ASSIGNMENTS FOR BS

Q.1 Write an essay on any of the following topics.

(a) Benefits of Television

(b) Role of electronic media in Pakistan.

(c) Terrorism and its impact on the economy of the country.

Q. 2 Insert suitable prepositions in the following:

(i) The cheque \_\_\_\_ Rs.50,000/- is ready \_\_\_\_\_ payment.

(ii) Harry died \_\_\_\_\_ of small pox

(iii) Marton has been suffering \_\_\_\_\_ fever \_\_\_\_\_\_ last night.

(iv) Salam always gets up early \_\_\_\_ the morning

(v) The cobbler sits \_\_\_\_ the platform of Peshawar

(vi) Please switch all \_\_\_ lights on

Q.3 Fill in the blanks with suitable articles.

(i) Did you watch \_\_\_\_ cricket match between Australia \_\_\_ Pakistan

(ii) \_\_\_\_ journey between Karachi and Lahore was \_\_ great experience.

(iii) \_\_\_\_ word to the wise is sufficient

(iv) Jamica is \_\_\_\_ island in \_\_\_ West Indies

(v) \_\_\_\_ apple \_\_\_ day keeps the doctor away

(vi) They had \_\_\_\_pizza and \_\_\_ banana for lunch

Q. 4 (a) what are the different kinds of reading skill? (b) Differentiate between intensive and extensive and also skimming and scanning reading.

Q.5 Read the following passage and then answers of the questions which follow it.

‘One common mistake that many people have made is this: they have thought that it would be a very good thing if everybody had exactly the same amount of money, no matter whether they worked hard or lived quite idly. They forget that very few people would work at all if it were not for the money their work brings them, and that without work there would be no money. And they have imagined that if all the money in the country were equally divided everybody would be rich. Now that it is very great mistake, because there simply is not enough money to make everybody rich. If it were shared equally all round every- one then would, on this basis of the calculations made in 1935, receive only about Rs.65 a year. Today with a rise in the price level it might be Rs.150 a year. That may be more than you receive now or it may be less, but would certainly not make you reach rich. It is quite true that there are in this country a small number of very rich people; but they are so few in comparison with the whole population that even if they were to share out all their wealth among the rest, it would make very little difference. It is said that if you flattened out that great French mountain Mont Blanc, the highest mountain in Europe, and spread it over the whole of France you would only raise the level of the land by about six inches. See if you can think out what that has to do with the question I have been talking about.’

**Q u e s t I o n s**

1. Why is it really necessary to work?
2. If all the money in the world were equally divided, everybody would be very happy. Do you agree?
3. The author tells us about flattening Mont Blanc and the little difference it would make in raising the level of France. What is his point in giving us this example?

Q.6 What are the contents of a business letter?

Q.7 (a) What is a translation skill? (b) What steps are necessary for translating from one language to another?

Q.8 Chawnge the following sentences into active or passive as required.

(i) A road links his village to the town.

(ii) Who broke the chair?

(iii) The cow has been milked by the lady.

(iv) Place the picture on the table.

(v) Let the pen be brought.

(vi) He cut a cake with a knife.

Q.9 (a) What do you know about minutes of meeting? (b) In this connection, explain the responsibility of a secretary in taking the notes required for writing proper minutes of meeting.

Q.10 Write a favorable response letter to a firm in Lahore, who has inquired from you about a trader, whose main business dealings are in Karachi.

Q. 11 Write a letter to the Head of any commercial Bank requesting him to open its branch in your locality.

Q.12 A post of an experienced and qualified I.T. Manager has recently been advertised in the newspaper. Assume yourself as a prospective candidate for that position. Send your application to Box No. Dawn. Your application must be supported by a C.V. showing all necessary details as you presume for the position.

Q.13 What is personality development? Do you think that effective communication skills can play a crucial role in developing your personality?