

ALLAMA IQBAL OPEN UNIVERSITY

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

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

Note: ATTEMPT ALL QUESTIONS

Q.No.1	Your best friend has a terrible toothache, but he/she refuses to see a dentist because he/she had a bad experience before. How would you convince him/her? Write your answer in the form of a dialogue between you and your friend in which you cover the complete situation mentioned in this question.	10
Q.No.2	Punctuate the following passage using full stop, capital letters, question marks, commas where required. in some countries laws now protect people between the ages of 40 to 70 from age discrimination but once people reach 71 their employers can ask them to retire should these older people be allowed to keep working if they can do the job many people think so others disagree they think that older people are less productive then young workers and they delay young workers from being promoted	10
Q.No.3	Suppose you are visiting the new supermarket in your area. What items do you think are new? Say what you like and dislike about the store.	10
Q.No.4	You have studied different expressions of appreciation and regret in unit 8 of your textbook. Read the sentences given below and either appreciate or regret using different expressions each time. (i). Your friend is wearing glittery clothes. (ii). An artist showing you his new painting. (iii). Your neighbour had a bad accident. (iv). Your brother is having a fever. (v). Your mother made a cake for your birthday.	10
Q.No.5	You have seen an advertisement in a newspaper for the post of Computer Assistant. Write an application to the Director, Information Technology for this post.	15
Q.No.6	Compare and contrast a villager with a person living in a city. Your paragraph should comprise at least 18-20 lines.	15
Q.No.7	Compare and contrast the following. Write short paragraphs of about 50 words for each pair. You may follow appropriate writing techniques. 1. Indoor games Outdoor games 2. Bright sunny day Rainy day	10
Q.No.8	You have studied 'cause and effect' relationship. Write down the cause or effect in the given situation. (i). There was flooding..... (ii). Because I was late..... (iii). He was unable to help me..... (iv). Because you were not feeling well..... (v). Because the plane crashed.....	10
Q.No.9	Fill in the blanks with the words and, but also, nor, or, than, then as appropriate. (i). I have both respect..... Admiration for them. (ii). He could not decide whether to tell the truth..... keep silent. (iii). It was not only a beautiful day, the first day of spring. (iv). She could find the book neither at the library, at the bookstore. (v). If you follow the instructions..... you should have no difficulty.	10