

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

Dear Student,

We welcome you to the **Associate Degree in Commerce Compulsory English II Academic Reading and Writing (Code 5411)**. As the name indicates that the course is meant to improve your academic reading and writing skills. In the text book there are reading and writing passages and activities that will enable you to perform better in your academic life. We hope you find these passages useful and interesting. If you face some difficulty, please do not hesitate to seek your tutor's guidance in tutorial meetings. Also remember that attendance and full participation in meetings is very important. Since, this is a distance learning course; it requires self-study, regular attendance in tutorials and punctuality in assignments. Assignments play very important role in your studies. They help you to 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 examination. 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 **Associate Degree in Commerce** Compulsory English II (5411) study package should include:

- a. Textbooks (One)
- b. Assignments (Two)
- c. Assignment Forms (Six)
- d. Assignment and Tutorial Schedule

If you find any of the above mentioned items missing in your study package, please contact your nearest regional office or write to the Mailing Officer at 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.

Course Coordinator

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WARNING

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

Course: Compulsory English-II

Semester: Spring, 2014

Course Code: 5411

Level: Associate Degree in Commerce

Total Marks: 100

Pass Marks: 50

ASSIGNMENT No. 1

(Units 1-4)

- Q.1 (A) Read the text given below. You would notice some words are written in bold. Try and **guess the meanings of these words through the context.** (10)

Litter is garbage or waste like left over food, paper and cans on the ground or in the street. Where many people live together, litter is a problem. People don't always put their garbage in the **garbage can**, because they find it is easier to drop a paper than to find a garbage can for it. But litter is **ugly**, it makes the city look dirty, and it **spoils** the view. In most places litter is against the law. The law punishes people who throw garbage on the streets. They usually pay a fine, and **occasionally** go to jail.

- (B) There is a paragraph given below in a box. Find out the **topic sentence** of this paragraph and write it down. (05)

Many desert animals are nocturnal. They sleep during the day in burrows below the surface of the desert or hide in shaded areas. They come out at night to eat. Some desert animals do not need to drink water. They get water from the foods they eat. Most desert animals are small.

- Q.2 Here is an exercise to test your skill in choosing the **correct simple present tense word**. Fill in each blank with an appropriate word from the box. (15)

Brush comb dry take cat get dressed get up
make pickup put on rings wake up water shave

Every morning I (1)_____ as soon as my alarm (2)_____. After 10 minutes I (3)_____ and go to the bathroom. I (4)_____, (5)_____ my teeth, (6)_____ a shower and (7)_____ my hair. After my shower, I (8)_____ myself with a big towel and go back to the bedroom. In the bed room I (9)_____ some perfume and (10)_____ my clothes. After I (11)_____. I go to the kitchen and (12)_____ myself a cup of tea. For breakfast I often (13)_____

cornflakes, toast and jam and a piece of fruit. After breakfast I (14)_____my car keys and (15)_____ to work.

- Q.3 Write a 'Descriptive' paragraph (not more than 100 words) about a cultural event of Pakistan. **(10)**
- Q.4 Read the text "Chronology of the Mughal Kings" on pages 51-52. Do exercise 6 given on page 53 in which you have to write a 'sequence or chronological paragraph' on the Mughal Kings using appropriate sequence markers as given in the exercise. **(10)**
- Q.5 Got to pages 89-91. Read the long classification essay on 'Pollution'. After reading the essay carefully, answer the following questions. **(10)**
- How would you define 'pollution'?
 - What causes air pollution?
 - How does rain water create water pollution?
 - What are the main contaminants responsible for soil pollution?
 - What are the effects of noise pollution on people?
- Q.6 Read the classification essay 'Types of Teachers' on pages 96-98. Answer the first 2 questions given in exercise 10, page 99. **(10)**
- Q.7 Got to page 127, exercise 11. Read the first paragraph that is about Mr. Salman. The paragraph is poorly written as the sentences are short and no transition words or connectors are used. Rewrite the paragraph and connect sentences choosing appropriate connecting words or transition markers given in the box. **(10)**
- Q.8 Read Unit 4 "Cause and Effect" carefully and then answer the following questions or solve the following exercises that are given in the Unit.
- Exercise 2 on page 112 is given in order to help you recognize the causes and effects. Decide which statement is a Cause and which is an Effect. **(10)**
 - Read the Cause and Effect paragraph on page 126 and solve exercise 11 on page 127 on the same pattern. **(10)**

ASSIGNMENT No. 2

(Units 5-9)

Total Marks: 100

Pass Marks: 40

- Q.1 (A) Read the statements given below which are taken from an advertisement. Write whether it states a **fact or an opinion** about the product. **(05)**
- Habib Milk is the best packed milk in the market.
 - A team of experts in the field of milk production helped and guided the production of Habib Milk
 - Habib Milk will help you in maintaining your health.
 - Each pack of Habib Milk is inspected before it leaves the factory.
 - Milk is always good for health.

(B) Choose an **article from any English newspaper**, paste it in your assignment and then write the answers to the following questions which are related to the article:

- i. What is the writer's purpose of writing the article? **(10)**
- ii. What is the tone of the writer? **(05)**

Q.2 In **Unit 9**, there is a poem "Autumn". Read that poem and answer the following question? **(10)**

- i. What is the main theme of the poem?
- ii. What descriptive words are used by the poet to highlight the effect of Autumn?

Q.3 Go to page 154, exercise 4. Read the comparison paragraph and then write the missing information in the table given on page 155. **(10)**

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

Q.4 Got pages 198-199, exercise 8. This is a pre reading exercise. Look at the picture carefully and write a short paragraph of 50 words predicting or guessing the background of the picture, or what is the picture trying to convey or express? **(10)**

Q.5 On pages 285-289, we have asked you 10 questions about newspapers. Can you answer the following 2 questions briefly? **(10)**

- i. What are the benefits of reading newspapers?
- ii. What is the one most noticeable difference that you see or notice in newspapers and TV news channels?

Q.6 Go to page 295, exercise 33. Select the following samples from an English language newspaper and paste them in the assignment. **(10)**

- i. A job advertisement.
- ii. News about a famous political figure.
- iii. Weather forecast.
- iv. A good news item.
- v. A bad news item.

Q.7 Read Unit 6 "Academic Reading" Carefully and then answer the following questions or solve the following exercises that are given in the unit.

- i. Read the sentences given in exercise 4. Fill in the blanks as asked in the exercise. **(10)**
- ii. Read the text given in exercise 9, pages 200-202, and write the answers to the question given at the end, (page 202). **(10)**

Q.8 Go to pages 198-199, exercise 8. This is a pre reading exercise. Look at the picture carefully and write a short paragraph of 50 words predicting or guessing the background of the picture, or what is the picture trying to convey or express? **(10)**