire woods they found their father missing there. They began to shout and call for their father. They really felt frightened and began to cry bitterly. Then the clever Mirchu told them the way home. All they had to do was to follow the path of the white stones. These were the stones which he had collected last night and dropped them one by one on the way. So Mirchu led his brothers thought the deep forest until they reached the cottage. When they were standing outside the cottage they heard their parents crying for them because when the woodcutter and his wife arrived home early that day they found their sons waiting for them. This was in payment of a debt that they had long forgotten about. At the sight of so much money the woodcutter's wife wept for joy. But when she remembered her sons would have been eaten mercilessly by the wolves in forest she began to weep. What use was that money to her now, she thought.

This was all Mirchu wanted to hear. He was getting impatient. He pushed the door open and ran fast to his mother. His brothers followed him too.

"Don't cry mother. We are all here. All safe and about."

What joy and happiness there was in the woodcutter's cottage that night and what a feast they all had as they sat around the table! The woodcutter, his wife and all their seven sons lived happily ever after.

A12. Read the story 'Clever Mirchu' once again. Here we have made two columns; one for adjectives and the nouns they describe and the other for adverbs along with the relevant verbs used in the story. We have already filled in the two columns by two examples of each. You have to add to each these columns by finding at least 3 more adjectives, nouns, adverbs and verbs from the story.

Adjectived	Nouns	Verbs	Adverbs
Poor	Wife	Growing	Fast
Great	Famine	Lived	Happily

Ans :12

Adjectived	Nouns	Verbs	Adverbs
Poor	Wife	Growing	Fast
Great	Famine	Lived	Happily
Rich	Man	Eaten	Mercilessly
Improper	Act	Left	Hurriedly
Deep	Forest	Cried	Bitterly

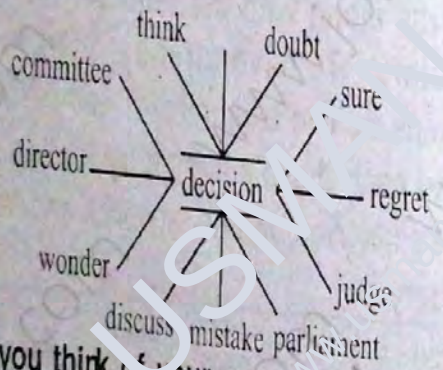
identify 5-10 such words which either have a prefix or a suffix or both attached to them.

Ans:

1 Growing	2 Youngest
3 Anxiety	4 Improper
5 Speechless	6 Nicely
7 Unwise	8 Impracticable
9 Twilight	10 Quickly
11 Hurriedly	12 Impatient

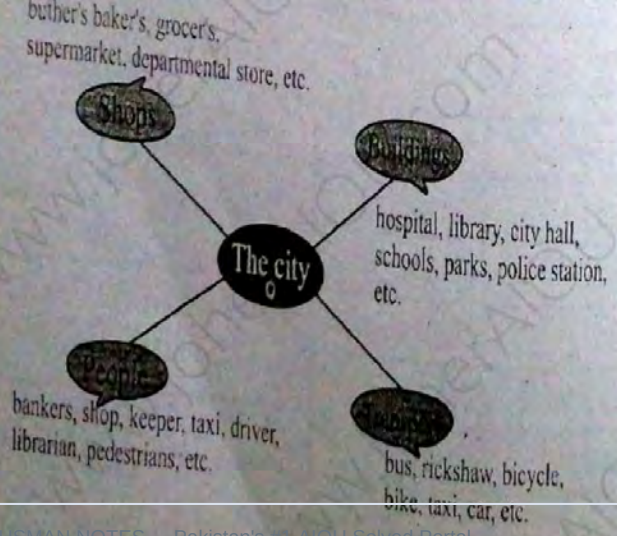
A14.Let us have an example of the word decision. There are so many things which come to our mind when we think of this word. In this way we can add a number of words to the word decision.

Ans: 14



A15.Can you think of your own city and write a short paragraph using the word mapon The city.

Ans: 15

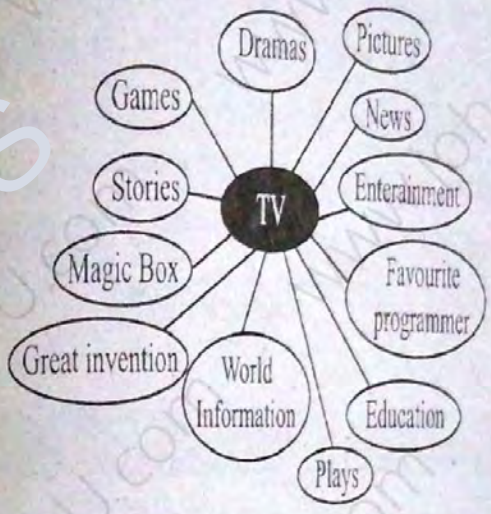


10. ...other example. This time it is the word Television. The words that generally come to our mind when we think of television are:

Television

entertainment favourite programmes education pictures world information great invention magic box news dramas stories.

Ans: 16



Draw a word map of the word television with the help of the given words, similar to the one given above onThe city. You can add more associated words if you like.

A17.Now here is a paragraph written with the help of the above words associated with television. See the meanings of the difficult highlighted words in your dictionary. If you do not find a word in the dictionary do notworry, go to the key section of your book. This is time you learn some difficult words as well.

Television is one of the marvelous inventions of science. Indeed it is a magic box. Pictures and images flick across the screen and delight the viewers. The world of news and entertainment is moving very fast. Television and radio have come to stay in our lives.

particular have always fascinated me a lot. I should frankly admit that up to class VIII, I had spent much of my time watching different programmes. But now I am selective and see only what suits my taste. What I like the most onTV is "The World of Nature". No other programme can be that wonderful. Each programme on nature, animals and landscape gives me a glimpse of the beautiful world. I feel like discovering the world in which I live. I feel I know very little of the vast world of wonderful forms. "The World of Nature" programme gives me a lot of information and understanding. Creation of so many moving objects is one of the sure signs of Allah Almighty. "The National Geographic" programmes on TV always bring to me a new glimpse of natural beauty. I love it. It is amazing indeed.

Ans: 17

Word	Meaning
Marvellous	Very good, excellent
Flick across	Move around
Fascinated	Attracted or interested greatly
Frankly	Telling honestly, openly
Selective	Choosing carefully
Landscape	Scenery of an area
Glimpse	A short or quick look
Amazing	Great surprise or wonder

A18. As mentioned earlier, a picture can always make us remembe. the meaning of a word and is a good source of vocabulary development. It is an easy way to learn new words. Below is the picture of a rose and some related words that come to our mind on seeing a rose. First, draw a word map including all related ideas and then using the same

of flowers in our life.



"Word Map"

Ans



A rose is usually of red colour. It is very beautiful. Som people use it as medicine also. It has sweet fragrance. It is o many colours as white, red, pink, yellow, etc.

Young boys and girls use it to express their love. red rose is a symbol of love.

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USMAN NOTES

Unit 9

INTRODUCTION TO POETRY

(Ray F. Zaner)

1 :"God's Love is All Around us"

It seems so hard to understand,
As I look across the land,
That all I view belong to me.
I ought to take more time to see.

یہ سمجھنا کتنا مشکل لگتا ہے جب میں اپنے اردگرد کی دنیا کو دیکھتا ہوں کہ جو کچھ مجھے نظر آتا ہے
وہ میرا ہے اس کو دیکھنے کے لیے مجھے زیادہ وقت چاہیے۔

The distant hills and mountains high,
The rolling clouds and bright blue sky
No one can take these views from me,
As long as I have eyes to see.

دور کی چھوٹی پہاڑیاں اور اونچے پہاڑ گھومتے بادل اور روشن نیلا آسمان، کوئی بھی مجھ سے یہ
مناظر چھین نہیں سکتا جب تک میرے پاس دیکھنے کے لیے آنکھیں ہیں۔

The songs of birds so gay and clear,
That fill the morning air with cheer,
And fragrant flowers of every hue,
That stand straight bedecked with dew,
All these and more belong to me,
If I but use my eyes to see.

پرندوں کے گیت اتنے خوشیوں والے اور واضح ہیں کہ بادِ صبا کو خوشیوں سے بھر دیتے
ہیں۔ اور مختلف رنگوں کے خوشبودار پھول جو شبنم کے قطروں سے سجے ہوئے قطار در قطار کھڑے ہیں یہ
سب کچھ اور مزید بہت کچھ بھی میرا ہے بشرطیکہ میں انہیں دیکھنے کے لیے اپنی آنکھیں استعمال کروں۔

When evening shadows gather night,
I hear my Master say to me,
"I made it all for you to see!"
My heart grows warm with faith and pride,
To know that He is by my side.

جب شام کے سائے رات کو لے آتے ہیں اور ٹمٹماتے ستارے آسمان کو روشن کر دیتے
ہیں۔ میں سنتا ہوں کہ میرا مالک (اللہ) مجھ سے کہتا ہے: "میں نے یہ سب کچھ تمہارے دیکھنے کے لیے
بنایا ہے۔ میرا دل ایمان اور فخر کی حرارت سے بھر جاتا ہے یہ جان کر کہ میرا اللہ میرے پاس ہے۔

Summary:

This poem is written by Ray F. Zaner.

The poet describes many aspects of nature in this beautiful poem. He says that each thing which I see in this world, is made for me. The beauties of nature are spread all around us. (God has gifted us) The distant hills, high mountains, beautiful blue sky, singing birds, fragrant flowers and twinkling stars. God Almighty has made all these things of nature for a man. We must be thankful to God for all his blessings.

2 **Evening (Thomas Miller)**

The day is past, the sun is set,
And the white stars are in the sky;
While the long grass with dew is wet,
And through the air the bats now fly.

دن گزر چکا ہے۔ سورج غروب ہو گیا ہے اور آسمان پر سفید ستارے نکل آئے ہیں جبکہ لمبی
گھاس شبنم سے بھیگ گئی ہے اور ہوا میں چمگادڑیں اُڑ رہی ہیں۔

The lambs have now lain down to sleep,
The birds are long since sought their nests,
For I know God is with me there,
And he will guard me through the night.

بھیڑ کے بچے (میمنے) اب سونے کے لیے لیٹ گئے ہیں۔ پرندوں نے اب بڑی دیر سے
اپنے گھونسلے تلاش کر لیے ہیں۔ ہوا اب ساکن، تاریک اور گہری ہے۔ پہاڑی کی طرف اب پرانا جنگل
پُرسکون اور خاموش ہے۔

But feel as safe as when it's light;
For I know God is with me there,
And he will guard me through the night.

اندھیرے کے باوجود مجھے کوئی خوف نہیں، بلکہ میں ایسے ہی بے خوف ہوں جیسا کہ میں روشنی میں ہوتا ہوں، کیونکہ میں جانتا ہوں کہ اللہ تعالیٰ تاریکی میں بھی میرے ساتھ ہے اور رات کے اندھیرے میں وہ میری حفاظت کرے گا۔

For God is by when I pray,
And when I close mine eyes in sleep,
I know that He will with me stay,
And will all night watch by me keep.

کیونکہ جب میں عبادت کرتا ہوں تو اللہ تعالیٰ اس وقت میرے پاس ہوتا ہے اور جب میں سونے کے لیے اپنی آنکھیں بند کر لیتا ہوں تو میرا الیقین ہے کہ میرا اللہ تعالیٰ میرے پاس ہی رہے گا اور ساری رات میری نگرانی کرے گا۔

For He who rules the stars and sea,
Who makes the grass and trees to grow,
Will look on a poor child like me,
When on my knees I to Him bow.

کیونکہ وہ جو ستاروں اور سمندروں پر حکمرانی کرتا ہے اور وہی گھاس اور درخت پیدا کرنے والا ہے۔ وہ ضرور مجھ جیسے ایک غریب بچے کی حفاظت کرے گا جبکہ میں اس کے سامنے گھٹنوں کے بل جھکا رہتا ہوں یا سجدہ کرتا رہتا ہوں۔

He holds all things in His right hand,
The rich, the poor, the great, the small,
When we sleep, or sit, or stand,
Is with us, for He loves us all .....

اللہ تعالیٰ امیر، غریب، بڑے اور چھوٹے سب کے ساتھ مساوی سلوک کرتا ہے۔ جب ہم سو رہے ہوں یا بیٹھے ہوں یا کھڑے ہوں تو اللہ تعالیٰ ہر وقت ہمارے ساتھ ہوتا ہے، کیونکہ وہ ہم سے محبت کرتا ہے۔

Summary:

The poet, in this poem, describes his feelings when the evening sets and a gloomy darkness fills the whole atmosphere. But the poet is not afraid because he sleeps. God will protect him because he prays to Him. God will be with him while he loves all His creatures, the rich, the poor, the great and the small. Since God is love, we also must love one another and remove hatred from this world. Then only can there be peace and love everywhere.

شاعر اس وقت کے اپنے محسوسات بیان کرتا ہے جب شام ہو جاتی ہے اور تمام اعضاء پر اندھیرا تاریکی چھا جاتی ہے۔ شاعر خوفزدہ نہیں ہے، کیونکہ وہ ہر وقت اللہ تعالیٰ کو یاد رکھتا ہے۔ جب وہ سوئے گا تو اللہ تعالیٰ اس کے ساتھ ہوگا۔ اللہ تعالیٰ اس کی حفاظت فرمائے گا، کیونکہ وہ اس کی عبادت کرتا ہے۔ اللہ تعالیٰ تمام مخلوقات سے پیار کرتا ہے، امیروں سے، غریبوں سے، بڑوں سے اور چھوٹوں سے، کیونکہ خدا پیار ہے۔ ہمیں بھی ایک دوسرے سے پیار کرنا چاہیے اور اس دنیا سے نفرت کو ختم کر دینا چاہیے۔ پھر ہر جگہ امن اور پیار ہو سکتا ہے۔

3 Daffodils (William Wordsworth)

I wandered lonely as a cloud,
That floats on high o'er vales and hills,
When all at once I saw a crowd.
A host of golden daffodils,
Besides the lake beneath the trees,
Fluttering and dancing in the breeze.

میں تنہا ایک بادل کی طرح بے مقصد گھوم رہا تھا جو وادیوں اور پہاڑوں پر تیرتا ہے جب کہ اچانک میں نے ایک مجمع دیکھا۔ یہ سنہری آبی نرگس کے پھولوں کا ہجوم تھا۔ یہ جھیل کے کنارے کے ساتھ ساتھ درختوں کے نیچے ہوا میں لہرا لہرا کر ناچ رہے تھے۔

Continuous as the stars that shine,
And twinkle on the Milky Way,
They stretched in never-ending line,
Along the margin of a day,
Ten thousand saw I at a glance,
Tossing their heads in sprightly dance.

آبی نرگس کے پھول کہکشاں کے ستاروں کی مانند کہکشاؤں میں ٹمٹماتے اور چمکتے ہیں۔ جھیل کے کنارے کبھی ختم نہ ہونے والی قطار میں پھیلے ہوئے تھے۔ میں نے ایک ہی نظر میں دس ہزار (ایک بہت بڑی تعداد) نرگس کے پھول دیکھے جو اپنے سروں کو خوشی سے ہلا رہے تھے اور ناچ رہے تھے۔

The waves besides them danced, but they outdid

A poet could not but be gay,
In such a jocund company,
I gazed and gazed but little thought,
What wealth the show to me had brought.

ندی کی لہریں نرگس کے پھولوں کے ساتھ ناچ رہی تھیں لیکن وہ خوشی میں چمکتی ہوئی لہروں سے بڑھے ہوئے تھے۔ ایک شاعر اس قسم کی خوشیاں منانے والوں کے ساتھ خوش ہوئے بغیر نہ رہ سکا۔ میں نگاہ دیکھتا رہا اور یہ بالکل نہیں سوچا کہ اس منظر نے مجھے خوشی اور امن کی کتنی زیادہ دولت عطا کی ہے۔

For oft when on my couch I lie,
In vacant or in pensive mood,
They flash upon that inward eye,
Which is the bliss of solitude;
And then my heart with pleasure fills,
And dances with the daffodils.

اکثر اوقات جب میں اپنے کاؤچ (پلنگ) پر لیٹتا ہوں اور میں غور و خوض کی حالت میں ہوتا ہوں تو وہ پھول میری اندرونی آنکھ (دل) پر چمکتے ہیں یا مجھے ان کا خیال آتا ہے جو میری تنہائی میں خوشی کا باعث بنتے ہیں اور تب میرا دل خوشی سے بھر جاتا ہے اور ان نرگس کے پھولوں کے ساتھ ناچنے لگتا ہے۔

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Summary:

William Wordsworth was a poet of nature, Most of his poems describe his personal experiences with nature. In this poem, the poet describes a pleasant experience of his life. During a walk alone in the countryside, where a cool breeze was blowing and greenery spread as far as could be seen, he came across a long un-ending line of blooming daffodils along the side of a lake. The flowers were dancing in the cool breeze. The waves in the lake also seemed to be dancing happily with the daffodils, but the beauty of daffodils was more charming than the shining waves in the lake. The poet was delighted to see this beautiful sight.

preserved in his memory. The memory of this scene has been provides him a pleasant pleasure whenever he remembers it and drives away loneliness from him. His heart is filled with pleasure, and he feels that he is in the company of happy and joyful daffodils.

ولیم ورڈزورتھ شاعرِ فطرت تھا۔ اس کی اکثر نظمیں فطرت کے بارے میں اس کے ذاتی تجربے کو بیان کرتی ہیں۔ اس نظم میں شاعر اپنی زندگی کے ایک خوشگوار اہم تجربے کا ذکر کرتا ہے۔ دیہاتی علاقے میں تنہا سیر کے دوران جہاں ٹھنڈی ہوا چل رہی تھی اور جہاں تک نگاہ دوڑائیں سبزہ پھیلا ہوا تھا، شاعر کا سامنا ایک جھیل کے کنارے اگے ہوئے آبی نرگسوں کے ساتھ ہوا، جو جھومتی دکھائی دیتی تھیں۔ لیکن آبی نرگسوں کا حسن جھیل کی جھلملاتی ہوئی لہروں سے بھی زیادہ دلکش تھا۔ شاعر یہ خوبصورت نظارہ دیکھ کر خوش ہو گیا۔ وہ کہتا ہے کہ اس نظارے کا حسن اس کی یادداشت میں محفوظ ہے۔ جب کبھی وہ اسے یاد کرتا ہے تو اس نظارے کی یاد اسے خوشی مہیا کرتی ہے اور تنہائی کو اس سے دور لے جاتی ہے۔ اس کا دل خوشی سے معمور ہو جاتا ہے اور وہ محسوس کرتا ہے کہ وہ اس خوش باش اور پُرلطف آبی نرگسوں کا ہم نشین ہے۔

0 A Poison Tree (William Blake)

I was angry with my friend:
I told my wrath, my wrath did end.
I was angry with foe,
I told it not, my wrath did grow.

میں اپنے دوست سے ناراض تھا۔ میں نے اپنی ناراضگی کا اظہار کر دیا تو ناراضگی ختم ہو گئی۔
میں اپنے دشمن سے ناراض ہوا۔ میں نے اپنی ناراضگی کا اظہار نہ کیا، میری ناراضگی بڑھتی گئی۔

And I watered it in fears,
Night and morning with my tears,
And I sunned it with smiles,
And with soft deceitful wiles.

میں نے خوف سے اس کی پرورش کی۔ صبح شام اپنے آنسوؤں سے اور مسکراہٹ اور نرم و نازک جھوٹ سے اس کو چمکا دیا۔

And it grew both day and night,
Till it bore an apple bright;
And my foe beheld it shine,
And he knew that it was mine.

یہ دن رات بڑھتا رہا۔ یہاں تک کہ اس پر چمکدار سیب لگ گئے۔

نے اسے چمکتے ہوئے دیکھا اور اسے معلوم تھا کہ یہ میرا ہے۔

And into my garden stole
When the night had veil'd the pole;
In the morning glad I see
My foe out stretched beneath the tree.

رات کو جب درخت تاریکی نے لپیٹ لیا تو میرا دشمن چپکے سے باغ میں گھس گیا۔ صبح کو میں یہ دیکھ کر خوش ہوا کہ میرا دشمن درخت کے نیچے بے سدھ (مرا) پڑا تھا۔

Summary:

William Blake is a mystic poet. His poems always carry some message for man. In this poem, he says that expression of sentiments bring about good and their concealing causes harm.

The poet was angry with his friend. He talked to him about it and the misunderstanding was over. He was angry with his enemy. He did not talk to him about his anger. He kept concealing it. He nourished and watered it with fears, suspicion and doubts. His angry kept increasing and grew into a beautiful apple tree. At last, it bore apple of bright hatred. The brightness attracted his enemy. In the darkness of the night, his enemy crept into his garden and ate apple. In the morning, the poet found him lying dead due to his hatred.

ولیم بلیک ایک صوفی شاعر ہے۔ اس کی نظموں میں ہمیشہ انسان کے لیے پیغام ہوتا ہے۔ اس نظم میں وہ کہتا ہے کہ جذبات کا اظہار بہتری کا باعث ہوتا ہے اور ان کا اخفا نقصان دہ ہوتا ہے۔ شاعر اپنے دوست سے ناراض تھا۔ اس نے اس کے ساتھ اس بارے بات کی اور غلط فہمی دور ہو گئی۔ وہ دشمن سے ناراض تھا۔ اس نے غصے کے بارے میں بات نہیں کی۔ اس نے غصہ چھپائے رکھا۔ اس نے اس کی خوف، شک اور خدشات سے پرورش اور آبیاری کی۔ اس کا غصہ بڑھتا رہا اور خوبصورت سیب کا درخت بن گیا۔ آخر کار اس نفرت کا چمکدار سیب لگا۔ اس کی چمک دشمن کو اچھی لگی۔ رات کی تاریکی میں اس کا دشمن باغ میں گھسا اور سیب کھایا۔ صبح کو شاعر نے اپنی نفرت کی وجہ سے اس کو وہاں پر مردہ پایا۔

6 Autum (Walter De La Mare)

There is a wind where the rose was;
Cold rain where sweet grass was;
And clouds like sheep
Grey skies where the lark was.

جہاں گلاب کے پھول تھے اب وہاں ہوا ہے، جہاں خوبصورت گھاس تھی اب وہاں سرد بارش ہے۔ بادل بھیڑوں کی طرح چھا رہے ہیں، ڈھلان پرندی ہے۔ جہاں چنڈول پرندے گیت تھے وہاں اب صرف سرمئی آسمان ہے۔

Nought gold where your hair was;
Nouht warm where your hand was;
But phantom, forlorn,
Beneath the thorn,
Your ghost where your face was.

جہاں تمہارے بال تھے اب وہاں وہ سنہری بال نہیں۔ جہاں تمہارے ہاتھ تھے اب وہاں پر حرارت نہیں۔ لیکن بھوت ہے تنہائی، کانٹوں جیسی زندگی ہے، جہاں تمہارا چہرہ تھا اب وہاں صرف تمہاری روح باقی ہے۔

Sad winds where your face was
Tears: tears where my heart was;
And ever with me,
Child, ever with me.
Silent where hope was.

جہاں تمہارا چہرہ تھا وہاں اب افسردہ ہوائیں ہیں۔ جہاں میرا دل تھا وہاں اب آنسو ہی آنسو ہیں۔ میرے بچے ہمیشہ میرے ساتھ رہنا۔ جہاں امید ہوتی تھی اب وہاں صرف خاموشی ہے۔

Summary:

In this poem, the poet describes the scene of Autumn. He says that Autumn is of two types: One of them, comes with the change of weather. The other comes with the death of our beloved ones(پیاروں کی وفات).

First he tells that there is wind and cold rain where the flowers were. There are only clouds instead (کی بجائے) of singing birds.

Then the poet describes the real Autumn of his heart. He mourns the death of his child and says that there is nothing in place of his hair and hand. There is only ghost instead of his face. He recalls his memories and weeps. His

heart is filled with tears. After the death of his child, there is silence, loneliness (تنہائی) and disappointment. Life has become a bed of thorns (کانٹوں کا بستر). This is the scene of real autumn.

0 Night Mail (W.H. Auden)

There is the Night Mail crossing the Border,

Bringing the cheque and the postal order,

Letters for the rich, letters for the poor,

The drop at the corner, the girl next door.

یہ رات کو چلنے والی ڈاک ٹرین ہے جو سرحد کو عبور کر رہی ہے۔ یہ چیک اور منی آرڈر لا رہی ہے۔ یہ امیروں اور غریبوں کے لیے، کونے والی دکان کے لیے اور اگلے گھر میں رہنے والی لڑکی کے لیے خط لا رہی ہے۔

Pulling up Beattock a steady climb,
The gardens against here but she's on time,
Past cotton grass and moorland boulder,
Shovelling white steam over her shoulder,

Beattock کی سمت پڑھائی کو زور لگا کر چڑھ رہی ہے۔ کئی رکاوٹیں اس کے خلاف ہیں مگر وہ ہمیشہ وقت پر آتی ہیں۔ یہ نرسری کے پاس سے کھیتوں اور جنگلی جھاڑیوں سے گزرتی ہیں۔ اپنے کندھے پر سفید دھواں چھوڑتی ہیں۔

Snorting noisily, she passes,
Silent miles of wind-bent grasses,
Birds turn their heads as she approaches,
Stare from bushes at her blank-faced coaches.

چیختی چنگھاڑتی ہوئی وہ گزر جاتی ہے۔ کئی میل تک اُگی گھاس اس کی ہوا کے زور سے خاموشی سے جھک جاتی ہے۔ جب ٹرین آتی ہے تو جھاڑیوں میں بیٹھے پرندے اپنے سروں کو حرکت دیتے ہیں اور اس کی خالی سپاٹ بوگیوں کو گھورتے ہیں۔

Sheep dogs cannot turn her course;
They slumber on with paws across.
In the farm she passes, no one wakes,
But a jug in a bedroom gently shakes.

بھیڑوں کے رکھوالے کتے اس کے راستے کو نہیں روک سکتے۔ وہ اپنے پنجے آپس میں پھنسائے سوئے رہتے ہیں۔ وہ کھیت میں سے گزرتی ہے تو کوئی بیدار نہیں ہوتا۔ صرف کمرے میں پڑا پانی کا جگ آہستگی سے ہلتا ہے۔

Summary:

The poet describes the journey of a mail train. It travels all night to bring cheques, letters and postal orders for rich and poor. Sometimes it has to climb on steep slopes (عمودی ڈھلوانوں پر). Sometimes it runs on smooth plains (ہموار میدان). But it always reaches its destination on time. During its travel, birds stare at it from their nests. But people in the farms and the dogs deep on sleeping. Only the jug in the bedroom slowly shakes.

The poet has treated the train as a dutiful, punctual and hard working. His observation is keen, he conveys his observation in such a way that the reader feels the train running before his eyes.

1 The Solitary Reaper (William Wordsworth)

Behold her, single in the field,
You solitary Highland lass,
Reaping and singing by herself;
Stop here, or gently pass.

اس لڑکی کو دیکھو۔ تنہا کھیت میں ہے۔ اے تنہا پہاڑی لڑکی! تم فصل بھی کاٹ رہی ہو اور خود گیت بھی گا رہی ہو تو یہاں رک جاؤ یا چپکے سے گزر جاؤ۔

Alone she cuts and binds the grain,
And sings a melancholy strain;
O listen; for the Vale profound,
Is overflowing with the sound.

وہ تنہا فصل کاٹ کر گٹھے باندھتی ہے اور افسردہ گیت بھی گاتی ہے۔ سنو! پوری کی پوری وادی اس کی آواز سے بھر رہی ہے۔

Now nightingale did ever chaunt
More welcome notes to weary bands
Of travelers in some shady haunt
Among Arabian sands;

ہوں گے جو کہ عرب کے صحراؤں کے درمیان سایہ دار جگہوں پر آباد ہیں۔

A voice so thrilling never was heard
In spring-time from the Cuckoo-bird.
Breaking the silences of the seas
Among the farthest Hebrides.

اس قدر پُر جوش آواز تو بہار کے موسم میں کوئل پرندے کی بھی نہیں ہوتی۔ یہ آواز بحر الکاہل کے دور کے جزیروں پر سمندر کی خاموشی کو توڑ دیتی ہے۔

Will no one tell me what she sings?
Perhaps the plaintive numbers flow
For old, unhappy, far-off things,
And battles long ago.

کیا کوئی مجھے یہ بتائے گا کہ وہ کیا گاتی ہے۔ شاید کوئی غمناک گانا گا رہی ہے۔ یہ گانا کسی پرانے واقعے کے متعلق ہے یا کسی پرانی لڑائی کے بارے میں۔

I listened, motionless and still
And, as I mounted up the hill,
The music in my heart I bore,
Long after it was heard no more.

میں نے گانا سنا اور بے حس و حرکت ہو گیا۔ میں آگے پہاڑی پر چڑھ گیا۔ وہ موسیقی آج بھی میرے سینے میں ہے۔ اگرچہ اس کو سنے کا زمانہ گزر چکا ہے۔

Summary:

In this poem, William Wordsworth says that he felt the strange beauty of the song of the lonely girl singing in the mountains of Scotland. He connects the beauty of the mountains with the beauty of the girl. He finds her singing to be as natural as the singing of birds, the chanting of nightingales and the cooing of cuckoos. He associates the beauties of nature with the beauty of the voice and the song of the girl though he cannot understand her language. He thinks perhaps it is about some war or unhappy incident. No traveler in Arabia ever heard as pleasant tunes of the song of nightingales as the poet heard from the girl. He cannot forget her voice for a long time.

Q Woman ... (Maya Angelou)

I've got the children to tend
The clothes to mend
The floor to mop
The food to shop

میں نے بچوں کی نگہداشت کرنی ہے۔ کپڑوں کی مرمت کرنی ہوتی ہے۔ فرش صاف کرنا ہوتا ہے۔ کھانے کی چیزیں خریدنا ہوتی ہیں۔

Then chicken to fry
Thy baby to dry
I got company to feed
The garden to weed
I've got the shirts to press
The tots to dress
The cane to be cut
I got to clean up this hut.

پھر مرغی کا گوشت فرائی کرنا ہوتا ہے۔ بچے کو نہلا کر خشک کرنا ہوتا ہے۔ مہمانوں کو کھانا کھلانا ہوتا ہے۔ باغ سے جڑی بوٹیاں تلف کرنی ہیں۔ مجھے شرٹ استری کرنے ہوتے ہیں۔ چھوٹے بچے کو کپڑے پہنانے ہوتے ہیں۔ بید کا ٹنا ہوتا ہے۔ جھونپڑی کی صفائی کرنا ہوتی ہے۔

Shine on me sunshine
Rain on me, rain
Fall softly, dewdrops
And cool my brow again.

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اے سورج کی دھوپ! میرے اوپر چمکو۔ اے بارش! میرے اوپر برس۔ اے شبنم کے قطرو! نرمی سے میرے اوپر گرو اور دوبارہ مجھے پُرسکون کرو۔

Storm, blow me from here
With your fiercest wind
Let me float across the sky
Till I can rest again.

اے طوفان! مجھے یہاں سے اڑا لے جا، اپنے تیز جھکڑوں کے ساتھ مجھے آسمان کی فضا میں تیرنے دو تاکہ میں دوبارہ آرام کر سکوں۔

Fall gently, snow flakes
Cover me with white
Cold icy kisses and
Let me rest tonight.

میرے بوڑھے لو اور مجھے آج رات آرام کرنے دو۔

Summary:

In this poem, the poetess describes the laborious and machine like life of a domestic woman. She remains busy in dull and boring activities of life from dawn to dusk. The work does not come to an end. Her work of looking after the children, mending their clothes, cleaning the house, buying and cooking food and pressing the clothes of everybody in house, and keeping the garden in good shape continue in the same way.

The housewife in the poem, being tired of her work appeals the nature for her help. In this way, she wants newness, variety excitement and movement in place of her dull, boring and tiresome activities of the house.

0 Leisure (William Davies)

What is this life is full of care,
We have no time to stand and stare?
No time to stand beneath the boughs
And stare as long as sheep or cows.

یہ زندگی بھی کتنی فضول ہے۔ یہ پریشانیوں سے ہی بھرپور ہے۔ ہمارے پاس اتنا وقت بھی نہیں کہ رکیں اور غور سے دیکھیں۔ ہمارے پاس اتنا وقت بھی نہیں کہ شاخوں کے نیچے کھڑے ہوں اور اتنی دیر تک غور سے دیکھتے رہیں جتنی دیر تک بھیڑیں اور گائیں دیکھتی ہیں۔

No time to see, when woods we pass,
Where squirrels hide their nuts in grass,
No time to see, in broad daylight,
Streams full of stars, like skies at night.

جب ہم جنگل سے گزریں تو اتنا وقت نہیں ہوتا کہ وہاں یہ دیکھیں کہ گلہریوں نے کہاں اپنا میوہ گھاس میں چھپایا ہے۔ دن کی چمکدار روشنی میں یہ دیکھنے کا وقت نہیں کہ ندیاں ستاروں سے بھری ہوئی ہیں جیسے رات کو آسمان ہوتا ہے۔

No time to turn at beauty's glance,
And watch her feet, how they can dance.
No time to wait till her mouth can
Enrich that smile her eyes began;

ہمارے پاس اتنا وقت نہیں کہ اس مسکراہٹ کو دیکھنے کا انتظار کریں جو اس کی آنکھوں سے شروع ہوتی ہے۔

A poor life this if, full of care,
We have no time to stand and stare.

کتنی فضول زندگی ہے اگر یہ پریشانیوں سے بھری ہوئی ہے۔ ہمارے پاس اتنا بھی وقت نہ ہو کہ ہم رکیں اور مڑ کر فطرت دیکھیں۔

Summary:

In this poem, the poet expresses the materialism (مادیت) of modern man because he ignores the following beautiful blessings (نعمتیں) of nature. "We have no time to take some rest under the shady (سایہ دار) trees just like cows and sheep. Further we miss a lot of beautiful and charming birds and animals in the jungle. We have no time to look at clear streams (ندیاں) of water in sunlight shining, as the stars shine in the sky at night. Even we have no time to have a glance (نظر ڈالنا) of beautiful dancing girl who is full of love having beautiful lips and glittering (چمکتی) eyes.

The poet concludes that our life is meaningless (بے معنی) if it is full of worries (پریشانیوں) and problems (مسائل).

Introduction to poetry:

We will briefly introduce you to poetry and the three important elements, features or poetic devices of poetry, which are:

Rhyme
Alliteration
Imagery

"Literature".

- Literature is a composition that tells a story, dramatizes a situation.
- Expresses emotions, encowrage ideas.
- It helps us grow personally and intellectually.

- it shapes our personalities.

A1. Try and answer these questions before we begin to learn about poetry.

- What is poetry?
- Name any five poets in any language, Urdu or in any regional language
- Do you have a favourite poet? Who?
- Do you remember any one poem that you like. If you remember any lines from it, write them down.
- Have you ever written a poem yourself? Why or why not?
- Have you ever heard poetry read live (Mushaira)?

Ans :(1)

- Poetry is a kind of creative or imaginative writing. Poetry is set out in short lines that form stanzas. Most poems have words that are put together in rhyme and alliteration that create rhythm or beat or music. Poems are written with words chosen for their sounds and beauty as well as their meaning. A poet shares experiences & strong feelings with readers.
- William Wordsworth, William Blake, Allama Iqbal, Perven Shaker, Ghalib.
- My favourite poet is Allama Iqbal.
- My favourite poem is : Leisure.

What is this life if full of care,
We have no time to standand stare?
No time to stand beneath the boughs,
And stare as long as sheep or cows.

- No, I am not interested in poetry writing so I have not written a poem.
- Yes, I have heard Mushaira live.

What is Rhyme?

A "rhyme" is a feature of a poem or verse that has

poetry we find it melodious or musical. Because poems have

- Rhyming words which are one of the most important features or elements of poetry.
- Rhyming words are those that sound alike and create music and rhythm in poetry.
- Poets create this melody or music with the help of rhyming words.
- Rhyming poems are mostly found in children's literature.
- The basic function of rhymes is to create a pleasing sound effect.
- The choice of the sounds repeated in the rhymes can contribute to creating the tone and mood of the poem.

Rhyming words

Words that rhyme sound the same at the end.
They usually end in the same last few letters.

A2. Let us now do a few activities that will help you further in understanding what "rhyme" in the poetry. Read the following examples of rhyming words and then add two words to each of the word.

Example :

Earth, Birth, Worth.
Treasure, Pleasure, Leisure

A

- Moon _____, _____, _____
- Bough _____, _____, _____
- Stream _____, _____, _____

B

Which of the following pairs of words do not form a rhyme?

- Braid Brass
- Map Mop
- Perform Person
- Boast Toast
- Drink Pink

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Ans:

1. Moon, Soon, Boom
2. Bough, Cow, Plough
3. Stream, Cream, Scream

B

1. Braid Brass
2. Map Mop
3. Perform Person

A3. Read a short poem and underline the words that rhyme.

I met a little cottage girl,
She was eight years old, she said;
Her hair was thick with many a curl
That clustered round her head.

Ans:

Girl Curl Said Head

A4. Now listen and read a longer poem and underline the words that rhyme with each other.

Mirror Mirror



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Tell me what you truly think
Am I fat or am I thin?
Will I lose or should I win?
Am I short? Perhaps too tall?
Are my ears a bit too small?
Is my nose exactly right?
Do I have an overbite?
Am I weak or super strong?
Is my hair too short or long?
Am I smart or rather dumb?
Can you say what I'll become?
Am I nerdy? Am I cool?
Am I awful? Do I rule?
Am I great or do I stink?
Mirror, mirror by the sink.

Answers

Rhyming Words

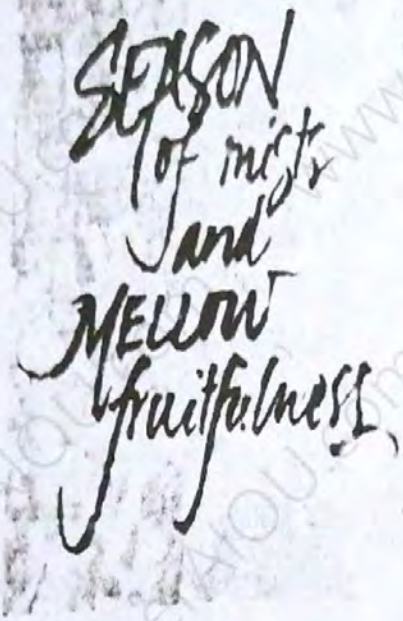
1. Sink, Think,
2. Tall , Small
3. Strong, Long
4. Cool, Rule
5. Lose, Nose
6. Thin, Win
7. Right, Bite
8. Dumb, Become
9. Stink, Sink

Alliteration: (الفاظ کی تکرار)

The repetition of same letter or sound is called alliteration. Alliteration is a strong feature of poetry. It is used to add or create sound quality to the poem.



Read the two lines from the famous English poet, John Keat's poem "To Autumn" and notice the repetition of the [s] and [m] sounds:

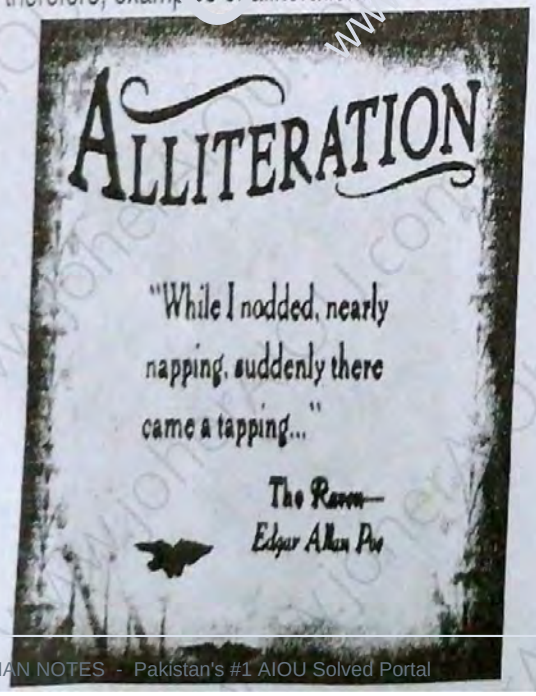


Season of mists and mellow fruitfulness,
Close bosom-friend of the maturing sun.

We can notice alliteration everywhere. Read these phrases that we frequently hear:

Sink or swim	Do or die
More the merrier	Poor but proud
Hale and hearty	Green as grass
Live and learn	Bigger and better
Pretty in pink	Sweet smell of success
Dime a dozen	Back to basics

All these phrases have repetitive letters and sounds and are, therefore, examples of alliteration.



stores, etc. That use alliteration, for example:

Best Buy
Dunkin Donuts
Ayesha's Apparal
Bed & Bath
Him & Her
Swatch Watch
Mickey Mouse
Donald Duck

A8. Identify the alliteration in the following examples:

a. Ali's aunt ate apples and acorns around August.
b. The cute cat clawed the couch, creating chaos.
c. Dani's dog dove deep in the dam, drinking dirty water as he dove.
d. Mani's microphone made much music.
e. Nomi's nephew needed new notebooks now not never.
f. Sara's seven sisters slept soundly in sand.
g. Tony took tons of tools to make toys for tots.

The letters which are bold in the following sentences have the same sound (alliteration).

a. Ali's aunt ate apples and acorns around august. (a - sound)
b. The cute cat clawed the couch, creating chaos. (k - sound)
c. Dani's dog dove deep in the dam, drinking dirty water as he dove. (d - sound)
d. Main's microphone made much music. (m - sound)
e. Nomi's nephew needed new notebooks now not ever. (n - sound)
f. Sara's seven sisters slept soundly in sand. (s - sound)
g. Tony took tons of tools to make toys for tots. (t - sound)

alliteration, that is repeating the same letter sound at the beginning of two or more words in a sentence. Follow the instructions given below

- Here is a word "cat". Think of an adjective that begins with "k" sound. Something that describes the cat that begins with a "c" or "k". So what words or adjectives did you add to the word "cat"?
- Think of a verb that begins with "k" sound. What does the cat do?
- Think of an adverb that begins with the letter / sound "k." How did the cat do it?

Ans:

- Adjective: Cute
- Verb: Crawl
- Adverb: Carelessly

A10. Now here are some more nouns. Following the above example, add suitable adjective, verb and adverb to each noun.

	Nouns	Adjectives	Verbs	Adverbs
1	Teache			
2	Dish			
3	Tiger			
4	Flower			

Ans:

Nouns	Adjectives	Verbs	Adverbs
Teacher	Trained	Teaches	Tenderly
Dish	Delicious	Decorated	Delicatly
Tiger	Wild	Runs	Quickly
Flower	Fresh	Flaunt	Festively

poem, "Nothing Gold CanStay". Listen and read the poem and notice the repetition of the sounds or alliteration. Can you find the examples of alliteration?

Nature's first green is gold,
Here hardest hue to hold.
Her early leaf's a flower;
But only so an hour.
Then leaf subsides to leaf.
So Eden sank to grief,
So dawn goes down to day,
Nothing gold can stay.

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Ans:

- Green, Gold
- Her, Hardest, Hue, Hold
- So, Sank
- Dawn, Down Day

"Tongue-twisters"
(زبان کو الجھانے والے الفاظ)

Tongue Twister is a phrase or sentence which is hard to speak fast, usually because of alliteration or a sequence of nearly similar sounds.

زبان کو الجھانے والے الفاظ ایک محاورے یا فقرے پر مشتمل ہوتے ہیں، جن کو تیزی سے پڑھنا مشکل ہوتا ہے، کیونکہ تمام ردیف اور الفاظ کی آواز تقریباً ایک جیسی ہوتی ہے۔

Tongue Twisters are great fun! Can you repeat the following tongue twisters atleast five times without stopping?

- She sells seashells on the seashore.
- Peter Piper picked a peck of pickled peppers.
- Black bug bit a big black bear.
- Sally sang songs on Sunday.

Every language has its own tongue twisters. Here is

alliteration.

Nazar ney nazar ko nazar bhar key deykha, Nazar ki nazar ko nazar lag gai.

(نذر نے ناظر کو نظر بھر کے دیکھا۔ نذر کی نظر کو نظر لگ گئی)

Listen and read an interesting poem which is actually a tongue twister:

Betty Botter by Mother Goose

Betty Botter bought some butter,
But, she said, the butter's bitter;
If I put it in my batter
It will make my batter bitter,
But a bit of better butter
Will make my batter better.
So she bought a bit of butter
Better than her bitter butter,
And she put it in her batter,
And the batter was not bitter.
So 'twas better Betty Botter
Bought a bit of better butter.

Imagery (خیالی تصویر)

Imagery is another important poetic device that a poet often use in their poems. A poet creata images in our minds through words and these words or images appeal to our five senses:

فرضی تصویر ایک اہم شاعرانہ ترکیب ہے، جو شاعر اپنی نظموں میں اکثر استعمال کرتے ہیں۔ ایک شاعر اپنے الفاظ کے ذریعے ہمارے ذہنوں میں تصورات پیدا کرتا ہے اور یہ الفاظ یا تصورات ہمارے حواسِ خمسہ کو متاثر کرتے ہیں۔

1. Sense of smell
2. Sense of touch
3. Sense of taste
4. Sense of sight
5. Sense of sound

Ans: Senses". As you listen to it, add appropriate words that excite any of your five senses in the given columns.

My Five Senses

I can see
Trees and grass,
The sun and sky;
I can taste
Chocolate icecream,
Apple pie;
I can hear
Music, laughter;
Words you said;
I can smell
Perfume, flowers,
Baking bread;
I can touch
Silk and velve;
A baby's skin;
What a wonderful
World I'm in!

Eva Grant

Taste	Touch	Sight	Smell	Sound

Ans:

Taste	Touch	Sight	Smell	Sound
Chocolate	Silk	Trees	Perfume	Music
Icecream	Velvet	Grass	Flowers	Laughter
Apple pie	Baby's skin	Sun	Baking bread	Words
		Sky		

how the poetess uses images that create pictures in our minds.

The Earth & I

The Sun, my heart
The stars, my dreams
The moon, my mind
The air, my breath
The rivers, my blood
The trees, my limbs
The grass, my hair
The Earth, my body
I am everywhere

A13. Who is this "I" in the title of the poem? Yes that's correct! "I" is the poetess herself. She is the speaker in the poem. The poem is a celebration of nature. Read the poem very carefully again and write why the poetess says:

"The Sun, my heart"? Well, she gives us an image that it is the light from the sun which gives us warmth and heat. It gives us life, sunlight, make our hearts beat and it is exactly like a human heat, if the heart stops to beat we are dead.

Write what images do the following lines create in your mind?

0 The moon, my mind.
0 The stars, my dreams.
0 The air, my breath.
0 The rivers, my blood.
0 The trees, my limbs.
0 The grass, my hair.
0 The Earth, my body.

Ans:

0 Moon gives us light at night. So, she exactly call it her mind.
0 considered at the heighest point. So, everyone of us areams to reach the stars.
0 Human beings get oxygen for breathing from air. So, she correctly says that air is her breath.
0 All human beings get water to drink from rivers and stream. This water is the most necessary thing for life. So, poetess calls this water her blood because without blood human body can not remain alive.
0 She compares the branches of trees to the limbs of human beings. Because they resemble each other.
0 She gives us an image that it is the grass that resembles human hair. So, she calls grass her hair.
0 The Earth has rivers, trees, grass, air, etc. as human body has hair, limbs, blood, mind, etc. So, in the end, she calls the Earth her body.

A14. Read another interesting poem. After reading the pom, can you answer the questions that follow?

With my eyes, I can see
Robins nesting in the trees
I see and hear, and smell, and taste, and touch
With my senses I learn so much
With my ears, I can hear
Distant noises and sounds quite near
With my nose, I can smell
Fragrant flowers in the dell
With my mouth, I can taste
Doughnuts, which are chocolate glared
With my hand, I can feel
Bananas with a slippery peel

What does the poet:

0 **See with eyes? Can you add three more things, can be beautiful and ugly that you see around you?**

hear? Can you add three more things that you hear around you?

ii. Smell? Can you add three more things that you smell around you?

iii. Taste? Can you add three more things whose taste you like or dislike?

iv. Fell? Can you add three more things that you can touch or feel?

Ans:

i. He sees Robins nesting in the trees. I can see beautiful mountains, rivers, stars, moon, and sun with my eyes.

ii. He hear distant noises and sounds near him. I can hear chirping of birds, cuckoo's songs and sweet music of rain.

iii. He smells fragrant of flowers. I also smell scented breeze, fragrance of flowers and different perfumes with my nose.

iv. The poet tasts doughnuts (ڈونٹ کھلی) which are chocolate glazeds (چاکلیٹ کیے). I can taste sweet, bitter and salty things.

v. He feels bananas with a slippery peel. I can feel softness and hardness (نرمی اور سختی) of things. I can also feel the warmth of my love.

A15. Here is another poem. Read it carefully and then answer the questions that follow. You might find these questions difficult to answer, therefore, we would advise you to ask your tutor to help you

i. What suitable title would you like to give to the poem?

ii. There are two stanzas in the poem. Can you write what is the main image in stanza I and the main image in stanza2?

iii. Are the images given in both the stanzas same or they are different or contrasting? How?

paragraph describing the images that the poet is trying to create in our minds?

v. What kind of words the poet has used that strike our senes? For example Can you identify some other such images that attract any of your other senses?

"Tree branches glisten white", attract our sense of seeing.

Ans:

i. Title: Pillows of Snow (برف کے تکیے).

ii. In the first stanza, the image of snowfall is presented while in stanzatwo, the image of snow melting and arrival of spring is presented.

iii. Both the images are different. First image represents the winter season while second image represents the arrival of spring.

iv. In stanza 2, the poet says that there are splashes of clouds flying over sky. There are leaves on the branches of trees. The winter season has ended.The spring season is ready to come. Everything is changing its colour.

v. **Sense of sight:** Tree, snow, sun, cars, water, clouds, sky.

Sense of touch: Frozen, stark (سخت), breeze.

:Pillows of Snow"

1

Tree branches
Glisten white
Pillows of snowa
Sun reflecting
Tiny crystals of light
Frozen in stillness
Snow melts

Beneath
A steady drizzle
Rivulets run down the street
Cars splash by
Sending muddy water
2
Bright blue sky
Splashes of clouds fly
On the edges
Of a breeze
Stark branches
With swelling nubbins
Soon to be leaves
(Juddy Anne)

Q16: We will leave you with yet another beautiful poem. Just listen, read and enjoy it. You might be asked to find rhyme, alliteration and imagery in this poem in your assignment.

A Reminiscence
By Anne Bronte

Yes, thou art gone! and never more
Thy sunny smile shall gladden me;
But I may pass the old church door,
And pace the floor that covers thee.

May stand upon the cold, damp stone,
And think that, frozen, lies below
The lightest heart that I have known,
The kindest I shall ever know.

Yet, though I cannot see thee more,
Tis still a comfort to have seen;
And though thy transient life is o'er,
Tis sweet to think that thou hast been;

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so angel fair,
United to a heart like thine,
Has gladdened once our humble sphere

Ans:

A: Rhyme Words (ہم قافیہ الفاظ):

1. More, door
2. Me, thee
3. Stone, known
4. Below, know
5. More, o'er
6. Seen, been
7. Divine, thine
8. Fair, sphere

B: Alliteration (ردیف):

1. Sunny, smile
2. That, thee
3. Stand, stone
4. Heart, have
5. Though, thee
6. Still, seen
7. Though, thy
8. Soul, so
9. Has, humble

C: Imagery (تصورات):

(i) Sight (بصارت):

Smile, door, floor, stone, heart.

(ii) Touch (چھونا):

Cold, frozen, damp (نمی والا).

(iii) Taste (ذائقہ):

Sweet

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PART B GRAMMAR

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WRITING LETTERS

Letter writing is an important activity of civilized society. One should learn the art of writing good and correct letters. Certain rules and conventions govern the writing of various kinds of letters and these rules and conventions should be carefully observed.

Parts of a Letter:

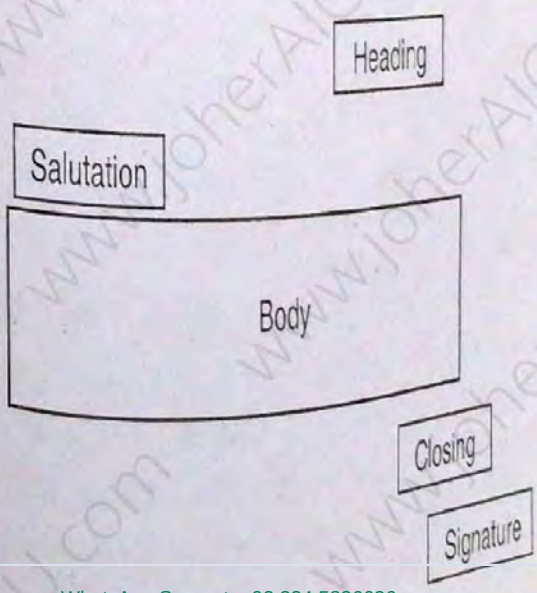
Though there are several different kinds of letters, as mentioned above, each of which has its own particular form; but there are certain matters of form which apply to all these are

(i) **Heading** - writer's address and the date
(ii) **Salutation** - greeting in friendly style, always followed by a comma
(iii) **Body** - the contents of the letter
(iv) **Closing or Subscription** - the closing phrase followed by a comma
(v) **Signature** - the name of the writer below the closing or subscription

Type of salutation and subscription for different types of letters are:

Diagram

The format of letter:



to Remember:

All letters should be written in the style given in the diagram. The following points are to be kept into consideration:

(a) Heading should always be on the right hand top corner of the sheet.

(b) The closing and signature should begin at about the same place as the heading.

(c) You should centre your letter on the page using margins of about one inch.

(d) The salutation and subscription must invariably end with a comma.

(e) The old style was to put a comma after first lines of the heading and a full stop at the end of the last line. But nowadays no comma or full stop is needed in the heading. Both the styles would do.

(f) 'Yours' in the subscription must have no apostrophe or 's' like your's.

(g) Heading in a letter to the editor of newspaper is different from other letters. It is written at the space left for closing and signature. The date and month etc. are given in the first line in this case whereas the address is given in the next lines.

Classification of Letters:

Letters can be classified according to their different purposes thus:

(i) Social or friendly letters.
(ii) Invitation letters.
(iii) Business letters.
(iv) Letters of application.
(v) Letters to newspapers.

Social or Friendly Letters:

A good way to keep in touch with a distant friend or relative is to write a social letter. There should be courtesy and sincerity in such letters as is shown in personal visits. You should write as you would talk to the person if he were standing before you, make the letter cheerful and informative. Answer the questions that your reader may have asked.

Letters

Q1 Write a letter to your friend inviting him on your birthday.

Examination Hall,
City, A.B.C.
August 31, 2013.

Dear Javed,

How are you? I hope you will be safe and sound at home with other members of family. You will be pleased to know that Toobi's third birthday is going to be held next month on 20th September 2013 at 5:00 p.m. I should be pleased if you can come to attend the celebration. I am inviting all our friends on this happy occasion. I hope we shall spend good time here in the company of our friend. Do come to share my pleasures.

Awaiting your arrival anxiously.

Your sincere friend,
X.Y.Z.

Q2 Write a letter to a friend describing to him an accident you have recently witnessed.

Examination Hall,
City, A.B.C.
May 08, 2013.

Dear Mumtaz,

I am an eye witness of a fatal accident which took place a day before yesterday. I was returning from school. I saw a car coming at full speed. At the same time a tonga appeared from the opposite side. When the car reached near the tonga, the horse got frightened. It turned to its right. The car driver tried to save the tonga. But he could not control the car. It struck against the tonga. Many of the passengers were seriously injured. The car was badly

damaged. A large number of people gathered there. They were sad at the accident. They took the injured to the hospital. The doctors attended the injured persons to save their lives. Soon the police arrived at the spot. The car driver fled from the spot. A police officer recorded the statements. Next day the newspapers carried the news of this accident. It left an indelible impression on my mind.

Your friend
Amin

Q Write a Letter to younger brother advising him to give up bad company and pay full attention to his studies.

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Examination Hall,
City, A.B.C.
Sept. 20, 2013.

My dear Brother,

Yesterday, I received your friend Ali's letter. He informed me that you have started keeping bad company. You are not attending your classes regularly and also not keen about your studies. I also came to know that you often remain absent from the class. It shocked me greatly.

I advise you to give up the bad company; otherwise it will mar your future career. You know that we rest high hopes from you. You should always keep your aim in view. Work hard, as it is the only way to win greater respect in the world. Be regular and Punctual in your studies. Chalk out a timetable and work accordingly. Pay maximum regards to your teachers. Their blessings will always be with you.

I hope, you will act upon my advice.

Yours Sincerely,
X.Y.Z.

Q Write a letter to younger brother pointing out the evil of Cramming.

Examination Hall,
City, A.B.C.
Sept. 20, 2013.

Dear Brother,

Yesterday, I received your letter which gave me the happy news that you are safe and sound and have settled at the new place. You also seem to have adapted yourself to the hostel life.

Dear brother, as you have passed the matriculation and have taken admission in a college. Therefore I am committing some pieces of advice to paper and sending them to you so that you may pass your period of studies well.

One of the things I warn you against is the habit of cramming that disables a person to think for himself. He always seeks short-cut way to solve his problems. So, I want you not to resort cramming.

I hope you will act upon my advice.

Yours Sincerely,
X. Y. Z

Q Write a letter to your friend inviting her to the marriage ceremony of your elder brother.

Examination Hall,
City A.B.C
Sept. 23, 2013.

Dear friend,

How are you? I hope you are enjoying good health. I sent a letter last month, but have not heard from you yet.

You will be happy to know that the date of my elder brother's marriage has been fixed. It is 1st October, 2013. So I invite you to attend the marriage ceremony. You don't have any excuse to

marriage ceremony. Please do join us on this happy occasion. It will provide you a good chance of visiting old friends. In the company of so many friends, we shall recall our glorious old time. It will also provide us opportunity of travelling together.

Awaiting your arrival anxiously.

Yours Sincerely,
X.Y.Z.

6 Write a letter to your father about English paper you have just taken.

Examination Hall,
City A.B.C.
Sept. 12, 2013.

My dear Father,

How are you? I am fine here and hope that you will also be fine at home with other members of family. I feel very happy to inform you that my performance in the paper of English was very good. The paper was not difficult. I attempted all the questions. I hope to get 1st class marks.

However, the paper was a bit lengthy, but any way I managed to do the required questions. I was left with no time to revise the paper and correct the mistakes, which I might have done in a hurry to write more. But what is done is done? I should now think about other papers.

Please pray for my distinctive success in the examination.

With best wishes.

Yours loving daughter,
X.Y.Z.

7 Write a letter to your friend congratulating her/his on her/his brilliant success in the examination.

Examination Hall,
City A.B.C.
Sept. 11, 2013.

My Dear Friend,

How are you? I received your kind letter a few days ago. I am very pleased to know that you have secured 80% marks in your Intermediate examination. What a wonderful achievement you got! I feel proud of you. I offer you my heartiest congratulation on your brilliant success.

It is all due to your diligence, guidance of your able teachers and blessings of your parents. So you should say thank to all. I hope you will continue working hard to achieve your desired goal-to do C.S.S.

May you have more joyful moments and lots of success! Please accept my heartiest congratulation.

With best wishes.

Yours Sincerely,
X.Y.Z.

8 Write a letter to your friend condoling on the death of her mother.

Examination Hall,
City, A.B.C.
Sept. 15, 2013.

Dear Friend,

I was shocked to learn about the sad demise of your dear mother. It is really an irreparable and a great loss for all of us. She was very nice, good natured and God-fearing lady. She was very loving and kind to me. She always showed her affection for me.

But what can we do now? The will of God always be done. We are all helpless before the will of God. We must endure what we cannot cure. We cannot change the decree of fate. Every one is to

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die sooner or later. Now we can only pray for her. May her soul rest in heaven! Please don't take this sad accident to heart. You, being a brave boy, should bear this loss with great patient and courage.

I shall come to see you within two days.

Condoling once again.

Yours Sincerely,

X.Y.Z.

Q Write a letter to your father about your progress in studies. Also request him to increase your monthly allowance.

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Examination Hall,
City, A. B. C
Sept. 12, 2013.

My Dear Father,

I am quite well here and hope that you will also be well there. I received your kind letter a few days ago. I was very pleased to know that you are fine at home. I could not reply it soon because I was busy with my test.

You will be pleased to know that I am going well in my study. My performance in all the subjects is satisfactory I am facing a problem here. You know these days the prices of things are soaring very high. It has become very difficult for me to meet my needs with the amount you send me every month. I have to cut down my expenses on necessary things.

After paying my tuition fee and hostel dues I am left hardly with any money. I have also to buy some new books, notebooks and stationery. I have borne these hardships but now I feel that I can bear it no longer. Hence, I humbly request you to increase Rs. 500/- in my monthly allowance.

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I hope you will accede to my request. Salam and regard to all at home.

Your loving daughter,

X.Y.Z.

Q Write a letter to your friend inviting him to spend some holidays with you.

Examination Hall,
City A.B.C.
Dec. 7, 2013.

Dear Amin,

I am well here and I hope that you will also be well there. I received your kind letter a few days ago. I am glad to know that you are safe and sound at home with other members of family.

Dear, I am writing this letter to remind you of your promise of spending the holidays with me. As you know, the colleges are going to be closed next week. I think you will be almost free during holidays. The weather is pleasant and charming here. We shall get a chance not only to study together but also visit places worth-seeing. We shall also visit hilly places with our old friends.

Do come to me to spend these holidays. It is time for you to fulfill your promise. Please inform me soon about program of your arrival. I shall receive you at the station.

Waiting for you anxiously.

Your loving friend.

X.Y.Z.

Q Write a letter to your friend about the profession you wish to adopt.

Examination Hall,
City A.B.C.
March 31, 2013.

Dear Kashif,

I am well here and I hope that you will also be well there. I

glad to know that you are safe and sound at home with other members of family.

In your letter you have asked me to write to you about the profession I wish to adopt in future. As you know I am charmed of the life of a lecturer. I want to become a lecturer-lecturer in English. After doing B.A I shall do M.A in English Literature to realize my dream of becoming a lecturer. Being a lecturer, I shall teach and guide my students so that they may prove the best product of society. It will also increase my own knowledge. I have also an idea of writing a book on English Grammar and I can do it only after becoming a lecturer I am working hard to achieve my aim of life.

I need your prayers.

Your loving friend,
X.Y.Z.

12 Write a letter to your friend requesting him to lend you his Camera?

Examination Hall,
City A.B.C.
March 31, 2013.

Dear Asif,

I am well here and I hope that you will also be well there. I received your kind letter a few days ago. I am glad to know that you are safe and sound at home with other members of family.

We have a program to go to Hunza Valley. We will stay there for a week. I would like to take photographs of the natural scenes of my friends, but I have no camera. So I am giving you some trouble. Please lend me your camera for this period. I assure you that I shall keep it with love and care and return you in time. I hope you will not mind it.

With best wishes.

Your loving friend
Muhammad Ajmal

Letters to Editor

MODEL LETTER

Write a letter to the editor of a newspaper about the problem of ----------(any social evil)

Examination Hall,
City A.B.C.
Sept. 15, 2013.
The Editor,
The Dawn,
Karachi.

Sir,

Through the columns of your esteemed daily, I would like to draw the attention of the public and other concerned authorities to the problem of ----------

It is a thing of general observation that the problem of ---------- is disturbing, irritating, thought provoking and challenging for all of us. It has checked the progress and prosperity of the country. It has destroyed the peaceful fabric of our society. It has become threat for the whole world and Pakistan is no exception. We are facing many social,political and economic problems due to its evil results. This problem breeds hunger, disease, death , crime and sin in the society.

I request the authorities to give serious thought to ease the situation. Immediate steps should be taken soon.

I shall be thankful to you if you kindly publish this letter in the columns of your esteemed daily.

Yours truly,
X.Y.Z.

...a letter to the editor of a newspaper about the problem of Rash Driving.

Examination Hall,
City A.B.C.
Sept. 15, 2013.

The Editor,
The Dawn,
Karachi.

Sir,

Through the columns of your esteemed daily, I would like to draw the attention of the public and other concerned authorities to the problem of rash driving.

Now-a-days the road accidents have increased. Nobody is safe on the road. The main cause is rash and reckless driving. The roads in our country are narrow and risky. The drivers try to overtake one another. The precious lives are always in danger.

I request the authorities to give serious thought to ease the situation. Immediate steps should be taken soon. Following steps can be of great help to check this problem.

i. The police check posts should be set up at small distance.
ii. The licences of drivers, who are in the habit of rash driving should be cancelled.
iii. The government should make strict rules to check this problem.
iv. The whole system should be made clear and reorganized.
v. The mass-media should play active and corrective role.

I shall be thankful to you if you kindly publish this letter in the columns of your esteemed daily.

Yours truly,
X Y Z

2. ...newspaper about the problem of Load Shedding/ Power Failure.

Examination Hall,
City A.B.C.
Sept. 15, 2013.

The Editor,
The Dawn,
Karachi.

Sir,

Through the columns of your esteemed daily, I would like to draw the attention of the public and other concerned authorities to the problem of load shedding/ power failure.

It is generally observed that electricity often plays a game of hide and seek with people especially for those who live in villages. The students cannot study properly because of load shedding. The others also keep waiting for electricity to complete their work. Many requests are made but the officers do not pay heed to them.

I request the authorities to give serious thought to ease the situation. Immediate steps should be taken soon. Following steps can be of great help to check this problem.

i. The officers of WAPDA should take strict action against sudden load shedding/ Power failure.
ii. The people should be informed about the schedule of the load shedding.
iii. The whole system should be made clear and reorganized.
iv. The mass-media should play active and corrective role.
v. The people should co-operate with the government to check this problem.

I shall be thankful to you if you kindly publish this letter in the columns of your esteemed daily.

Yours truly,
X Y Z

...newspaper about the problem of bad road & drains.

Examination Hall,
City A.B.C.
Sept. 15, 2013.

The Editor,
The Dawn,
Karachi.

Sir,

Through the columns of your esteemed daily, I would like to draw the attention of the public and other concerned authorities to the problem of bad roads & drains.

The condition of our roads and streets is very bad. The stagnant water and filth are visible everywhere. They have become the paradise for harmful germs. The roads have been dug up at many places. The water drainage system is also destroyed.

I request the authorities to give serious thought to ease the situation. Immediate steps should be taken soon. Following steps can be of great help to check this problem.

i. The new roads should be constructed and old roads should be properly looked after.
ii. The sanitary staff should be assigned task to visit every street daily for the sanitation.
iii. The whole system should be made clear and reorganized.
iv. The defaulters and criminals should be punished and fined heavily.
v. The people should co-operate with the government to check this problem.

I shall be thankful to you if you kindly publish this letter in the columns of your esteemed daily.

Yours truly,
X.Y.Z.

4. Write a letter to the editor of a newspaper about the problem of vulgarity of films/dish antenna/cable network/internet.

Examination Hall,
City A.B.C.
Sept. 15, 2013.

The Editor,
The Dawn,
Karachi.

Sir,

Through the columns of your esteemed daily, I would like to draw the attention of the public and other concerned authorities to the problem of vulgarity of films/ dish antenna/ cable network/ internet.

Films/ dish antenna/ cable network/ internet have destroyed the moral values of our young generation. These are spreading vulgarity in the society. They show violence, illicit love and immoral dances, which are poison for our young tender minds. We are Muslims and our religion disallows such things.

I request the authorities to give serious thought to ease the situation. Immediate steps should be taken soon. Following steps can be of great help to check this problem.

i. The films should be censored according to our culture and traditions.
ii. Anything which is beyond ethics and our religion should not be broadcasted.
iii. The government should make strict rules to check this problem.
iv. The whole system should be made clear and reorganized.
v. The defaulters and criminals should be punished and fined heavily.

I shall be thankful to you if you kindly publish this letter in the columns of your esteemed daily.

Yours truly,
X.Y.Z.

...letter to the editor of a newspaper about the problem of street begging.

Examination Hall,
City A.B.C.
Sept. 15, 2013

The Editor,
The Dawn,
Karachi.

Sir,

Through the columns of your esteemed daily, I would like to draw the attention of the public and other concerned authorities to the problem of street begging.

Now-a-days street begging is increasing day by day in Pakistan. Our streets, shops, offices, bazaars and homes are not free from the professional beggars. Even the healthy, strong and able-bodied persons are taking to begging. Many beggars involved in evil activities such as child lifting, stealing and drug selling.

I request the authorities to give serious thought to ease the situation. Immediate steps should be taken soon. Following steps can be of great help to check this problem.

i. The street begging should be discouraged by spreading the teachings of Islam.
ii. The able bodied beggars should be nabbed.
iii. The government should make strict rules to check this problem.
iv. The whole system should be made clear and reorganized.
v. The mass-media should play active and corrective role.

I shall be thankful to you if you kindly publish this letter in the columns of your esteemed daily.

Yours truly,
X.Y.Z.

Code 387

6. Write a letter to the editor of a newspaper commenting on Radio/ T.V Programmes

Examination Hall,
City A.B.C.
Sept. 15, 2013.

The Editor,
The Dawn,
Karachi.

Sir,

Through the columns of your esteemed daily, I would like to draw the attention of the public and other concerned authorities on Radio/ T.V Programmes.

The programmes are not upto the mark. Many of them are very boring and dull. The timing of some programmes is also not proper. The repetition of the news and advertisements disturbs us. Informative and religious programmes are given no importance. International news are rare.

I request the authorities to give serious thought to ease the situation. Immediate steps should be taken soon. Following steps can be of great help to check this problem.

i. The programme should be instructive and informative, so that the whole family can watch it.
ii. The programmes should be based upon our culture and traditions.
iii. The whole system should be made clear and reorganized.
iv. The defaulters and criminals should be punished and fined heavily.

I shall be thankful to you if you kindly publish this letter in the columns of your esteemed daily.

Yours truly,
X.Y.Z.

problem of Terrorism/ Bomb Blast/ Violence.

Examination Hall,
City A.B.C.
Sept. 15, 2013.

The Editor,
The Dawn,
Karachi.

Sir,

Through the columns of your esteemed daily, I would like to draw the attention of the public and other concerned authorities to the problem of terrorism/ bomb blast/ violence.

Terrorism means the use of violence, force or threat against persons, groups or governments for political and other purposes. It is an organized activity, which has crippled the whole world. The terrorists use bomb blast, firing, kidnapping and hijacking to frighten people. The families are deprived of their dear ones due to this evil.

I request the authorities to give serious thought to ease the situation. Immediate steps should be taken soon. Following steps can be of great help to check this problem.

i. The political, religious and ethnic differences should be eliminated.
ii. The illegal arms should be seized. The security agencies should be efficient to control terrorism.
iii. The government should make strict rules to check this problem.
iv. The mass-media should play active and corrective role.
vii. The people should co-operate with the government to check this problem.

I shall be thankful to you if you kindly publish this letter in the columns of your esteemed daily.

Yours truly,
X.Y.Z.

8. Write a letter to the editor of a newspaper about the problem of Rising Prices/ Price Hike/ Inflation.

Examination Hall,
City A.B.C.
Sept. 15, 2013.

The Editor,
The Dawn,
Karachi.

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Sir,

Through the columns of your esteemed daily, I would like to draw the attention of the public and other concerned authorities to the problem of rising prices/ price hike/ inflation.

When the supply of money increases more than the supply of goods, it results inflation. It is due to the faulty economic system and general rise in the standard of living of the people. Common man is crushed under the weight of rising prices. It has become difficult for the poor to make both ends meet in such circumstances.

I request the authorities to give serious thought to ease the situation. Immediate steps should be taken soon. Following steps can be of great help to check this problem.

i. The magistrate should conduct surprise raids.
ii. With sound economic policies, the production should be increased.
iii. The government should make strict rules to check this problem.
iv. The whole system should be made clear and reorganized.
v. The mass-media should play active and corrective role.

I shall be thankful to you if you kindly publish this letter in the columns of your esteemed daily.

Yours truly,
X.Y.Z.

...a letter to the editor of a newspaper about the problem of smoking in Examination Hall.

Examination Hall,
City A.B.C.
Sept. 15, 2004

The Editor,
The Dawn,
Karachi.

www.joheraiou.com

Sir,

Through the columns of your esteemed daily, I would like to draw the attention of the public and other concerned authorities to the problem of smoking in Examination Hall.

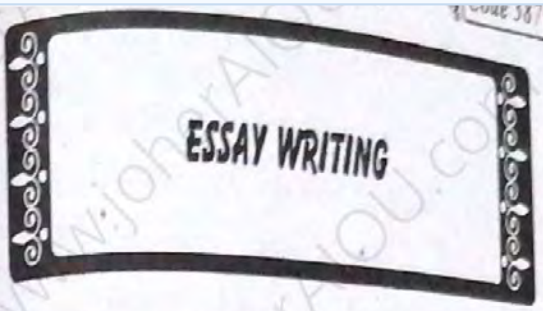
Unfortunately many students smoke in the examination hall. They justify that it helps them to recollect ideas more effectively. But fact is that it disturbs those students who do not smoke. The clouds of smoke create panic and giddiness in many students. They cannot attempt their paper properly. There is also fear of hall catching fire.

I request the authorities to give serious thought to ease the situation. Immediate steps should be taken soon.

I shall be thankful to you if you kindly publish this letter in the columns of your esteemed daily.

Yours truly,
X.Y.Z.





1 TECHNICAL EDUCATION

Technical Education may be defined as the practical application of the general principles and method of scientific studies to the teaching of some trade, profession or handicraft. It teaches us how to earn a living. It deals with some practical art. It provides instruction and training as well as helps to meet the needs of the industrial age.

Technical Education provides training in practical art and science. We need trained men to keep peace with modern world and to keep modern tendencies. This is possible only when we have enough skilled men. So we cannot ignore the importance of technical education for the progress of our country.

Secondly, it will make our children studious and self-supporting.

Thirdly, another advantage of technical education is that we shall our own technicians. In this way we can save a lot of money.

Fourthly, the habit of doing manual work will make our students healthy, wealthy, strong and agile.

Fifthly, technical education will also cultivate in our students the virtues of patience, faith, tolerance and hard work.

Keeping in view the advantages and benefits of technical education. Efforts should be made to establish more and more vocational and technical institutions to impart training of manual work to our youngsters. Only in this way, technical knowledge can help us to recap the advantages of our sources.

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2 DISTANCE EDUCATION

The term "Distance Education" comprised two words "distance" and "education" "Distance", according to Concise Oxford Dictionary, means, "a space or interval between two things", while the same dictionary defines "education" as "the process or act of development of character or mental powers. So literally "Distance Education" means teaching and learning remaining apart.

Distance education is a new mode of education which is used to describe different forms of study at all levels. Unlike conventional education system, there is an absence of continuous and immediate supervision on tutor's part in this mode of education and same is compensated through tuition and guidance at tutorial meetings and workshops.

Distance Education is new one and is used to describe different forms of study at all levels, in which considerable proportion of teaching is conducted by someone removed in space or time from the taught.

In short, distance education is a system of education in which there is no face-to-face relationship between the teacher and the taught, but they are linked though different media as print, radio, T.V. etc.

3 OUR SOCIAL PROBLEMS

Social problems have always been present in almost all societies of the world. Even the people of the advanced countries are not free from social problems. The people of Pakistan, which is a developing country, have their own problems. People all over the world are trying to solve their social problems through education, co-operation, legal action and welfare organizations. Some of the major social problems prevailing in our country are discussed as under.

1 Poverty and Illiteracy:

Poverty is a curse. It gives forth to many evils. Most of the children go without education. Such children become beggars, thieves and dacoits. They indulge in so many other evils. The parents should keep an eye on their habits. The teachers should make efforts for their over all development.

2 Begging:

Begging is another one of the major social evils prevailing in Pakistan. There are many professional beggars in our country. They pester us at our homes, shops and offices. Even the healthy people have taking to begging. They take it an easy way of earning. We should discourage such beggars.

3 Black Marketing:

Black marketing is also a curse and disease. Dishonest shopkeepers hoard things of daily use to get big profit. They imagine that it is a shortcut to prosperity. But the fact is that it undermines their characters and ruins their business. We can check this if we buy only what is very necessary.

4 Bribery:

Bribery is used to get undue favour. The dream of being rich is another reason of this evil. Corrupt person damage the national interest. Only the fear of God can check this evil.

5 Smuggling

Smuggling is another fatal evil for our society. The smugglers destroy the economy of the country. They smuggle in and out what is harmful to the interests of the country. National income suffers a loss. We should not buy smuggled thing. The smugglers should be punished and fined heavily.

Overpopulation:

Overpopulation is another major social evil. Our population is increasing with an alarming speed. We are facing many problems due to overpopulation. Our resources are too limited to fulfill our necessities of life. Serious steps should be taken to check the problem of overpopulation.

Social Customs:

Many social customs also cause many problems for us. Large dowry is one of them. Many girls remain unmarried because the parent cannot give costly dowry. In order to avoid this evil people should abide by the laws made by the government. They should act upon Islamic principles.

Other Problems:

Fraud, theft, dacoity, child labour, child lifting, indiscipline have also bothered the citizens. All these evils point to a diseased society. We can only get rid of these social problems if we follow the teaching of Islam.

MY AIM IN LIFE

Aim is very important in life because it brings all our energies to one point. Robert Browning says; "The aim, if reached or not, makes great the life". It provides direction for our attempts. Our aim is like a guiding star.

As is the case with others, so with me. I desire to be a professor of English. Teaching is not paying profession. Professors and teachers all over the world are low paid people. The reason is that the world cannot pay for their services. There are several reasons for my choice. First teaching is a noble profession. The best people in the world are those who teach others. To me this profession is the only profession in which a man can serve his nation in the best possible manner. Secondly I am suited for this profession, I will be able to lead a life of learning.

...problems and explaining them to others. I am fond of reading and teaching. By adopting this

Realization of such a noble ambition is possible only when a man devotes all his time to studies. Keeping this in view I produce such men as would be a great service to the coming generations. It is by a nation. If useless, bad and objectionable literature is produced the minds of the young men are bound to be spoiled.

THE COMPUTER AND THE MODERN AGE

Computers have become part and parcel of our life. They are rapidly becoming essential element of our lives. Computers have extended man's abilities and capabilities. It is becoming so popular that after a few years, a person having no know-how of a computer, will be considered illiterate.

The word "Computer" is derived from the Latin word "Computare" which means to reckon intensively. The computer is an electronic device which is capable of receiving data, processing it and then producing information. The computer industry got started around the middle of the 20th century. Many scientists took part in the invention and development of the computers.

Computers are being used in almost all sphere of life. Some of the main applications of computers are as follows:

In the field of medicine, Computers are used to store record as well as to keep an eye on the patients.They are also used for diagnosis. They are used in examining pulse, temperature, blood pressure, etc.

Computer technology is being used in home and education. There are personal computers, video games, television, VCR's, sewing machines, washing machines, Hi-Fi system and many other appliances that use computer technology. Computers are helping students acquire a better understanding of Mathematics, Physics, Literature, Fine Arts, banking and management sciences. They are

flexible learning tools for children. Through Internet system of computer, we can know about the latest researches and get latest information about a particular field.

Pakistan is a Third-World country with limited resources. Computer technology is expensive but in spite of that, there are fields in which Pakistan has made use of this wonderful technology especially in the field of Agriculture, Banking, Ticketing, Small business, Computer games, Publishing and Printing. There are still many fields which need computerization.

In short, we may call the modern age, the age of Computer. The Computer is the magician of this age.

6 DEMOCRACY

Literally, the word "Democracy" originated form the Greek word Demos, meaning "the people" and Cratia meaning "government". Abraham Lincoln defined democracy as the "government of the people, by the people and for the people."

George Bernard Sha calls it: "a social order aiming at the greatest available welfare of the whole population and not for a class".

Historically speaking, democracy is pre-eminently the modern type of government. Democracy is an economic eradication of exploitation of man by man.

Essentials of Democracy are described as:

1. Rule by majority is one of essentials of a democracy. Generally majority party comes into power.
2. Recognition of the minority party existence is another important feature of democracy.
3. Existence of a political opposition is another essential characteristic of democracy.
4. Democracy is a theory. Citizen in a democracy has got a right to vote and the right to share political power.
5. Democracy is based on the concept of equality. Equality does not mean the natural equality.
6. Democracy is the government of the people, by the people and for the people, as it is assumed that all the people directly or indirectly participate in the affairs of government.
7. Democracy educated the people in the proper discharge of their responsibilities which should be civic in character. It is considered of much educative values as it develops the intellectual and spiritual qualities of man.
8. Democracy tolerates the minorities and their political opposition. It also self guards their legitimate rights.

Advocates of democracy opine that under this system the chances of rebellion and violence are very rare because the people have got the constitutional method of overthrowing the bad and adamant government.

Several charges have been leveled against democracy by the supporters of dictatorship and autocracy. Democracy is the cult of incompetence and ignorance.

It is a corrupt form of government as the majority in power can play fair or foul under the garb of law. In this system, corruption and favouritism are rampant.

7 A PICNIC PARTY

My life is full of many unforgetable incidents (واقعات). I am going to tell you one of them. Last Sunday, we decided to go out for a picnic at Fatima Park. We haired a bus a day before. Early in the

started to the park.

Bus was running through the green fields. Farmers were busy in their fields. There were villages everywhere. The students started singing, clapping and dancing in the bus. After an hour, we reached the park. We got down the bus.

We set our headquarter under a shady tree. Some of us began to roaming (گھومنا پھرنا). Some others started boating, we were feeling hungry then. We rushed at our sweets and fruit, we had taken with us.

After that we went to the zoo. There we saw different kinds of animals as lions, wolves, bears, monkeys, deers and elephants. We also saw there different kinds of birds. They were chirping and singing. We also saw some water fowls (آبی پرندے). They were floating in clear water. We enjoyed much in the company of animals and birds.

Soon, the evening fell. We started back to our homes. It was really the happiest day of my life.

8 A RAINY DAY

It was the month of July. The sun was shining fiercely. The grass in the lawns had gone dry. Everybody was perspiring (پسینے میں شرابور) from head to toe (سر سے پاؤں تک). The animals were seeking shady trees to avoid (بچنا) heat. Every one was praying for rain. Soon the black clouds spread in the sky. A cool breeze began to blow. Soon it started drizzling (بوندا باندی ہونا). People welcomed the first showers of rain warmly (گرم جوشی سے). Then it began to rain cats and dogs (موسلا دھار). People had a sigh of relief (سکون کا سانس).

The streets and bazars were flooded with water. The young boys and girls came out of their houses. They ran in the rainy water and splashed [illegible]. The young men also enjoyed bathing in the rain. The young girls made paper boats and sailed them on the water. The rain continued for an hour. After it, rainbow appeard in the sky. Every thing wore a new outlook. The streets were cleaned. The crops were washed. The streams and canals were full of water. The animals enjoyed the bath a great. The birds came out of their nests and began their search (تلاش) for food. They looked very fresh and beautiful. The women in the houses prepared special dishes.

People living in mud houses (کچے مکانات) and low-lying (نشیبی) areas were in great misery (مصیبت). There was knee-deep (گھٹنوں تک) water. A number of mud houses collapsed (گر گئے). It was very difficult for to walk in the streets. But the blessings (نعمتیں) of rain were greater than its misfortunes (مصائب).

جولائی کا مہینہ تھا۔ سورج تیزی سے چمک رہا تھا۔ سبزہ زار میں گھاس خشک ہو چکی تھی۔ ہر شخص سر سے پاؤں تک پسینے سے شرابور تھا۔ گرمی سے بچنے کے لیے جانور درختوں کی چھاؤں میں تھے۔ ہر شخص بارش کے لیے دعائیں کر رہا تھا۔ جلد ہی آسمان پر سیاہ بادل نمودار ہوئے۔ ٹھنڈی ٹھنڈی ہوا چلنے لگی۔ جلد ہی بوندا باندی شروع ہو گئی۔ لوگوں نے بارش کے پہلے قطروں کا پُرتپاک استقبال کیا۔ پھر موسلا دھار بارش ہونے لگی۔ لوگوں نے سکون کا سانس لیا۔ گلیاں اور بازار پانی سے بھر گئے۔ نوجوان لڑکے اور لڑکیاں گھروں سے نکل آئے۔ وہ بارش کے پانی میں دوڑتے اور ایک دوسرے پر چھینٹے اڑاتے تھے۔ نوجوانوں نے بھی بارش میں نہانے کا لطف اٹھایا۔ نوجوان لڑکیاں کاغذ کی کشتیاں بنا کر پانی میں تیراتی تھیں۔ بارش ایک گھنٹہ جاری رہی۔ اس کے بعد پھر آسمان پر قوس قزح نمودار ہوئی۔ ہر چیز پر نکھار آ گیا۔ گلیاں صاف ہو گئیں۔ فصلیں دھل گئیں۔ ندیاں اور نہریں پانی سے بھر گئیں۔ جانوروں نے بھی نہانے کا لطف اٹھایا۔ پرندے گھونسلوں سے باہر آ کر خوراک کی تلاش میں نکل گئے۔ وہ تازہ دم اور خوبصورت نظر آتے تھے۔ گھروں میں عورتوں نے پیشِ کھانے تیار کیے۔

میں رہنے والے لوگوں کو بہت مشکل پیش آئی۔ گھنٹوں تک پانی تھا۔ بہت سے کچے مکانات گر گئے۔
بہت سے لوگ زخمی ہوئے اور کچھ مر بھی گئے۔ چند گھنٹوں بعد گلیوں میں گاڑی کا راستہ بنا۔ گلیوں میں چلنا
پھر بھی دشوار تھا۔ لیکن بارش کی نعمتیں اس کے مصائب سے زیادہ تھیں۔

9 THE MOST UNFORGETABLE INCIDENT OF MY LIFE

"Ali", there is a thief in the adjoining (ملحقہ) room," said my wife in my ear, whispering (سرگوشی کرتے). I picded up (کھڑے کیے) my ears and saw towards the room. "You should not raise hue and cry (شور کرنا)," said my better-half (بیوی) in a choked voice (گھٹی ہوئی). I acted upon her advice. I kept silence. I came out of the bed. Outside the wind was blowing, making the scene more horrible (خوفناک). The room in which the wretched (بدبخت) thief was doing something, was locked. His death had brought him here in my house.

"What should I do to bring out this thief?" I thought. An idea flashed (خیال سوجھنا) in my sharp mind and that "the thieves are always the strongest men". So, now help was needed. A good friend is he who helps his friend in need and so is a neighbour. I resolved (عزم کرلیا) to bring a few neighbours for help. I told this to my wife and directed her not to let the thief escape in my absence. To cut a long story short (مختصر کرتے) I brought twelve neighbours with me. All were armed (مسلح), some with guns nd some with *lathies* (لاٹھیاں).

We surrounded the room. We began to talk aloud so that the thief think we were not a few. My wife who was still in the bed began to curse (کوسنا) the thief. A scratching (کھرچنے کی) sound was heard in the room. "I think, he is trying to escape (بچنا) from the out. The door was locked from outside.

We decided to unlock the door. The door was unlocked and yet the thief did not dare come out. "We should get in, we thought. The thief was desperate (جان سے مایوس) and therefore, he would attack the first man. At last I opened the door with a bang. Even at such a time of emergency (ہنگامی حالت), I could see praise in my wife's eyes for her brave husband. We held our breath. The thief dashed through us; our *lathies* struck the ground. But alas! the thief had passed through us unhurt (صحیح سلامت) and was passing the door of the house. It was a spotted grey cat, of course. This was the most unforgetable incident of my life.

10 SCIENCE AND HUMAN COMFORTS

Science has brought a great revolution (انقلاب) in our lives. In the past, people used to travel by carts, on horse back or on foot. Those journeys took months and months. The people started the journey with sad hearts (دکھی دل سے). Now, we can cover the distance (فاصلہ) of days in hours and that hours in minutes. Man has stepped on the moon. He is trying fast to travel to The Mars (مریخ). All this is due to science.

Science has brought the countries closer. Now, on the telephone, we can talk across (اس پار) the seas. TV, telephone, wireless and radio connect us with the whole world. The entire (پوری) world has become a family.

Science has produced (پیدا کرنا) electricity. It works as our maid-servant (گھریلو خادمہ). It heats and cools our rooms. It washes

keeps and cleans our houses. It freezes (جمد کرنا) and stores the things. It lights our houses, irons (استری کرنا) our clothes and cooks our food. It runs the machines in mills and factories.

Science has modernised (جدید بنانا) agriculture (زراعت). Man has invested (ایجاد کرنا) machinery which sows (بونا) seeds. It grows (اگانا) reaps (کاٹنا) and thrashes (گاہنا) the crops. We can complete the work of days in minutes.

Fatal (مہلک) diseases are under control today. Epidemics (وبائیں) break out rarely (بہت کم). Surgery (جراحی) has worked wonders. Every part of human body can be operated upon. Even eyes, kidneys (گردے) and heart can be trasnplanted (پیوندکاری). Nothing has remained impossible. Unrully (بپھرے) rivers have been controlled by building big dams. These produce electricity. They also provide water to far off (دوردراز) areas.

Computer is the greatest wonders (عجوبہ) of science. It does lengthy calculations in seconds. It can keep the record for centuries. It is used in banking, business, industry, engineering, sports and many other fields of life. It has made the world a global village. So, we can rightly call science a friend of man.

سائنس نے ہماری زندگیوں میں انقلاب برپا کیا ہے۔ ماضی میں لوگ چھکڑوں، گھوڑوں پر یا پیدل سفر کرتے تھے۔ یہ سفر مہینے لے جاتے تھے۔ لوگ رنجیدوں کے ساتھ سفر شروع کرتے تھے۔ اب ہم دنوں کا سفر گھنٹوں اور گھنٹوں کا سفر منٹوں میں طے کر سکتے ہیں۔ انسان چاند پر قدم رکھ چکا ہے۔ اب یہ مریخ کی طرف جانے کی کوشش میں ہے۔ یہ سب کچھ سائنس کی وجہ سے ہے۔ سائنس نے ممالک کو قریب کر دیا ہے۔ ٹیلیفون پر ہم سمندروں کے پار بات کر سکتے ہیں۔ ٹی وی، ٹیلیفون، وائرلیس اور ریڈیو ہمیں دنیا سے منسلک کرتے ہیں۔ پوری دنیا ایک خاندان بن گئی ہے۔ سائنس نے بجلی پیدا کی ہے۔ یہ ہماری خادمہ کے طور پر کام کرتی ہے۔ یہ ہمارے گھروں کو ٹھنڈا اور گرم کرتی ہے۔ یہ ہمارے کپڑے دھوتی، گھروں میں جھاڑو دیتی اور صفائی کرتی ہے۔ یہ ہمارے کپڑے استری کرتی اور کھانا پکاتی ہے۔ یہ کارخانوں اور فیکٹریوں میں مشینیں چلاتی ہے۔ سائنس نے زراعت کو جدید بنا دیا ہے۔ اس نے مشینری ایجاد کی ہے جو بیج بوتی ہے۔ فصلیں کاٹتی اور گاہتی ہے۔ ہم دنوں کا کام منٹوں میں مکمل کر لیتے ہیں۔

سائنس کی وجہ سے مہلک بیماریاں قابو میں ہیں۔ وبائیں بہت کم پھوٹتی ہیں۔ سرجری معجزے دکھا رہی ہے۔ انسانی جسم کے ہر حصے کا آپریشن ہو سکتا ہے یہاں تک کہ آنکھوں، گردوں اور دل کی پیوندکاری ہو سکتی ہے۔ یہ کچھ بھی ناممکن نہیں رہا ہے۔ بپھرے دریاؤں پر بند باندھ کر انہیں قابو کر لیا گیا ہے۔ یہ بجلی پیدا کرتے ہیں۔ یہ دوردراز علاقوں کو پانی بھی مہیا کرتے ہیں۔

کمپیوٹر سائنس کا سب سے بڑا عجوبہ ہے۔ یہ سیکنڈ میں لمبے لمبے حساب کر لیتا ہے۔ یہ صدیوں تک ریکارڈ رکھ سکتا ہے۔ یہ بینکنگ، کاروبار، صنعت، انجینئرنگ، کھیل اور بہت سے دوسرے شعبوں میں استعمال ہوتا ہے۔ اس نے دنیا کو گلوبل ویلیج بنا دیا ہے۔ اس طرح ہم سائنس کو واقعی انسان دوست کہہ سکتے ہیں۔

11 A PERSONALITY

Although a farmer is a common person yet he plays a very important role in our society. He is seen in all the corners of Pakistan. Every one of us knows him. He has a specific simple dress. His appearance is not attractive (پرکشش).

His job is very tough (سخت). His working hours are very long. He has to go up early in the morning. He has to work without any break. He has to work all the day long through wind and weather.

Farmer is a low paid (کم تنخواہ) member of the society. He is often hard up. He lives from hand to mouth (مشکل سے گزارا کرنا). Most of his time is spent in doing his duty. He can't get his children educated properly. He is most of the time sad. He is very useful member of our society.

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Related topics:

1. A. Farmer
2. A Post man
3. A peon
4. A driver
5. A beggar
6. S soldier
7. A monkey man
8. A police man

12 MY GRANDFATHER

The person I'd like to see again is my grandfather, who passed awaya few years ago. It was him, along with my grandmother who raised me and my brother, mainly because my parents were too busy with their own jobs as my father was an army officer and my mother was an army doctor.

My grandfather had a very special place in my life, he was too dear to me. Although he died at a ripe age of eighty four, he still stood six feet tall, walked straight, and did not get bent or fat as most people do at this age. My grandfather had a really warm-looking face and had quite a sense of humour and when he laughed: his sparking black eyes always looked at us with kindness and gentleness. He never nagged us and in fact took our side whenever we had an argument with our parents.

After the passing away of my grandfather, I feel lonely and lost because he was my greatest friend and supporter. I loved him dearly for his straightforwardness and the vitality he still retained, being a young at heart person: most of my friends envied him and me for having him in my life.

Code 387

FOR GIRLS / EDUCATION FOR WOMEN

Education is a process of learning from mothers lap (گود) till grave (قبر). It develops the inherent (باطنی) and latent faculties (صلاحیتیں) of man. Without education, man remains in darkness. In Pakistan, the literacy rate is very low and it is alarmingly (خوفناک حد تک) low among women.

Man and woman are like two wheels of a carriage. If one of the wheels is defective (ناقص), the other cannot move properly. In the same way, unmatching couples also become a trouble in each other. Only an educated woman can run the whole family properly. That is why, it is said, "If you an educated man, you educate an individual. If you educate a woman, you educate the whole family." She influences her children better than man. She can bring up right sort of children who may shoulder the responsibilities of life. That is why, Napoleon had to say, "Give me the educated mothers and I shall give you the educated nation."

Educated woman is useful in many other ways. As a wife, she can better understand her husband. She can share his happiness and misery. she can develop mutual understanding which is so essential (ناگزیر) for a happy married (ازدواجی زندگی) life. She can provide him peace in a better way. She can work in an office or a factory and bring prosperity (خوشحالی) to the family. She can keep her house and children neat and clean. She has proved useful as a teacher. Teaching requires tolerance (برداشت) and patience (صبر). She can impart right sort of education to the children.

Examination is a test of person's knowledge, and ability. It proves what standard of learning a person has acquired during a specific (مخصوص) period of time in a specific syllabus. It is the most hated thing for the student. He never likes to indulge (مشغول ہونا) in it with pleasure until he has the charm of acquiring a degree.

Our system of education is examination ridden. It aims at the test of achievement (کارکردگی) and success. Examination is the centre of studies and hard work. The most important point is that examinations are not real test of knowledge and understanding. They are test of ignorance (لاعلمی) or cramming (رٹ لینا). Still we can say that examinations are a necessary evil.

Examinations have many uses. They help us find the most efficient (اہل) individual among many. We can distinguish (امتیاز کرنا) between the scholar and the dullard (نالائق). Secondly, the examinations compel us to work hard. The careless students become serious near the examinations. They study the books they had no intention to study. It is a fact that nearly half of a students read for the sake of (خاطر) examinations. Thirdly, examinations are a guarantee of man's efficiency. They provide us a proof of the fitness of a student for promotion (ترقی) to the higher class. An employer can safely entrust (سپرد کرنا) a job to the degree holder.

Examinations have certain abuses (نقائص) as well. Many students consider it a curse. They are a game of chance. The students are never sure of their success. Success does not depend upon thorough preparation. Even a student with selected studies may pass and the student with thorough preparationh may fail. On the [illegible] buy help books near the examination, cramming (رٹ لینا) a few questions and pass. All examinations have a limit of time and place. They are test of one's memory and writing speed. Fourthlyl, our system of examinations suffers from many malpractices (بدعنوانی), cheat and threaten the examining body. Sometimes, they bribe them and copy. Many times, the papers are leaked out. In this way, the cheaters get good marks. The hardworking remain in the background.

But, in spite of all these, we cannot say that there should be no examinations. There must be some proper way of judging the real worth of the students. So proper changes in the faulty (نقص) system are required.

15 My Aim in Life

Aim is very important in life because it brings all our energies to one point. Robert Browning says; "The aim, if reached or not, makes great the life". It provides direction for our attempts. Our aim is like a guiding star. What makes life dreary is the want of motive. When man does not know what harbour he is making for, no wind is the right wind. There are as many aims as men. Some want to be doctors, others to be engineers and civil and military officers. Some want to be poets, others to be novelists. Aims that suits nature of a man is the best for him.

As is the case with others, so with me. I desire to be a professor of English. Teaching is not paying profession. Professors and teachers all over the world are low paid people. The reason is that the world cannot pay for their services. There are several reasons for my choice. First teaching is a noble profession. The best

profession is the only profession in which a man can serve his nation in the best possible manner. Engnieers may build grand buildings, metalled roads, massive dams, doctors may treat the patients and may put life into the dead, civil, military officers may boast of their services to the nation. But they not what their professors and teachers have made them.

A teacher is like a radder which remains at its place, but helps others to go higher and higher. So instead of being an engineer, a doctor, or an officer, it is better to be an engineer-maker, a doctor-maker, an officer-maker. It is only the men that glorify a nation and these men are made in the teaching institution. Secondly I am suited for this profession, I take pleasure in solving problems and explaining them to others. I am fond of reading and teaching. By adopting this profession, I will be able to lead a life of learning. Thirdly, inquisitive natuers may ask if I want to be a professor, why a professor of English. The answer is that English Literature is my favourite. A man can serve his nation well only when he has some interest in the work he is performing.

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Allama Iqbal Open University Islamabad

Level: Intermediate
Paper: English-II (387)
Time: 3 Hours

Semester: Autumn 2011
Max Marks: 100
Pass Marks: 40

Q.1: Express your likes and dislikes about the following.(Attempt any four)

i- Reading books
ii- Playing games on computer
iii- Watching movies
iv- Sleeping early
v- Going for a morning walk
vi- Attending parties

Q.2: You must have planned that you want to do after exams Write 5 plans/intentions that you have made in complete sentences by using these expressions:

I am going to ..... I intend to ..... I am interested in ..... I will ..... I want to

Q.3: Read the following text and answer the questions given at the end.

The Hidden Treasure

Many years ago a very poor peasant bought a plot of land . One day while he was plowing it, he came upon an iron box that was buried in the soil. When he opened it, he was *atonished* to *disvover* that it was filled with *valuable* gemstones and coins made of silver and gold. Since he owned the land where it was found, he could have kept the treasure fo himself . But the peasant was a truly honest man. He at once went to the person from whom he had bought the land and showed him the treasure. "What is this?" asked the previous owner of the plot. The peasant told him the story of how the treasure was found. But the previous owner refused to accept it,saying, "The treasure would have been mine if I had found it, I think it must have been hidden in the plot by my *oncestors*. As you have found it,it belongs to you,"Finally, the two men decided to divide to the treasure into two equal parts. The peasant and the previous owner of the plot would each take half . Those were the days when people were no *greedy*.

Questions:

1- What was the hidden treasure that the peasant found?
2- What did the peasant do right after he found the treasure?
3- Why didn't the previous owner of the land want to take the

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4- What lesson does the story teach?

5- Do you think that people today are more greedy or less greedy than the characters in this story? Explain your answer.

6- Write down the meanings of the underlined words in the paragraph.

Q.4: Write appropriate expressions for the following function.

i- To regret ii-To warm iii-To appreciate
iv- To condole v- To suugest

Q.5: Read the job opportunity given below and then apply for the given post.

Situation vacant: "English Language Teacher"
Required Qualification : MA English
Required Experience: Two years relevant. Fluency in English language is must Apply to:
Manager Hr, C/O P O Box 1030, Islamabad,

Q.6: Write a paragraph of about 50 words on any of the following topic sentences, support it with appropriate details.

i- Beggary is a social evil
ii- T.V is the best source of entertainment

Q.7: Change the following sentences into passive voice. (Attempt and five):

i- A cat chased the mouse .
ii- He has finished his work.
iii- The waiter is bringing tea.
iv- He sells tomatoes.
v- The prince killed the g ant
vi- I shall buy a book.

Q.8(A): Sequence markers link the compositon and show its continuity.

These markers can be exhibited while describing any process. Write the process of making a cup of tea in a paragraph from using proper sequence markers.

(B): Read the following stanza carefully and parahrase it in your own words.

The day is past, the sun is set,
and the white stars are in the sky:
While the long grass with dew is wet,
And through the air the bats now fly

Allama Iqbal open university Islamabad

Level : Intermediate Semester: Spring, 2011
Paper: English. II(387) Max Marks: 100
Time: 3 Hours Pass Marks:40

Q.1: You must have likes and dislikes in your life. write your like and diskiles in the given situation:

(Attempt any four)

i- For the selecton of shoes.
ii- Selectin VCDs
iii- Buying perfumes
iv- Preferring for the subjects of studies at Graduation level.
v- The place to visit in the coming vacation.

Q.2: Write your plans or intentions for the following situations using different expression for each:

(Attempt any five).

i- How to celebrate your brothe's birthday.
ii- You want to make fun of your friend who wears odd dress.
iii- How to buy sugar from utility store at the peak hours.
iv- Visiting a patient.
v- Attending a live T.V. show.
vi- How to avoid bitter cold while driving a bike.
vii- Taking eatables from the canteen without paying.

Q.3: Instruct your younger brother how to send SMS using a cell phone.

Q.4: Write a Paragraph of 100-150 Words on anyone of the following topic sentences aprroving or disaprroving the idea given.

i- Our government cannot control price hike as it is an internationa trend.
ii- It is better to stay indoor in winter instead of going on morning walk to avoid cold.

Q.5:Write expressions in at least our sentences for invitin, accepting/declining invitation in the bleow given situations:(Attempt any three)

i- You intend to invite a chief guest to watch final match of your basket ball team.
ii- Your grandfather has invited your family to celebrate Eid with

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iii- You have received an invitation from a T.V channel to participate in a prgramme.

iv- Invite the Nazim of your town to visit your area and see the blocked sewerage system and the suffering of the people.

Q.6: Change any five of the following sentences into negative and interrogative ones:

i- Pakistan will soon make a tremendous progress.

ii- She accepted my proposal with much reluctance.

iii- It had been rainjng for three hours.

iv- Many people misuse the authority.

v- Two and two make four.

vi- Working day in and day out was his habit.

vii- Everyone is running after the positon and prosperity.

Q.7(A): Change the voice of any five.

i- I have been invited in a hi-tea at 4.00 p.m. by may boss.

ii- She always stresses her younger sister to offer her prayers regularly.

iii- Aslam defeated Zia in men's single Bad-Minton champion ship.

iv- I shall visit my brother living in Canada next year .

v- A gold medal was awarded to him on his orilliant preformance by the mangement.

vi- Do you like action vories.

vii- He respects his parents.

Q.8: Write a letter to your cousin to visit your hostel and stay with you for some days in the winter vacation , and also witness funfair at your cellege.

OR Read the given advertisement carefully and write an application for one of the post offered.

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Rawalpindi

Code 387

Allama Iqbal open university Islamabad

Level: Intermediate Semester: Autumn, 2010
Paper:English-II(387) Max marks:100
Time :3Hours Pass Marks:40

Q.1: Write a paragraph of about 100-150 words on any one of the following topics:

i- Childhood memories ii- Village life

Q.2: Read the following paragraph and answer the questions given at the end:

The Bermuda Triangle

At 2pm on 5 December 1945, five US bombers took off from Fort Lauderlale in the USA for a traingin Flight in perfect weather. Shortly afterwards, the pilots radioed that their flight instruments were all malfunctioning. Two hours after take-off, All contact with the planes was lost. A reconnaissance plane was immediately dispatched to search for the missing planes. Within 20 minutes, radio contact with it had also been lost. No trace of any of the planes was ever found . In all, six planes and 27 men had vanished into the air.

The disapearance of the six planes was far from being the first mysterious incident in the area: for year, navigational problems and strange magnetic forces had been reported. The disappearance was not even the greatest disaster within the triangle. The Cyclops, as Norfolk, Virginia. In March 1918, when it vanished with its crew of 309 from the surface of the ocean without making a distress call and without the slighest wreckage ever being found.

The losses of boats and planes in that area defy explanation. The disasters are the origin of a new phrase in the English Language the Bermuda Triangle and this phrase had entered . The Bermuda

phrase had entered legend. The Bermuda Triangle has been called the Devil's Triangle, The triangle of Death, The Graveyard of the Atlantic. It has swallowed up 140 ships and planes and more than 1,000 people. Today many airmen and sailors are still afraid of that area of the Atlantic ocean.

Questions:

1- Wher was Fort Lauderlale located?
2- What disappeared on 5 December 1945?
3- What was "The Cyclops" and when did it disappear?
4- What are the others name of the Bermuda Triangle?
5- How many people have disappeared?

Q.3A: Write a job application in response to the following advertisement:

English Teacher Required Male /Female
Qualification: Masters in English
Experience: at least 2 years

Please contact : The coordinator, Roots School System , Lalazar, Rawalpindi

(B): Change the following into interrogatives:

i- Jack went shopping with his father.
ii- It has been raining since last night.
iii- The poor man works the whole day.
iv- The naughty boys play in the streets the whole day.
v- John's mother has embraced Islam.

Q.4A: Give disapproval in the following situations and give valid reasons for that:

i- Sana asks her mother to buy her a new dress for a party in exam.
ii- Jamil wants to go out to watch a movie with his friends late in the night.
iii- A passenger spits in the bus.
v- Your siste brother wears your dress without your permission.

(B): Change the following into passive voice:

i- I have been working on the assignment for two hours .
ii- The old lady killded the snake .
iii- Open the door.
iv- She has finished her job.
v- I saw a plane.

Q.5: Write at least two implied meaning for each of the sentences given below:

i- The bag is good but expensive.
ii- I was ready to go out with Saima , but when I saw Shazia with her I dropped my plan.
iii- She wished that her father was as easy to please as his mother.
iv- Seema has short height, still she look pretty.
v- In army, soldiers fight and officers become heroes.

Q.6: Write a letter to your mother who is in Saudia to perform Hajj.

Q.7: You are planning to go some other city for a week and would like your friend to stay in your home and look after it. Give her at least ten instructions regarding the cleanliness of home , espacially kitchen.

Q.8: State intentions or make plans for the following events/ situations.

i- Summer vacations
ii- Attend a lunch
iii- Organize a birthday party
iv- Go shopping
v- Visit a museum

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Allama Iqbal Open University Islamabad

Level: Intermediate — Semester: Spring, 2010
Paper: English-II(387) — Max Mark: 100
Time: 3 Hours — Pass Marks: 40

Q.1: You have read the expressions of likes and dislikes in your course. Express your likes and dislikes about the following. (Attempt any five)

i- Going for shopping with friends
ii- Sitting alone in the room
iii- Listening to the music
iv- Attending parties
v- Telling jokes
vi- Working in office late hours

Q.2: We often make plans in our lives. What plans have you made for your future: Write 5 Plans that you have made and express your future plans or intentions in full sentences.

Q.3: Chage the following negative expressions into interrogative ones. (Attempt any five)

i- He is not listening the songs.
ii- He has not cheated his friend.
iii- I will not listen to him
iv- She does not complete her work in time.
v- They were not washing their clothes.
vi- I do not work hard during exams.

Q.4: How would you invite your friends on the following occasions? write appropriate expressions.

i- Birthday party
ii- Going for a picnic
iii- Dinner
iv- Long drive
v- Marriage ceremony

post given.

JOB OPPORTUNITY

Applications are invited for the following post at Islamabad:

"Audit Officer"

M.Com/ACMAP with minimum of 5 year post qualification experience. Fluency in English language is must. Apply to:

Manager HR, C/O po Box 111, "The News"

Islamabad

Q.5: Read the following paragraph and answer the questions given at the end.

Friendship is the feeling or relationship that friends have for each other. A real friend is one who **stands by** you in your hour of need. A friend is a part and parcel of one's life. A person who is **honest** and sincere can prove tobe a good friend. Friendship grows on **mutual** trust and help. One cannot enjoy true and permanent friendship if one does not value it. A true friendship inspires the others to improve themselves. for example a good friend will always **warn** you against going towards the wrong path. One can reform a friend or a group of friends who has fallen into bad company. The steady **affection** of a friend is a great support in one's life.

Questions:

i- How will you define "friendship"?
ii- Write some of the characteristics of goof friend
iii- How does friendship inspire you to improve others?
iv- Think about one of your friends and write any two qualities of your friend.

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vi- write down the meanings of the underlined words in the paratraph.

Q.7: You have learnt about the main idea, topic sentence and supporting details. write a paragraph of about 50 words on any one of the following topic sentences, writing/adding suitable supporting details.

(i) Games are important for physical and mental health

(ii) Books are a store of information

Q.8: The following stateements are in Active voice. Change them into passive voice. (Attempt any five)

i- They have completed their work.

ii- She will make tea.

iii- She likes mangoes.

iv- The gardener mows the grass.

v- They are playing cricket.

vi- He wrote a letter to his friend.

Q.9: A process is always described in a sequence, e.g. in a recipe. While describing the process we use sequence markers to show continuity of the process. Write the recipe of your favourite dish in a paragraph form using paragraph appropriate sequence markers.

Allama Iqbal Open University Islamabad

Level: Intermediate Semester: Autumn, 2009

Paper: English-II (387) Max Marks: 100

Time: 3 Hours Pass Marks:40

Q.1: Everyone has his/her own likes and dislikes. Write down five of your likes and five dislikes regarding dress.

Q.2: We often make plans about our education, holidays etc. State intentions or make plans for the following events/ situations using a different expression each time. Attempt any five.

i- Go for hiking

ii- Summer vocation

iii- Decorating your room

iv- Attend the dinner

v- Attend a marriage ceremony

vi- Future profession

vii- Visit to a doctor

Q.3: Give complete instructions how to make tea.

Q.4: Write a paragrapha of about 100-150 words on any one of the given topic senteces.

i- Book are store of information

ii- Watching movies is a best source of recreation

Q.5: Read the following paragraph and answer the questions given at the end.

Today, Miran and Bacchayo are getting married, Miran's house is crowded with men, woman and children. The guests wait **anxiously** for Bacchayo to come with his family and friends. At last, we hear the sound of drums and flutes. and to our **pleasant** surprise we see Bacchayo walk towards the

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white "shalwar kameez" suit. He looks shy as he walks with the **crowd** of people who come dancing the "jamalo" to the beat of the drums and **bewitching** "shehanai" music. The mirrors in his embroided cap, **glitter** as the golden rays of the sun fall on them. Four women hold up a lovely deep red-coloured veil called a "chundri" and make a canopy for Bacchayo as he asses undernaeath it. His mother-in-law Zebu then steps forward and gives him an "ajrk" which is a deep red coloured shawl covered in intricate floral designs. Zebu puts a lovely, hand-embroidered sindhi cap, decorated with mirrors on bacchayo's crown. He is still **shy** as his mother-in law performs the **ritual** to honour her son-in-law.

Questions:

i- What celebrations are going on in the passage?

ii- What is the name of the Bridegroom and where was he going?

iii- cv What were the people doing when the bridegroom was walking with the crowd?

iv- Give a suitable title to the passage.

v- Write meanings of the underlined words in the passage.

Q.6: Change the following sentences into interrogative ones.

(a) The class will start 8:00 clock.

(b) My name is Ahmed

(c) I live in Islamabad

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