**Class :BS Rad. Semester:2nd Section: B Subject: English II**

**Mid Term Assignment Total Marks:30**

**Name : Afrasiabullah**

**ID.No.: 15900**

**QUESTION.1**: Change the voice (Turn the Active sentences into Passive Voice and the Passive sentences into Active voice) (05)

1. We compelled the enemy to surrender.

Ans: The enemy was compelled to surrender by us.

1. We must listen to his words.

Ans: His words must be listened by us.

1. Shall I ever forget those happy days?

Ans: Shall those happy days be ever forgotten by me?

4 . The fist railway was built by George Stephenson.

Ans : George stephenson built the first railway.

5.The letter has just been posted.

Ans : Someone has just posted the letter.

**QUESTION.2**: Turn the following into Indirect Speech. (05)

1. ‘This is my horse,’ said he, ‘and if I do not prove it in a minute I will give up my claim.’

Ans :He told that it was his horse and if he did not prove it in a minute he

would give up his claim.

1. ‘Halt!’ shouted the officer to his men.

Ans : The officer ordered his men to halt.

1. The teacher promised, ‘If you will come before school tomorrow, I will explain it.’

Ans : The teacher ordered if they would come before school the next

day he would explain it.

1. ‘Dear bird,’ she said, stroking its feathers, ‘have you come to comfort me in my sorrow.’

Ans: She told the bird if it had come to comfort her in her sorrow.

1. ‘What a rare article milk is, to be sure, in London!’ said Mr. Squeers with a sigh.

Ans : Mr.Squeers exclaimed with with sorrow how a rare article milk

was in london.

**QUESTION.3:** Write a dialogue on a situation related to “The pleasures and disadvantages of life in a university hostel” (25-30 Sentences long) (06)

Answer:

Khan: How are you zafer nice to meet you.

Zafer: Hi i am fine what about you .

Khan: I am good . What are you doing here.

Zafer: I am going to apply for a room in the hostel

Khan: Why have you decided to live at hostel?

Zafer: My house is far away from the unvirsity .

Khan I think you should not live at a hostel .

Zafer:Why?

Khan:You know there are all kind of boy.some of them maybe too bad to live with.

Zafer:I couldn’t understand your point .Did you mean that they are involvedin criminal activity .

Khan: Yes in another thing too.

Zafer: What other thing ?

Khan: They may be addicted to somoking and drinking.These is a trend of ragging of Junior .So you will not be able to live decantly in such an environment.

Zafer: No my friend . You are actually Right to an extant.These are bad boys everywhere in university .They are also in classroom .We can decide where to keep our selves among those bad boys.

Khan: But if you get such type of boys as your room fellows

Zafer: Of coures hostels have their rules and regulation .but actually they make life at hosteleazy and smooth.

Khan: Best of luvk I got to go now its my class time

Zafer:Goodbye

**QUESTION.4:** Write a job application letter for the position of **Radiology Technician,** advertised in a daily Newspaper, stating age, education, experience, qualification, etc. (06)

Answer:

Dear . Muhammad Gul

Date=22-4-2020

. . . . . . . . . . . . . .This is with reference to your job vacancy for role of MRI specialist.

I got to know about job role through a member of you team Mr.Gul Khan

I completed my B.S Radiology tec since 2015.From INU Peshawer Pakistan

I have worked as MRI specialist in L.R.H in Peshawer for 3 years.

With my experience and skill. I will surely be able to add value to your Hospital . The challenges that the MRI specialist offere are big and I and excited to take these challangens head on with an expert team.

In my current position as MRI specialist I have achived an expontial groth in the field by increaing overall MRI Department statis by at last 70%

My reasum and cover letter are attached to the email . Please refer to them for more information you can also have look at my simple here

wwwafrasiabullah@gemil.com

IF you find my profile suitabe please feel free to contant me at the mentioned

I would be gland to come for any personal information in you office. Thank you

Afrasiabullah

03332333448

**QUESTION.5:** Write a formal report on any topic of your choice.

*(Note: Do not attempt this question. You will be awarded marks for it on the basis of your “Report Writing Assignment”)* (08)

Answer:

**WRITING EFFECTIVE REPORTS.**

***A. What are Reports?***

Reports are documents which both give a reader information and ask the reader to do something with that information. Reports can be used:  to suggest new ideas and options;  to ask people to accept a point of view;  to influence decisions;  to ask people to make choices between alternative recommendations

Therefore a well-structured and well written report can be a very influential document.

A report will usually follow a simple format which can be identified over and over again as you look through the reports written by academics, agencies or individuals. One of the key issues is to carefully provide sign posts’ for the reader throughout the report. Use headings, sub headings, bullet points (but remember to use full sentences rather than notes here) and new paragraphs for new topics.

The format may be influenced by the purpose and length of the report. There are nine identifiable sections in most reports, although a contents list and abstract are usually only used with a long report.

1): Tittle or tittle page

2) : Contents list

3): Abstract

4): Introduction

5): Discussion

6 :)Conclusions

7 :)Summary

8 :)Recommendations

9 :)Appendices (and don’t forget the reference list when writing an academic report)

***B. The Format of a Report***

1. ***Title or title page:*** It helps the reader to know what the report is about to have a title and sometimes a brief explanation of the purpose of the report. In a longer report you can have a short title and a long, more descriptive title. You should also identify the audience for the report, who has written it (the authors) and when it was written (the date).

2. **Contents list:** Used in long reports rather than short ones. A contents list helps the reader find their way around the report. Keep the chapter titles simple and clearly worded so you don’t confuse the reader. Ensure the pages are numbered so it is easy to move straight to the relevant section. Be consistent if numbering chapters – don’t start with Chapter 1 and next have Chapter B and next have Chapter iii! Don’t get too complex with a numbering scheme. If your reader

3. **Abstract:** Normally only used in long and formal reports or if your work is being published. It is the whole report summarized in 80-200 words. It tells the reader what you examined and why; what you discovered; how you did it and what conclusions you were led to. It is really a file note for a reader to see if the whole document is worth reading. Sometimes you will be asked to provide an abstract and the key words which give the reader an idea of what is covered/relevant. For example, the key words in a handout on report writing could be: reports; purpose; content; structuring; styles; learning; building an argument…………………..

***4. Introduction*** Should be quite brief. It can be a paragraph or a whole chapter but it should tell the reader:

 The topic;

 Who commissioned (asked for) it and when;

 The reason for the report;

 The terms of reference and limitations;

 A brief outline of the background to the report;

 The method of working (if this is very detailed it might form one of the appendices);

 What sources have been used in researching the report (and again, if these are numerous the detail should be in the appendices and referenced);

 The key issues which will be addressed (another way of ‘signposting’).

***5. Discussion. :*** The main body of the report and the longest part. It goes into more detail about the subject. See Section C on ‘building your argument’. It should be arranged logically in one or a series of chapters. You should use headings and sub-headings to help the reader find their way around it. Writing a report is not like writing a detective novel so you don’t leave the best bits until last! The Plain English Campaign recommends the use of the ‘inverted triangle’ way of writing in reports.

Most important information

Next most important

Next most important

Next most important

Figure

This ensures that even if the reader only wants to read part of the report they will still have read the most important information. It might be worth mentioning here that staff will always read the whole report if it is an assignment!

***6. Conclusions:*** These are the main findings from the research that went into the report:  What you set out to find out – the purpose of the report  What you found out;  What was significant about what you discovered;  How it answers the question set by the person who commissioned the report.

Conclusions arise logically from the work you have already done. You shouldn’t present any new information here. Just use the information you have collected to inform the options, indicators, lessons or advice you wish to give the readers.

***7. Summary:*** The key information from the report, often presented in bullet points or short paragraphs. It mainly summarises the high points – the findings and conclusions, rather than discussing what, when and how again. A summary can often be separated from and read instead of the whole report, so a brief introduction to the summary could be used. Summaries are often placed at the front of long reports in recognition that the long report will be too much for many busy readers to take in. You could liken a summary to the trailer for a film, tempting you to go along for the whole thing, even when you have been given a fair idea of the plot and outcomes!

***8. Recommendations*** When a report is being used to present options or make some recommendations for action you have to give the reader some clues about what these might be. Again, don’t leave the preferred option or course of action until last. Use that ‘inverted triangle’ approach here too. So you should present your most favoured ideas, options or recommendations first. These are likely to be debated more thoroughly by the readers and they will ideally come to a more informed decision (the one you prefer!).

***9. Appendices:*** NOTE: You refer to one appendix or several appendices. However you can refer to the whole collection of appendices as ‘the Appendix’.

You use the Appendix to ‘dock’ informative and helpful information here. You shouldn’t use too many appendices – they should never overwhelm the report itself. If you have done some research, put the (blank) questionnaire or interview questions here. You can insert (short) documents from other sources (for example, a brief summary of another report which would be helpful to the reader). Tables, photographs, drawings or maps which will help the reader make sense of the report can be inserted into the appendices. Be selective and don’t forget to provide the ‘signpost’ to the relevant appendix in the body of your report - put the relevant appendix you want the reader to look at in brackets, for example, (Appendix 1) or (see Appendix 1).

As you may well be writing your report as an assignment, you must reference all the sources you use in the body of the report and always have a reference list whenever you are asked to write a report at university. This is not always required in a report in the workplace, although crediting the sources you have used is a courtesy.

***THANK YOU.***