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DEPARTMENT : MLT 2ND SEMESTER

SECTION:B

PAPER: COMMUNICATION SKILL

INSTRUCTOR: SAMEENA BATOOL

Q1: Conversion of Indirect into Direct Speech

1: I write "i will visit him".

2: He asked me , whethen i have anything's.

3: john says, " he want to be a soldier ".

4: an old mouse asked , "who will bell the cat."

5: the stranger asked alice about where she lives.

6: He says, " the earth moves around the sun".

7: The king asked the philosopher " whom he consider the happiest man living ".

8: Abdul says, " he saw that picture".

9: He asked his father," when the next letter will comes ".

10:He asked them if they will listen to such a man.

Q2: Write a letter to a bank manager asking him to stop payment of a cheque.

Answer:

Date... 23.6 2020

Branch manager, asad gahni

Bank/Institute name... Khyber bank

Branch Name... tmg

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

Dear Sir,

**It is an urgent request from (Company/Institute name) to stop the payment of cheque no. 000-111-222 against (Company/Institute name) Account No. 123-456-789. We issued this post dated cheque two months back to (another Company/Institute name) as payment of Food Packaging plant (Type of business). 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, said mustafa

Name... WASIMULLAH

Director Finance and Bank Signatory...

Q3:

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

To. Head of the department

From. Students of AHS

Date. 23 June 2020

Subject. Regarding of online classes in University.

All stop of allied health science INU PESHAWAR you are informed that during the pandemic of covid-19 all education system has been stopped. And the universities has been started online education. On one side it is a good idea to prevent the waste of time of all students and they complete their studies. But in the other hand most of the students are belong to these region , where internet not supported and 3G and 4G data not working. They are facing to a serious trouble during this pandemic. Sir I appreciate your this decision but when government not ensure to reach the 3G data to all region of Pakistan this decision is not beneficial for those students. Thanks.

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

i. Gray cloud = A cloud of gray.

ii. French flag= flag of French.

iii. A muddy path= A path of mud .

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

v. A blank page= A blank page with no writing.

QUESTION.4: Punctuate the following:

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.

Q5:

(A) Supply suitable Adverb Clauses:

1: Nobody likes him _____.
Nobody likes him because he is so dirty.

2: He will succeed _____.
He will succeed, because he works hard.

3: He always does _____.
He always does bad things, but he still has the attraction.

4: Will you wait _____.

Will you wait, if not , then i will go by myself.

5: We Shall miss the train _____.

We shall miss the train; unless we get out of here as soon as possible.

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

1: He refuses to answer the question.

The question.

2: Promise to come again.

Again.

3: I want to visit the museum.

The museum.

4: It grieved me to hear of your illness.

Your illness.

5: Swimming across the river delights me.

Across the river.