Name : Saqib Anjum Siddiqui

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I’D : 16513

Dep : B.s (M.L.T. 2ND semester {section “B” } )

Instructor : ma’am Samina Batool

Date : 23/06/2020

Q 1. Conversion of Indirect into Direct speech?

1. I wrote that I would visit him.

I wrote, “I shall visit him”.

1. He asked me if I had anything to say.

He said to me, “have you anything to say”.

1. John said that he wanted to be a soldier.

John sad, “I want to be a soldier”.

1. An old mouse asked who would bell the cat.

An old mouse said, “Who will bell the cat?”.

1. The stranger asked Alice where she lived?

The stranger said to Alice, “Where do you live”.

1. He said that the earth moves round the sun.

He said “The earth moves around the sun”

1. The king asked the philosopher whom he considered the happiest man living.

The king said to philosopher “Whom do you considered the happiest man living”.

1. Abdul said that he had seen that picture.

Abdul said “ I have seen this picture”.

1. He asked his father when the next letter would come.

He said to his father “Where will the next letter come”.

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

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

Q no 2. Latter to Bank manager.

Dear sir,

 It is an urgent request from (company institute name) to stop the payment of cheques number. 000-111-222 against ( company institute name) account number 123(456)789. We issued this post that cheques two months back to (another company/ institute name) as payment of food packaging plant (type of business). But they do not deliver this plant with in given data as per purchase term of our company. We will inform you if we need to release the payment.

 Thank you very much

 Regards Bank manager

 Name. XYZ

 Direct finance and bank signatory.

Q no 3.

 Part A.

 **To** : Faculty,staff,deans,associates,department heads, and chairs,

 **From** : Kathleen Enz finken, provost and executive Vice President

 **Subject** : online education

 **Date** : 23/06/2020

**CC**: Brain tetje (international ,graduates and extended education) make Miller ( information system) Patrick O’sollivan (CTLT).

 Online education is poured quality “The quality of the students experience in an online environment can be very high or I can be very low.we have processes to insure the high quality of our curriculum of modality.

Part B:

1. A grey cloud over the sky.
2. The French flag flew at the top of the highest mast.
3. It was a muddy road.
4. He was a soldier free from war.
5. Pick up a blank page.

Q no 4. Punctuate the following.

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

Q no 5.

 Part A:

1. Nobody like home really.
2. You have to be succeeded.
3. Worked in time.
4. I will wait until the next bus come.
5. We walk fast we shall miss the train.

Part B:

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.

  ***THE END***