**Name. Sana**

**I’d. 16500**

**Department. BS MLT**

**Semester. 2nd**

**Section. B**

**Paper. Communication skill**

**Submitted to. Mam samina batool**

**Question no . 1:**

**Conversion of indirect into direct speech.**

**Answers:**

1. I shall visit you tomorrow I wrote.
2. “ Have you anything to say?” he said to me.
3. John said, “I want to be a soldier”.
4. An old mouse said, “ who will bell the cat ?”
5. The stranger said to Alice, “where do you live?”
6. He said, “the earth moves round the sun”.
7. The king said to the philosopher, “whom do you consider the happiest man living?”
8. Abdul said, “ I have seen this picture”.
9. “When will the next letter come?” he said to his father.
10. He said to them, “will you listen to such a man?”

**Question no. 2:**

**A letter to a bank manager asking him to stop payment of a cheque.**

To

 The bank manager,

 Summit bank,

 Hayatabad Peshawar.

Subject: stopage of payment of cheque.

Sir,

 Please cheque no.AB001517 must not be paid to the person issued at 9:am today . Due to clerical mistake the amount is not based on facts and the payment must be stopped immediately.

 I shall be grateful.

 Regards

 Yours faithfully

Dated. 23/6/2020 Sana

 Accountant

 INU Peshawar

**Question no. 3:**

**Part A:**

**Memo to the department head regarding online classes.**

To: vice chancellor

 Iqra national university Peshawar

From: Sana

Date: 23/6/2020

Subject: online classes

Memo:

 Due to corona pandemic , it is requested that online classes may please be started in the university to save the precious semester of the BS students. There are precedents of other international and national universities before us. The students throughout the world are getting benefit from online classes.

 Therefore please pay heed to this suggestion as soon as possible.

 Thanks

**Part. B:**

**Adjective phrases equivalent to the following adjective.**

1. **Grey cloud:** A grey cloud spread over the sky.
2. **French flag:** The French flag flew at the top of the highest mast.
3. **A muddy path:** A muddy path will come in your way to the village.
4. **A hopeful soldier:** The doctor fought the corona pandemic as a hopeful soldier.
5. **A blank page:** His future seems to be a blank page for him.

**Question no. 4:**

**Punctuate the following:**

**Answers:**

1. The human mind is never stationary ; it advances or it retrogrades.
2. England, France and Italy formed an alliance.
3. “Exactly so”, said Alice.
4. Have you written your exercise?
5. What a terrible fire it is!
6. Mother-in-law.
7. Good-hearted.
8. Are you alright?
9. Long live Pakistan!
10. He said, “ I shall go ,as soon as it is possible”.

**Question no. 5:**

**Part. A:**

**Supply suitable adverb clauses.**

1. Nobody likes him **because he is arrogant.**
2. He will succeed **if he works hard.**
3. He always does **as I tell him.**
4. Will you wait **till I return?**
5. We shall miss the train **if we don’t take a taxi.**

**Part . B:**

**Pick out the noun phrases in the following examples.**

1. He refuses **to answer the question.(noun phrase)**
2. Promise **to come again.(noun phrase)**
3. I want **to visit the museum.(noun phrase)**
4. It grieved me **to hear of your illness.(noun phrase)**
5. **Swimming across the river** delights me.