

## **AIOU SOLVED ASSIGNMENT 2**

CODE 387 AUTUMN 2016 QUESTIONS # 1

0.1 Read the following sentences very carefully and cut out the unnecessary words. Follow the examples. Read Unit 6, Section A for more guidance.

- i. Many woodlands, in fact, have been purchased for the purpose of creating public parks
- ii. We ventured outside into the snow
- iii. You can really improve by studying hard
- iv. I don't think you quite understand the situation
- v. I liked the design that you came up with.

ANSWER:-

- I) Many woodlands have been purchased for creating public parks
- II) We ventured into the snow
- III) You can improve by studying hard
- IV) I don't think you understand situation
- V) I liked the design you came up with.

Q.2 IN UNIT 6, SECTION B YOU LEARNT HOW TO SEARCH FOR INFORMATION IN A TEXT. SCAN THE FOLLOWING PARAGRAPH AND ANSWER THE QUESTIONS GIVEN AT THE END.

Today there are 3000 million people in the world. Fifty years ago only about 2000 million people lived in it. If earth's population were evenly distributed over its land surface, there would be about 550 persons to the square mile. But Earth has vast areas of forest, mountains and desert which are almost totally inhabited. On the other hand, it has great cities each with millions of people living in a few square miles. To feed the fast growing population of our earth, scientists and planners have to discover new ways to produce more. One possible way is to bring more land not under cultivation. This can be done only in places where there is lot of land not used for productive purposes. In many places this is no longer possible as all the arable land is already cultivated. A second way is to make use of new types of seeds to produce more. Already a number of new strains of paddy and wheat have been developed in different parts of the world. India is one of the countries where a lot of useful work has been done in the field of agricultural research.

- i. What was the population of the world fifty years ago?

ii. What do scientist and planners need to do?

iii. What are the two possible ways to feed the growing population?

ANSWER:-

i) WHAT WAS THE POPULATION OF THE WORLD FIFTY YEARS AGO?

Fifty years ago, world population was 2000 million people

ii) WHAT DO SCIENTIST AND PLANNERS NEED TO DO?

Scientist and planners need to discover new ways to free as much land as they could for population.

iii) WHAT ARE THE TWO POSSIBLE WAYS TO FEED THE GROWING POPULATION?

The two ways to feed the growing population is to bring more land not under cultivation and secondly make use of new types of seeds to produce more

Q.3 YOU HAVE LEARNT IN UNIT 5 HOW TO WRITE JOB APPLICATION. WRITE A JOB

APPLICATION FOR THE POST OF A SECRETARY IN AN OFFICE.

ANSWER:-

Dear Sir,

RE: SECRETARY VACANCY

I am writing regarding the above vacancy for a Secretary at your office. I have the relevant skills and qualifications to carry out this role to very high standards that are expected within your organization.

As you will see from my CV, I have over seven years' experience in secretarial work and through that time, I have proven to be a dedicated hard-worker, dedicated to providing outstanding administrative and organizational skills, familiar with IT; diary management; basic accounting, with excellent communication skills.

I am keen to further develop my existing skills and expertise to maintain and improve quality of service I can provide for your company. I am, of course, happy to attend any training necessary to help your organization keep up its excellent reputation.

My CV shows my academic qualifications but I am sure you will agree, my valuable experience in administrative procedures is also vital to (company name) and how I can be a proactive member of your team.

If you have any questions regarding my application, please do not hesitate to contact me.

I look forward to hearing from you in the near future.

Yours faithfully (XYZ)

Q.4:- We are sure you must have read about sequencing in Unit 7. Sequencing of events is very important in any process work given below are some steps for making an omelet. Write them in the form of a paragraph using sequence markers. i. Take eggs ii. Cut vegetables iii. Beat eggs, water, salt and pepper in small bowl until blended. iv. Add the vegetables v. Heat oil in pan. vi. Add the mixture

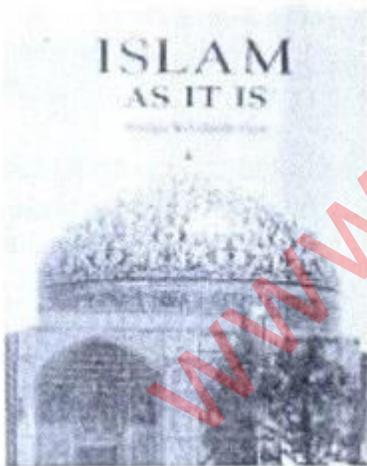
ANSWER:-

First Take eggs, then Cut vegetables. Secondly beat eggs, water, salt and pepper in small bowl until blended. Then add the vegetables and Heat oil in pan. At last add the mixture.

Q.5 in unit 6, you learnt to make predication. Look at the cover page of a book given below. Read the title and make a few predictions or guesses about the contents of the book.

ANSWER:-

The contents of the book may be:



- What is Islam?
- Islam and man

- Believe in God and Islam
- Foundation of Islam

Q.6 IN UNIT 7, YOU LEARNT HOW TO USE TIME EXPRESSIONS. WRITE ABOUT YOUR ROUTINE ON WEEKDAYS USING WORDS EXPRESSIONS OF TIME ORDER FOR EXAMPLE. IN THE MORNING I WAKE UP.....”

ANSWER:-

On weekdays (from Monday to Friday), I wake up at twenty past seven, but I get up at half past. I have a shower, and then I have breakfast. I usually have a white coffee and toast for breakfast, but some days I have biscuits. After breakfast I get dressed and I go to work at quarter past eight. I walk to the bus stand. That’s about ten minutes. I get the bus at 8.30 and I get to Islamabad at ten to nine, and then I walk to my office. I start work at nine. I work from nine to two, and from three to six in the afternoon. I have lunch in my office. I often have a sandwich and a piece of fruit. Sometimes I have a chocolate bar, too! After work, I go shopping for food and things for the house. I get home before half past seven. I rest a bit, and then I do some housework. At about nine I cook dinner for my family and me. We usually have dinner at half past nine. After that, we watch TV or I read a book. I usually go to sleep in front of the TV set or the book! I’m very tired! I go to bed at midnight.

Q.7 construct words using the following affixations and use thus formed words in sentences. Follow the example. Read unit 8 for guidance.

Example- ful Beautiful Islam is a beautiful religion –tion, -ing, -es, Un- Ill- In- -ly -able

ANSWER:-

Affixes = Words = Sentences

-tion = Deforestation = Deforestation is destroying large areas of tropical rain forest.

ill- = Ill-mannered = All is ill-mannered

-ing = Singing = Amina is singing beautifully

In- = In-depth = In-depth interview is necessary for job

-es = Dresses = I have many dresses

-ly = Carefully = Kindly handle the cots carefully

Un- = Unexpected = Ali told an unexpected news

-able = Durable = Nokia cells are durable

Q.8 READ THE FOLLOWING POEM AND UNDERLINES THE WORDS THAT RHYME. ALSO GIVE A SUITABLE TITLE TO THE POEM.

You're always there  
When I am sad, mad  
Or just having a bad day,  
You're always there,  
Doesn't matter what mood I'm in,  
You're always there,  
Thank you very much,  
I really appreciate it  
I love the friendship we share  
But most of all I love you  
You're always there,  
The sound of your shooting voice  
Is like the sound of a chorus of angels  
That fills my heart  
You will be for years and years  
Through thick and thin we will stand.  
You're always there,  
We will always be friends forever and ever  
You're always there,  
When it comes down to it, I will always be there for you and  
You will always be there for me

ANSWER:-

TITLE OF THE POEM: "Always there"

You're always there

When I am sad, mad

Or just having a bad day,  
You're always there,  
Doesn't matter what mood I'm in,  
You're always there,  
Thank you very much,  
I really appreciate it  
I love the friendship we share  
But most of all I love you  
You're always there,  
The sound of your shooting voice  
Is like the sound of a chorus of angels  
That fills my heart  
You will be for years and years  
Through thick and thin we will stand.  
You're always there,  
We will always be friends forever and ever  
You're always there,  
When it comes down to it, I will always be there for you  
And  
You will always be there for me