



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

Dear Student:

We welcome you to the **BA/BS Compulsory English I Communication Skills course, (Code 1423)**. As the name indicates that the course is essentially communicative in nature and seeks to develop your communication skills in English language. In the text book there are dialogues (recorded texts), reading passages and numerous writing tasks and activities that will hopefully enable you to perform simple every day communicative tasks in English language.

We hope that the 9 units of the course will help you learn English language skills. If you face some difficulty, please do not hesitate to seek your tutor's guidance in tutorial meetings. We would advise you to read each unit carefully as most of the questions in the assignments are based on the contents of the unit.

Since, this is a distance learning course; it requires self-study, regular attendance in tutorials and punctuality in assignments. Please keep it mind that attendance and full participation in tutorials is very important. Assignments play a very important role in your studies. They help you understand the units and prepare you for the examination. If you solve these assignments on your own, you have a very bright chance to pass the exam. Try to finish your assignments in time. If any of your assignments is late then neither your tutor nor the course coordinator will accept it.

Your B.A/BS Compulsory English I (1423) study package should include:

- i. 1 Textbook
- ii. 2 Assignments
- iii. 1 Audio Cassette
- iv. 6 Assignment Forms
- v. Assignment and Tutorial Schedule

If you find any of the above mentioned item missing in your study package, please contact your nearest regional office or write to the Mailing Officer on the address given below:

**Mailing Officer
Mailing Section
Allama Iqbal Open University
Services & Operational Block
Sector H-8, Islamabad.**

We wish you best of luck.

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WARNING

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

Course: Compulsory English I (Communication Skills) Course Code: 1423/5404
Level: BA/BS Semester: Autumn, 2012
Total Marks: 100 Pass Marks: 40

Associate Degree Pass Marks: 50

ASSIGNMENT No. 1
(Units 1–4)

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

- Q.1 In Unit 1 'Asking and Answering Questions' you have learned different ways of asking or constructing questions and how to answer these questions. On page 11 of Unit 1, there is an exercise No. 1 in which you are asked to construct WH Questions. Do any 5 questions from the 8 given in the exercise. (5)
- Q.2 In the same unit, listen and read recorded text 2 where a traffic police officer is explaining some traffic rules. After reading and listening to this recording, do Exercise 2 and answer the 5 questions. (5)
- Q.3 Go to page 18-19, Exercise 9 and read the dialogue between George and the Waiter. Correct the Waiter's incorrect English or wrong questions by writing the correct questions. (10)
- Q.4 Go to page 24, Exercise 15 and complete the sentences using correct verb to be and present continuous tense. (10)
- Q.5 Go to page 28, Exercise 20 and guess the meaning of the words given in bold in the 10 sentences. (10)

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

- Q.6 Go to page 49, Exercise 5 and complete the 5 sentences adding appropriate 'question tags'. (5)
- Q.7 Go to page 58, Exercise 13 and replace the word 'good' in the first 5 sentences with a suitable synonym. (5)
- Q.8 Go to page 69, Exercise 22 and then choose any 1 situation from the 3 given and write an 'informal letter' following the rules and guidelines that we have given in the unit. (10)
- Q.9 Go to page 73 and listen and read recorded text 8. After listening to the text, do Exercise 26 given on page 74 and write the sequence markers Mrs Waseem uses to list the 5 points. (5)

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

- Q.10 Go to page 81-82 and listen and read recorded text 13. After listening to the conversation, do Exercise 3 and list those statements which express strong agreement and strong disagreement. (5)
- Q.11 In section C 'Reading' of unit 3, we have explained how to predict the content of the book. Read the back cover of the book 'Indus Journey' by Imran Khan on page 93 and then do exercise 14 given on pages 93-94 and write whether you agree or disagree with the 5 statements give on page 94. (5)
- Q.12 In section D 'Writing' of unit 3 we have explained to you about how to write a letter of apology. Go to page 100, exercise 20 and choose any one situation from the two given and write a letter of apology to a friend. (10)

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

- Q.13 In section C 'Reading' of unit 4, we have explained to you about 'skimming and scanning'. Read 'The Personal Qualities of a Teacher' given on pages 123-124 and then go to exercise 12. Only answer the last question (Q.3). (5)
- Q.14 In section D 'Writing' of unit 4, we have explained to you about 'Writing Letters of Advice'. Read the letter of advice to the students of BA English written by Mr Umar Farooq on pages 134-135. After reading the letter, do exercise 17 and write down all the advices that Mr. Farooq has written in the letter. (10)

ASSIGNMENT No. 2

(Units 5–9)

Total Marks: 100

Pass Marks: 40

Associate Degree Pass Marks: 50

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

- Q.1 Go to Exercise 3 on page 147 and write the words that express certainty. (5)
- Q.2 Exercise 6 on page 150 asks you to answer the three questions regarding your responsibility as a teacher, a parent and as a resident in a neighbourhood. Answer these 3 questions. (6)
- Q.3 Go to page 150, exercise 7 and answer the 4 questions. (4)
- Q.4 Read section B 'Structure' carefully and then write 'A' for the active sentence and 'P' for the passive sentence. (5)
- i. E-mails are answered.
 - ii. She is reading the newspaper now.
 - iii. The bus driver was hurt yesterday.
 - iv. These cars are produced in Japan.
 - v. You should open your workbooks.
- Q.5 In section E 'Listening to a Job interview' of the unit, you have read and listened to the recorded text 28 in which Dr Shahbaz is giving directions/instructions to the

candidates who are to give a job interview. Following the recorded text on page 175, there is an exercise 23. Fill in the diagram adding your skills and interests. **(10)**

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

- Q.6 Go to page 185, and do exercise 7. Write appropriate expressions of preference. **(10)**
- Q.7 Section B 'Structure' is about Future Tense. Do exercise 14 given on pages 192-193 in which you have to write what Hammad will do on the dates given in the box. Do any 5. **(5)**
- Q.8 In section C 'Reading', you have learned about the main idea, topic sentence and supporting details. Read this section carefully and then go to pages 203-204 and read the long text about Environment. Do exercise 24 and answer the two questions in which you have to choose an appropriate title from the 5 choices and analyse paragraph 2 of the text and write its main idea, topic sentence and supporting details. **(10)**

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

- Q.9 Unit 6 is about 'Asking, Giving and Refusing Permission'. Go to page 222 and choose any 5 sentences and write which function these sentences express? **(5)**
- Q.10 In section C 'Reading', we have given you some general reading exercises. Go to pages 237-238 and read the text 'The Coffee Culture' and then write answers to the 3 questions given in exercise 18. **(10)**

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

- Q.11 Go to pages 265-166, exercise 3 and then choose the first 5 situations only and write appropriate sentences expressing your appreciation or gratitude. **(5)**
- Q.12 Section B 'Structure' explains 'Indirect or Reported Speech'. Go to page 279, exercise 14 and change the first 5 sentences which are in direct speech into directed or reported speech. **(5)**

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

- Q.13 Go to pages 305-307, exercise 4, recorded text 44. Listen and read Dr Saqib's advices and suggestions and then fill in the table given on page 307 with his advices and suggestions. **(5)**
- Q.14 Section B 'Structure' is about 'Personal Pronouns'. Go to page 316, exercise 12 and fill in the missing spaces with correct personal pronouns. **(5)**
- Q.15 Read the narrative essay given on page 331 carefully and then do exercise 24 in which you have to put the events from the narrative essay in the correct order or sequence. **(10)**