

## AIOU B.A ENGLISH CODE 1423 SOLVED ASSIGNMENT 2

**QUESTION NO.1:- DECIDE WHETHER THE FOLLOWING SENTENCES ARE WRITTEN IN ACTIVE OR PASSIVE FORM. YOU MAY TAKE GUIDANCE FROM UNIT 5, SECTION B ON ACTIVE AND PASSIVE SPEECH.**

- I) The snake bit him (**Active voice**)  
**He was bitten by the snake.**
- II) The window was broken by the thief (**Passive Voice**)  
**The thief broke the window.**
- III) The timetable was prepared by Mr. Ali (**Passive Voice**)  
**Mr. Ali prepared the timetable.**
- IV) His mother told him to make his bed (**Active Voice**)  
**He was told to make his bed by his mother.**
- V) He has been cleaning his room for two hours. (**Active Voice**) (**Can't change**)

**QUESTION NO.2:- WRITE A JOB APPLICATION LETTER FOR THE FOLLOWING JOB ADVERTISEMENT. UNIT 5, SECTION D DEALS WITH JOB APPLICATIONS.**

### JOB APPLICATION LETTER FOR PRODUCTION SUPERVISOR

Human Resources Director,  
ABC Company,  
10 Saddar Road,  
Karachi.  
24 Oct 2016.

Dear Sir,

In response to the job posting on XYZ website, please consider my resume in your search for a Production Manager. I am confident that my Diploma in mechanical technology and 4 years production management experience in a busy soap manufacturing environment provides me with the capacity to successfully meet your requirements.

Key capabilities that are relevant to your job opportunity include:

- Sound experience of Lean manufacturing principles and up-to-date knowledge of current manufacturing technologies
- Solid background in planning efficient production processes to assure optimal use of available capacity
- Established track record in the identification and implementation of new manufacturing capabilities
- Demonstrated awareness of occupational hazards and effective implementation of safety precautions
- Proven ability to work with, train, supervise and motivate employees to improve quality and control costs
- Knowledge and ability to plan and manage annual and monthly budgets
- Strong computer skills including MS Word, Excel, and Project.

I am accustomed to a fast-paced work environment and efficiently handling multiple jobs at the same time. I enjoy a challenge and work very hard to achieve results. I would appreciate an opportunity to further discuss your needs and the contribution I can make to your organization. Please contact me, via phone or email, to set up a mutually convenient time for us to meet. Attached is my detailed resume.

Thank you for your time and consideration.

Sincerely  
ABC Job seeker

**Job application letter for production supervisor security officer: retired armed force, intermediate, age between 40-50 years, having 2-3 years of civil experience. Officer from fighting arms are encouraged to apply**

Human Resources Director,  
ABC Company,  
10 Saddar Road,  
Karachi.  
24 December 2016.

Dear Sir,

Please accept this letter and my enclosed CV as application for the advertised vacancy of Security Guard at your company.

As you will note from my CV I have had extensive civil experience working as pan of the security team over the past 4 years where I have assisted with securing residential and retail premises, dealing directly with patrons to resolve disturbances, operate security equipment and being part of security patrols. During my current role I have mainly dealt with the public and have proved that I am able to remain calm and communicate well in difficult or heated situations. I have also assisted in implementing new security strategies which have reduced the overall rate of crime in the premises by 10%.

I would be delighted to have the opportunity to meet with you to discuss the role and my work history further and hope that having considered my CV you find me a suitable candidate. I am available for interview at any time and I look forward to hearing from you in due course.

Thank you for your time and consideration.

Sincerely,  
ABC Jobseeker

**QUESTION NO.3:- READ THE FOLLOWING PARAGRAPH AND IDENTIFY THE THEME, TOPIC SENTENCE, AND THE SUPPORTING DETAILS OF THE TEXT.**

**Answer:-**

**THEME OF THE TEXT:**

A well-educated, intellectual or brave man.

**TOPIC SENTENCE:-**

It is physically impossible for a well-educated, intellectual, or brave man to make money the chief object of his thoughts.

**SUPPORTING DETAILS OF THE TEXT:-**

Highly educated and intellectual people do not consider money making as a sole aim of their life. Money is important for them but not to that extent as their commitment to their profession. For example for a soldier winning battles, for a doctor curing their patients and for a clergyman preaching is more important than money. So for all skilled persons work is more important than money.

**QUESTION NO.4:- You have read how to ask for permission and refuse in unit 7, section a. Fill in the following blanks with the vocabulary used for asking/granting permission along with the verbs from the following table.**

Answer:- i) Can I make a call from your cell phone?

ii) Is it okay if I go home early?

iii) Will you mind if I borrow this book?

iv) You cannot take edibles to the library.

v) Sorry we cannot follow any further orders.

**QUESTION NO.5:- unit 7, section d deals with writing descriptive essays. Write a descriptive essay on the topic “Recent Trend in Fashion”**

**Answer:-**

**“RECENT TREND IN FASHION”**

Fashion is always changing. The trends change and change all the time. People always follow trends whether they want to or not. There are so many different kinds of trends out there, fashion trends are probably the largest trends followed. Girls as young as elementary school are wearing the latest trends that high school teens wear. I personally follow trends all the time, but I always add my own unique touch. Following fashion trends is a huge part of our society.

The most followed fashion trends are; crop tops, feathers, and Roman sandals. The most followed fashion trend is crop tops. Celebrities are greatly helping to set this trend. You are finding about half of female celebrities wear a crop top on a regular basis. Walking around a high school about 75% of girls is wearing them. They are so popular because they come in all different colors, and have different patterns. Crop tops come with graphics and messages on them. I see them mainly as a layering style. The crop-top attraction will continue to be a fad. The biggest fashion trend out right now is feathers. Black feathers, red feathers, blue feathers, white feathers, peacock feathers. Feathers are everywhere. Finding feathers is easy. They are extensions, earrings, necklaces, and even designs on shins. I personally have five or more different kinds of feathers. Feathers are a grand trend right now because they are a way to make a bolo traditional look come alive.

The longest lasting and large trend right now would be Roman sandals. For some reason, girls have a fascination with looking like a Greek goddess. They have been in stores for a few years now, and are still greatly worn. Every shoe store carries a pair of this shoe. The print media has a great influence for this trend. Teen magazines such as Seventeen, show models and celebrities wearing the Roman sandal with all different outfits Teen girls find them adorable and love them because they come in all colors and designs.

**QUESTION NO.6:- YOU HAVE READ ABOUT INDIRECT AND DIRECT SPEECH IN UNIT 8, SECTION B. CONVERT THE FOLLOWING SENTENCES INTO INDIRECT SPEECH.**

**Answer:-**

HE SAID, “I CAN’T GO TO SCHOOL TODAY.”

He told that he cannot go to school that day.

“FINISH YOUR MEAL”, HIS MOTHER SHOUTED

His mother shouted to finish his meal

HIS FRIEND TOLD HIM, “YOU NEED TO BUY A NEW CAR.”

His friend told him that he needs to buy a new car.

“BE NICE TO YOUR BROTHER,” HE SAID

He advised him to be nice to his brother

“ALWAYS RESPECT YOUR ELDERS”, HIS FATHER TOLD HIM

His father advised him to always respect his elders.

**QUESTION NO.7:- YOU HAVE READ ABOUT HOW TO MAKE INFERENCES IN UNIT 8, SECTION C. READ EACH PASSAGE AND THEN RESPOND TO THE QUESTIONS. EACH QUESTION WILL ASK YOU TO MAKE A LOGICAL INFERENCE BASED ON TEXTUAL DETAILS. EXPLAIN YOUR ANSWER BY REFERENCING THE TEXT.**

Answer:-

Question of Passage 1:

**WHY DOES HE HAVE TO WRITE HIS ASSIGNMENT TWICE?**

Ali has to write his assignment twice because of his talkative behavior in class.

Question of Passage 2:

**WHAT DO YOU THINK HAPPENED TO THE SHEEP?**

I think the fanner and his wife would have sold the sheep and did shopping from the money they received.

Question of Passage 3:

**WHAT DO YOU THINK HAPPENED TO HIM?**

I think Shan has food poisoning due to over eating.

**QUESTION NO.8:- YOU HAVE READ HOW TO DIFFERENTIATE BETWEEN FACTS AND OPINIONS IN UNIT 9, SECTION C. LOOK AT THE FOLLOWING PICTURE AND WRITE FIVE SENTENCES EXPRESSING FACTS AND FIVE EXPRESSING YOUR OPINIONS ABOUT IT.**

ANSWER:-

**FACTS:**

- The majority of automobiles in use today are powered by gasoline.
- In 2015 more than one billion cars were in use around the world.
- A Ferraris F12 Berlinetta is more expensive than a Ford Taurus
- Car accidents accounted for 2.09% of all deaths in 2014.
- Automobiles have made the world a better place to live.

**OPINIONS**

- Buying a Ford Taurus is smarter than buying Ferrari F12 Berlinetta.
- Red cars look cooler than cars that don't have any paint on them at all.
- It is wrong to drive faster than the posted speed limit in a school zone when children are present.
- People who are caught violating traffic laws should have to pass traffic safety courses.
- Heavier cars consume more fuel than lighter cars.