

**Name;** RASHID KHAN  
**ID NO#** 15982  
**CLASS:** BS MLT  
**SEMESTER:** 2<sup>ND</sup>  
**SECTION:** B  
**SUBJECT:** COMMUNICATION SKILLS  
**INSTRUCTOR:** SAMINA BATOOL  
**Date;** 23<sup>rd</sup> June, 2020.

**QUESTION.1:** Conversion of Indirect into Direct Speech (10)

1. I wrote that I would visit him.  
**I will visit you tomorrow I wrote**
2. He asked me if I had anything to say.  
**He said to me, " Do you have anything to say"**
3. John said that he wanted to be a soldier.  
**John said, " I want to be a soldier."**
4. An old mouse asked who would bell the cat.  
**An old mouse said "who will bell the cat"**
5. The stranger asked Alice where she lived.  
**The stranger asked alic, "where she lived."**
6. He said that the earth moves round the sun.  
**He said , "the earth moves around the sun"**
7. The king asked the philosopher whom he considered the happiest man living.  
**The king said to philosopher "who did you consider the happiest man living?"**
8. Abdul said that he had seen that picture.  
**Abdul said, "I have seen the picture"**
9. He asked his father when the next letter would come.

**He asked his father,"when will the next letter come?".**

10. He asked them whether they would listen to such a man.

**He said to them , “ will you listen to such a man ?”**

**QUESTION.2:** Write a letter to a bank manager asking him to stop payment of a cheque.

(10)

Date 23<sup>rd</sup> june, 2020.

Branch manager,

United Bank Limited Pak

Hayatabad Branch

***Sub: Request to Stop Payment of Cheque No. 000-111-222***

Dear Sir,

It is an urgent request from (Rashid khan) to stop the payment of cheque no. 000-111-222 against (IQRA National university) Account No. 113-056-289. We issued this post dated cheque two months back to as payment of Food Packaging plant . But they do not deliver this plant within given date as per purchase terms of our company. We will inform you if we need to release the payment.

Thank You Very Much,

Regards,

**Rashid khan**

**Account No. 113-056-289**

-----

**QUESTION.3:**

(A) Write a memo to the Department Head regarding online classes. (05)

**Memo on Online Classes**

June 23, 2020

To the HOD:

Last March, 1 2020, the President of the Peshawar University issued a memo, part of which stated:

“While Peshawar University is committed to providing a feasible learning environment to our students, we recognize difficulties encountered by our faculty in fulfilling their obligations during these uncertain times, such as coping with the personal, social and psychological impact of COVID-19, adjusting to new living arrangements due to ECQ-related government regulations; learning the ropes of online teaching and learning, to name a few.

In view of these conditions and upon consultation with our students and faculty of the different school units, I have decided to suspend online classes during the ECQ. Suspending online classes does not mean suspending online learning. Thus, during this ECQ, I am encouraging our teachers to make online material available, nonetheless, for students who have online access. I hope that these students also find creative ways of sharing these or about these materials with their offline classmates. This way all our students can learn at their own pace and time during this period.”

Thank u

Let us remember to keep each other in prayer.

Sincerely,  
Rashid Khan

-----

**(B)** Write Adjective phrases equivalent to the following adjectives; (05)

- i. Gray cloud  
**A cloud of grey**
- ii. French flag  
**The flag of France;**
- iii. A muddy path  
**A path of muddy**

iv. A hopeful soldier  
**A soldier full of hope**

v. A blank page  
**a page with no writing on it.**

---

**QUESTION.4:** Punctuate the following: (10)

1. the human mind is never stationary it advances or it retrogrades  
**“The human mind is never stationary; it advances or it retrogrades.”**
  2. england france and italy formed an alliance  
**England, France and Italy formed an alliance**
  3. exactly so , said Alice  
**Alice said exactly so,**
  4. have you written your exercise  
**have you written your exercise?**
  5. what a terrible fire it is  
**What a terrible fire this is! ...**
  6. mother in law  
**"Mothers-in-law's"**
  7. good hearted  
**good-hearted**
  8. are you alright  
**are you alright?**
  9. long live Pakistan  
**"long live pakistan ♡"**
  10. he said, I shall go as soon as it is possible  
**He told he will go as soon as possible.**
- 

**QUESTION.5:**

- (A) **Supply suitable Adverb Clauses.** (05)
- i. Nobody likes him **The answer is nobody likes him really.**

- ii. He will succeed **He worked so hard that he succeeded.**
- iii. He always does **He do it to the best of his ability.**
- iv. Will you wait **Will you wait till I return?**
- v. We Shall miss the train **If you do not hurry you will miss the train**

(B) Pick out the Noun Phrases in the following examples. (05)

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

---

**Note:** (Dear students if you have not submitted your final term Assignment yet, you can attach them here. (20)

**Assignment Part-I;** Insert commas where necessary Exercise 119, Page 275 (in your grammar book) **Part-II;** Picture description of any two pictures.

(I already send u through CR)

**THANK YOU**