



UNIVERSITY OF THE PUNJAB

Associate Degree in Commerce Part-I Annual Exam – 2022

Subject: Functional English

Paper: BC-305

Roll No.

Time: 3 Hrs. Marks: 100

NOTE: Attempt any FIVE questions in all. Selecting THREE questions from Section A and TWO questions from Section B. All questions carry equal marks. Over attempt will be ignored altogether.

SECTION-A

Q.1 (a) Define the following and give an example for each. (10)

- (i) A declarative sentence (ii) An imperative sentence (iii) An interrogative sentence
- (iv) An optative sentence (v) An exclamatory sentence

(b) Do as directed: (10)

- I. Why is there a hospital close to those villages? (Change into Negative)
- II. Umar saw some _____ running across the floor. (mouse) (Write the correct form of the nouns in parentheses.)
- III. I sit in my bedroom reading a book. (Change into the past progressive tense of the verbs)
- IV. The applicant, being a householder, he is entitled to a vote. (Correct it)
- V. It started to rain while we _____ tennis. (are playing, were playing, had played) (Choose the correct verb form from those in brackets.)

Q.2 (a) Change the Number. (05)

- | | | |
|----------|------------|-----------|
| I. Half | III. Mouse | |
| II. Hoof | IV. Sheep | V. Series |

(b) Change the Gender. (05)

- | | | |
|----------|----------|-----------|
| I. King | III. Ram | |
| II. Monk | IV. Stag | V. Wizard |

(c) Give Antonyms. (05)

- | | | |
|--------------|------------|-----------|
| I. Expand | III. Proud | |
| II. Disperse | IV. Seldom | V. Wealth |

(d) Give Synonyms. (05)

- | | | |
|------------|--------------|-------------|
| I. Arrive | III. Weird | |
| II. Bother | IV. Contrary | V. Abstract |

Q.3 (a) Insert correct articles: (05)

- I. Meeting the president was _____ honor for all of us.
- II. Would you pass me _____ salt, please.
- III. Can I borrow _____ paint when you've finished?
- IV. Is there _____ university in your town?
- V. Does every child in the school wear _____ uniform?

(b) Fill in the blanks with suitable prepositions. (05)

- I. There's no excuse _____ such behaviour.
- II. She was lying _____ bed.
- III. How many people were there _____ the concert?
- IV. Please report to reception _____ arrival.
- V. She was sitting _____ an armchair.

(c) Supply the correct form of the verb. (05)

- I. He (be) in class yesterday too
- II. I (study) English every day.
- III. The classroom (be) hot today.
- IV. Ann usually (watch) TV in the evening.
- V. My roommate (help) me with my homework last night.

(d) Use one word for each expression. (05)

- I. A doctor who studies and treats the diseases of children
- II. A person who always expects bad things to happen
- III. The unelected officials employed to do the work of a government
- IV. A person who does not believe that God exists
- V. A person whose job is to take care of people's teeth

Q.4 (a) Use the right options. (10)

- I. My mother still gives me... even though I'm 40 years old. (advise, advice)
- II. Farms can have both positive and negative...on the community. (affect, effects)
- III. He often...to his poverty. (eluded, alluded)
- IV. Many such drugs are...now. (Illicit, elicit)
- V. Many...settle in this country every year. (emigrants, immigrants)
- VI. An...author came to read at the university. (eminent, imminent)
- VII. The... to ride the bus is affordable in our town. (fair, fare)
- VIII. Chickens, ducks, geese, and turkeys are considered.... (fowl, foul)
- IX. ...your reading glasses are on the night stand. (Maybe, may be)
- X. She...her makeup every morning and she ends up looking like a clown. (overdue, overdo)

(b) Form the comparative and superlative degrees of the adjectives given below: (10)

some old much many near (order)

Q.5 Change the voice of the following sentences. (10)

- I. The children were put into a foster home by social workers.
- II. The crime is being investigated by a team of detectives.
- III. They will have completed the task by Friday.
- IV. The new management has offered employees a better deal.
- V. Was the boy helped by Saima.

(b) Change the narration. (10)

- I. "Please help me," begged the unfortunate man.
- II. He said, "I will help you."
- III. Fatima asked, "What do you want?"
- IV. Ahmad asked me, "Can we still get tickets to the game?"
- V. "I took the book home with me," she said

SECTION-B

Q.6 What is a precis? Explain its rules. (20)

Q.7 Read the following Passage and answer the questions given below the passage:

Solar energy is heat energy that comes from the sun. Solar-heat panels concentrate the sun's heat to warm water and create power. Solar power helps save other sources of energy, such as oil, gas, and other fuels. Solar panels collect the sun's heat and change it to useful energy.

A solar heater is made up of large dark glass panels or materials placed on a roof. These panels trap the sun's warmth to heat water. The panels help save fuel by using the heat energy from the sun.

Questions:

1. How can people collect heat energy from the sun? (3)
2. Why do you think solar panels are placed on rooftops? (3)
3. Why do you think solar panels are dark-colored? (3)
4. Make a precis of the passage and give a suitable title to it. (11)

Q.8 Write an Essay on any ONE of the following topics: (20)

Time Management
Knowledge Is Power

Cleanliness is next to Godliness
Safety of Women in Pakistan



UNIVERSITY OF THE PUNJAB

PART - I A/14
Examination:- B. Com.

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Roll No.

Subject: Functional English
PAPER: BC-305

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

- Note: (1) Attempt FIVE questions in all. Selecting THREE from section – A and TWO from section – B.
(2) Over attempt will altogether be ignored.
(3) Do not start the next / new questions, until / unless you have solved the running / present question, with all its parts, a, b and c. violation of these rules will deprive you of your due credit.

SECTION – A

- Q.1** (a) Give short answers with examples. (10)
I. Causative Verbs. II. Reciprocal Pronouns
III. Phrase IV. Alphabet V. Gerunds
(b) Do as directed. (10)
I. She ate mangoes (turn into negative)
II. He uses nothing (turn into Interrogative)
III. The earth is round. (Mood)
IV. She is such a girl, who never weeps. (correct it)
V. Many a men were going. (correct it)
- Q.2** (a) Change the Numbers. (5)
Basis, focus, Leaf, Photo, Addendum
(b) Give Antonyms (5)
Accept, Adhere, Agree, Brave, Fool,
(c) Change the Genders. (5)
Actor, Lass, Governor, Emperor, Stag
(d) Turn into Verbs. (5)
Strong, Life, Loss, Pure, Pleasure
- Q.3** (a) Put in Articles. (5)
I. He is _____ honest person.
II. _____ little money, I had, was lost.
III. He caught me by _____ neck
IV. He has got _____ headache.
V. He gave me _____ one - rupee note.
- (b)** Use the right Prepositions (5)
I. He was apprised _____ my arrival.
II. He is accustomed _____ it.
III. She desisted _____ going.
IV. She is indifferent _____ my pain.
V. He is endowed _____ many qualities.
- (c)** Put in the right Verbs. (5)
I. He would go if you (ask) him.
II. He will (die) by the morning.
III. He (is) ill for 3 days.
IV. Where (be) you yesterday?
V. Two and two (make) four.
- (d)** One word practice (5)
I. Against law
II. That which easily breaks.
III. He, who eats too much.
IV. That which results in death.
V. That which lasts forever.

Q.4	(a)	Change the narration.	(10)
		1. She said to me, "Do you know me?"	
		2. She said to me, "What do you eat?"	
		3. I said to her, "I know you and your family much."	
		4. He said to me, "Do not break my pen."	
		5. She asked me if I was ill or not.	
(b)	Change the voice		(10)
	I.	She is waiting for me	
	II.	Aslam uses unfair means.	
	III.	Does he know us?	
	IV.	Why did you call me yesterday.	
	V.	Where are the workers being taken by the officer?	
Q. 5	(a)	Use the right options.	(5)
	I.	He is gaining _____. (wait , weight)	
	II.	She has a beautiful _____. (vice, voice)	
	III.	We lack _____. (Union, unity)	
	IV.	His feet were _____. (soar, sore)	
	V.	He was _____ there. (Born, Borne)	
(b)	Name the parts of speech.		(5)
	We looked for him everywhere.		
(c)	Use in your own sentences.		(10)
	I.	Make Faces	
	II.	Keep up appearances	
	III.	Give up the ghost	
	IV.	Hue and cry	
	V.	Heart and soul	
SECTION – B			
Q.6	What is a précis? Give its rules.		(20)
Q.7	Read the passage and answer the questions.		(20)
	Man cannot live without a society. He cannot live alone. He must live with his fellow – beings. But living in a society means co-operation with the other members of the society. When you live in a society, you have to live as others live. You have to accept the conditions and traditions, that a society prescribes for its members. These conditions and standards of behaviour are for the common good and welfare of the society and individuals. Society gives you some rights and some duties.		
	QUESTIONS.		
	1.	What does 'living in society' mean?	(3)
	2.	What conditions and standards of behaviour, have you to accept?	(3)
	3.	Can a man, alone, lead his life successfully?	(3)
	4.	Make a précis with a suitable title.	(11)
Q.8	Write an essay on ONE of the following topics.		(20)
	1.	Earth Quakes.	
	2.	The Importance of Commerce Education	
	3.	The Role of Banks	
	4.	Dignity of Labour.	



UNIVERSITY OF THE PUNJAB

PART – I S/2014
Examination:- B. Com.

Roll No.

**Subject: Functional English
PAPER: BC-305**

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

Note: (1) Attempt FIVE questions in all. Selecting THREE from section – A and TWO from section – B.
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SECTION – A

Q. # 1: (a) Give short answers with examples. (10)

- I. NEUTER GENDERS II. DEMONSTRATIVE PRONOUNS**
III. SYLLABLES IV. PREDICATES V. RELATIVE PRONOUNS.

(b) Do as Directed:

1. She teaches English. (Turn into Negative) (10)
2. He distributed alms. (Turn into Interrogative)
3. If I were a principal. (Mood)
4. Kite-flying is interesting. (Point out Gerund).
5. I know what does he eat. (Correct it)

Q. # 2: (a) Change the Genders. (5)

- (i) Drone (ii) Colt (iii) Nephew (iv) Tiger (v) Bride

(b) Change the Numbers.

- (i) Six (ii) Hero (iii) Elf (iv) Chief (v) Ox

(c) Turn into Nouns.

- (i) Recite (ii) Exist (iii) Receive (iv) Hot (v) Innocent

(d) Give Antonyms.

- (i) Gather (ii) Identical (iii) Kid (iv) False (v) Dream

Q. # 3: (a) Insert Articles. (5)

- I. English is _____ language of _____ English.
 - II. _____ Sun rises in _____ east.
 - III. She is _____ European girl.
 - IV. It is _____ envelope.
 - V. It was _____ united team.

(b) Insert Prepositions.

- I. He is addicted _____ drinks. II. Never yield _____ oppression.
III. She is deaf _____ my request. IV. Aslam is lame _____ a leg.
V. They parted company _____ them.

(c) Correct the Verbs.

- | | |
|--|---|
| I. The house (sell) yesterday. | II. We are looking forward to (go) there. |
| III. Urdu (speak) in Pakistan. | IV. She (lie) on the bed now. |
| V. The patient (die) before the doctor came. | |

(P.T.O.)

(d) One Word Practice.

(5)

- I. Artificial tank for keeping fish. II. He who does not believe in God.
III. Flesh – eating animals. IV. The one who amuses in a circus.
V. Unable to speak.

Q. # 4: (a) Change the Narration.

(10)

- I. She said “God is one”. II. She said, “How old you look!”
III. He said to me, “Tell me your story”. IV. He said to me, “Do not stare at me.”
V. She exclaimed with joy that I had won my goal.

(b) Change the Voice.

(10)

- I. God provides us with food. II. Who stole my pen?
III. He is looking at his enemy. IV. Throw it.
V. They have been waited for by me.

Q. # 5: (a) Use in your own sentences.

(10)

- I. Get rid of II. Curtain lectures III. At arm's length
IV. Leave in the lurch V. Off hand

(b) Name the Parts of Speech.

(5)

The play will begin tomorrow.

(c) Choose the right option.

(5)

1. I passed the _____ test. (Oral, Aural)
2. I like the Chinese _____. (Ballet, Ballot)
3. He was _____ here. (Born , Borne)
4. He is Syed by _____. (Cast, Caste)
5. The patient is in _____. (Coma, Comma)

SECTION – B**Q. # 6: What is a précis? Write down its rules.**

(20)

Q. # 7: Read the passage and answer the questions.

Like the other natural calamities, earth – quakes are also cruel, harsh, terrible and unkind. The people who face an earth – quake, may face two types of losses. These are social and economic losses. When some near and dear one is killed, it is a social loss but when they lose their means of earning, it is termed as economic loss. An earth – quake of a magnitude of 7 or above can create a widespread series of losses.

QUESTIONS:

1. What kinds of losses, do the earth – quakes produce? (3)
2. How will you define an economic loss? (3)
3. What intensity of quakes , creates and causes great losses? (3)
4. Make a précis and a suitable title. (11)

Q. # 8: Write an essay on ONE of the following topics.

(20)

1. How to control rise in prices?
2. Role of Banks in Pakistan's Development.
3. National Saving Schemes.
4. The importance of commercial Education.



UNIVERSITY OF THE PUNJAB

PART – I A/2015
Examination:- B. Com.

Roll No.

Subject: Functional English
PAPER: BC-305

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

- Note:** (1) Attempt FIVE questions in all. Selecting THREE from section – A and TWO from section – B.
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SECTION – A

- Q. # 1:** (A) Define with examples. (10)
(i) Direct object (ii) Nominative Case (iii) Relative pronoun
(iv) Transitive Verb (v) Infinitives
- (B) do as directed: (10)
(i) She tried to cheat me. (turn into interrogative)
(ii) It snows on the mountains. (turn into negative)
(iii) He does not live here. (mood)
(iv) Eggs sell by the dozens. (correct it)
(v) Wear (Write the second and third forms)
- Q. # 2:** (A) Change the numbers: (5)
(i) calf (ii) leaf (iii) focus (iv) radius (v) story
- (B) Write adjectives: (5)
(i) Circle (ii) Glory (iii) depth (iv) memory (v) Rely
- (C) Give antonyms: (5)
(i) Latter (ii) Obsolete (iii) Query (iv) Identical (v) Lack
- (D) Change the genders: (5)
(i) Earl (ii) Poet (iii) Stallion (iv) witch (v) duke
- Q. # 3:** (A) Insert articles: (5)
(i) What.....nice man.
(ii)Holy Quran is sacred book of Muslims.
(iii) He gave me..... one rupee note
(iv) Are you _____ one I need?
(v) Do not hate ____ poor.
- (B) Insert prepositions. (5)
(i) I am tired life. (ii) I am obliged you.
(iii) your kindness. (iv) Rely your parents.
(v) I am satisfiedit.
- (C) Use the right verbs: (5)
(i) Would that I (be) a queen. (ii) If you help me I (succeed).
(iii) A function (hold) here daily. (iv) You had better (gone) now.
(v) Urdu (speak) in Pakistan.

(P.T.O.)

(D) One word practice: (5)

- (i) Not capable of listening (ii) Capable of being divided
(iii) A poem on someone's death (iv) Having two or more meanings
(v) A post for which nothing is paid.

Q. # 4: (A) Change narration: (10)

- (i) She said to me, "Do you want to come here?"
(ii) She said to me, "Do not look at me like that."
(iii) I said to her, "Which class do you read in?"
(iv) I said to her, "Let me ask you a question."
(v) She asked me how long I had been waiting for her.

(B) Change the Voice: (10)

- (i) Do not tease me. (ii) I am missing him anxiously.
(iii) She has defamed me for nothing. (iv) Give me a pen.
(v) It should not be held in the hand by a mad man.

Q. # 5: (A) Use the right options. (5)

- I. The Kashmir day _____ the Pakistan day. (precedes, proceeds)
II. Boats _____ in the sea. (sail, sale)
III. Farmers _____ seeds in the fields. (sow, sew).
IV. She _____ a lot on the stage. (practices, practises)
V. Terrorists are _____ (prosecuted, persecuted).

(B) Name the parts of speech. (5)

Ladies are fond of eating.

(C) Use in your sentences: (10)

- (i) By and by (ii) Blow one's own trumpet
(iii) All in all (iv) Within a stone's throw
(v) Fall a prey to.

SECTION – B

Q. # 6: What is a précis? Give its rules. (20)

Q. # 7: Read the passage and answer the questions.

Great progress has been made in the fields of mechanization by the USA. It is spending lavishly on the labour saving machines. Efficient organization of highly mechanized system has resulted in maximum productivity in America. with mass production the amenities of life are available to almost every citizen. On the contrary Europe subordinates the use of machines to human happiness and welfare. It encourages man's reliance on his own faculties and realizes the dangers inherent in the American scheme. However great the advantages of mechanization may be, it crushes the creative faculty of man and makes a machine out of him.

QUESTIONS:

- What is the result of progress of mechanization in America? (3)
- How has it affected the citizens? (3)
- What is the case in Europe? (3)
- Make a précis with a suitable title. (11)

Q. # 8: Write an essay on ONE of the following topics. (20)

- The dignity of Labour
- Earth Quakes
- Role of Banks
- Advertising



UNIVERSITY OF THE PUNJAB

PART – I S/2015
Examination:- B. Com.

Subject: Functional English
PAPER: BC-305

.....
Roll No.

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

- Note: (1) Attempt FIVE questions in all. Selecting THREE from section – A and TWO from section – B.
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SECTION – A

- Q. # 1:** (A) Define following with examples: (2x5=10)
i- Abstract Noun ii- Case iii- Adjective
iv- Imperative sentence v- Interjection
(B) Do as directed: (1x5=5)
i- He catches fishes daily (Correct it).
ii- Polish my shoes (Mood)
iii- I don't like fast food (Pick out adjective)
iv- She does not know what to say. (Change into affirmative)
v- We have been living together for two years (Name the tense)
- Q. # 2:** (A) Change the Number: (1x5=5)
(i) Formula, (ii) Axis, (iii) Kilo, (iv) Watch (v) Story
(B) Give antonyms: (1x5=5)
(i) Inferior (ii) Wed (iii) Round (iv) Part (v) Oral
(C) Change the genders: (1x5=5)
(i) Heir (ii) God (iii) Aunt (iv) Sir (v) Bride
(D) Change into Nouns: (1x5=5)
(i) Hate (ii) Jealous (iii) Oppose (iv) Live (v) Speak
- Q. # 3:** (A) Put in articles: (1x5=5)
(i) She has _____ umbrella.
(ii) _____ Punjab is very fertile.
(iii) Please give me _____ one hundred rupee note.
(iv) She lost _____ book, Purchased yesterday.
(v) He studies in _____ university.
(B) Use the right preposition in blank spaces: (1x5=5)
(i) Please listen _____ me.
(ii) She is fond _____ dolls.
(iii) I shall invite you _____ tea.
(iv) Abid was married _____ Sonia.
(v) Smoking is injurious _____ health.
(C) Put in the correct form of verbs: (1x5=5)
(i) A rolling stone (gather) no moss.
(ii) When you come, we (go) for a walk.
(iii) The patient (die), before the doctor reached.
(iv) As you sow, so you (reap).
(v) Work hard lest you (fail).
(D) Write ONE word for each line. (1x5=5)
(i) One who walks on foot.
(ii) A place where patients are treated.
(iii) A bunch of flowers.
(iv) A list of names, books, goods etc.
(v) A man who is not married. (P.T.O.)

Q. # 4: (A) Change the narration: (2x5=10)

- (i) The beggar prayed that I might live long.
- (ii) She said to Ali, "Why do you waste your time?"
- (iii) He said to the students, "Always speak the truth."
- (iv) The baby, "Let me have a cake."
- (v) The father said to his son, "Always respect your elders."

(B) Change the Voice: (2x5=10)

- (i) Your rude behaviour vexes me.
- (ii) Does this book interest you?
- (iii) How can you be helped by me?
- (iv) Aids is caused by a virus.
- (v) I shall send you a gift on your success.

Q. # 5: (A) Use the correct option out of given pairs: (1x5=5)

- (i) A ship _____ in the sea. (drowned, sank)
- (ii) Nothing is _____ in this world. (impassable, impossible)
- (iii) _____ this letter please. (male, mail)
- (iv) I am against _____ play. (fowl, foul)
- (v) Please _____ my shirt. (die, dye)

(B) Name the parts of speech. (5)

The U.S.A. is a very rich country.

(C) Use in your own sentences. (2x5=10)

- (i) Zest and zeal.
- (ii) Ups and down.
- (iii) Dutch courage.
- (iv) Cry for the Moon.
- (v) Tooth and nail.

SECTION – B

Q. # 6: What is précis? Explain its important rules. (20)

Q. # 7: Read the following passage and answer questions, given at the end.

The great advantage of early rising is the good state it gives us in our day's work. The early riser has done a good amount of hard work before others are out of their beds. In the early morning, the mind is fresh and free of worries, and there are few sounds and distractions so that work at the quiet time is better done than in day. The early riser also finds time to take exercise in the morning air and this exercise supplies him with a fund of energy that will last him all day. By beginning so early, he knows that he has plenty of time to do all the work, he is expected to do. He gets his sleep several hours before midnight, at the time when sleep is most refreshing.

QUESTIONS:

- 1- Describe the advantages of early rising. (3)
- 2- How does early rising affect your work? (3)
- 3- Can you mention some advantages of late rising? (3)
- 4- Make a Precis of the passage and give a title. (11)

Q. # 8: Write an essay on ONE of the following topics. (20)

- i- Pollution ii- Terrorism. iii- Inflation
- iv- Science and Human life



UNIVERSITY OF THE PUNJAB

PART – I A/2016
Examination:- B. Com.

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Roll No.

Subject: Functional English
PAPER: BC-305

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

- Note: (1) Attempt FIVE questions in all. Selecting THREE from Section – A and TWO from Section – B.
(2) Over attempt will altogether be ignored.
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SECTION – A

- Q. # 1:** (A): Define the following with examples: (10)
(i) Gerund (ii) Adverb (iii) Complement (iv) Pronoun (v) Phrase
(B): Do as directed: (10)
(i) Take care of your health. (Mood)
(ii) Fortune favors the brave. (Change into negative)
(iii) Actions speak louder than words. (Change into interrogative)
(iv) These grapes are tasting sour. (Correct it)
(v) Strike (Give the second and third forms)
- Q. # 2:** (A): Change the Numbers. (5)
(i) Axis (ii) Memorandum (iii) Bush (iv) Chimney (v) Leaf
(B): Change the Genders: (5)
(i) Emperor (ii) Land-lord (iii) Duke (iv) Nun (v) Bachelor
(C): Give Antonyms: (5)
(i) Restless (ii) Shallow (iii) Truth (iv) Vague (v) Export
(D): Change into Nouns: (5)
(i) Know (ii) Act (iii) Vacant (iv) Proud (v) Broad
- Q. # 3:** (A): Insert Correct Articles: (5)
(i) _____ bird in _____ hand is worth two in _____ bush.
(ii) _____ poor are always with us.
(iii) He is _____ honor to his profession.
(B) Insert Appropriate Prepositions: (5)
(i) He acceded _____ my request.
(ii) He abstains _____ smocking.
(iii) He is involved _____ difficulties.
(iv) I am obliged _____ you _____ your kindness.
(C): Use the correct form of Verbs: (5)
(i) He (want) to be a doctor.
(ii) Our guest (arrive); they are sitting in the garden.
(iii) When I was in Karachi, I (visit) many places.
(iv) WE (wait) for his call since morning.
(v) This paper (appear) twice weekly.
(D): Give One Word Substitution for each of the followings: (5)
(i) A list of books.
(ii) Belonging to the same age.

P.T.O.

- (iii) A system with ranks and grades.
- (iv) That which kills germs.
- (v) No longer in use.

Q. # 4: (A): Change the Narration: (10)

- (i) The teacher says, "The earth moves round the sun."
- (ii) He said to me, "What are you doing?"
- (iii) He shouted, "Let me go."
- (iv) He said, "Bravo! You have done well."
- (v) "Sit down, boys", said the teacher.

(B) Change the Voice: (10)

- (i) Do not make a noise.
- (ii) All desire wealth and some acquire it.
- (iii) By whom was this jug broken?
- (iv) All his friends laughed at him.
- (v) People elected him President.

Q. # 5: (A): Choose the right options: (5)

- | | |
|------------------------------------|------------------|
| (i) We should _____ criticism. | (bier, bear) |
| (ii) He will _____ a letter. | (mail, male) |
| (iii) He paid me the _____ amount. | (Whole, hole) |
| (iv) He should _____ on hard bed. | (lie, lay) |
| (v) I cannot wear _____ cloth. | (coarse, course) |

(B): Name the part of speech of every word. (5)

We arranged a grand party.

(C): Use the following in sentences: (10)

- (i) By and by (ii) Once in a blue moon (iii) At daggers drawn
- (iv) End in smoke (v) Carry the day.

SECTION - B

Q. # 6: What is a précis. Give its characteristics? (20)

Q. # 7: Read the following passage and answer the questions given at the end.

In the developing countries everybody who can drive a vehicle or motorcycle on the roads is called a driver. This concept is entirely different from the concepts prevailing in the modern world. In Europe and America no one can drive on the road without passing a proper driving test whereas majority of drivers in the developing countries neither has driving license nor complete documents of the vehicle. If you have an approach you can have your license without appearing in any test. Even public transport like motorcycle rickshaws are being driven by the boys below eighteen. No individual can improve the situation except the authorities. They should take such public safety measures as are essential and can be applied without spending extra money.

QUESTIONS:

- (i) What is the concept of driving in the third world? (3)
- (ii) How can people drive in Europe or America? (3)
- (iii) How can the situation be improved in the third world? (3)
- (iv) Make a précis with a suitable title. (11)

Q. # 8: Write an Essay on any ONE of the following topics: (20)

- (i) Importance of Technical Education. (ii) Islamic Banking
- (iii) The Imports and Exports of Pakistan. (iv) Internet ---- Uses and Abuses.



UNIVERSITY OF THE PUNJAB

PART – I S/2016
Examination:- B. Com.

Roll No.

**Subject: Functional English
PAPER: BC-305**

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

Note: (1) Attempt FIVE questions in all. Selecting THREE from Section-A and TWO from Section – B.
(2) Over attempt will altogether be ignored.
(3) Do not start the next / new questions, until/ unless you solved the running/ present question, with all its parts, a, b, c and d. Violation of these rules will deprive you of your credit.

SECTION - A

Q1(A): Define the following with examples: (10)

- | | | | |
|------|------------|-----------------------|---------------------|
| (i) | Infinitive | (ii) Predicate | (iii) Direct Object |
| (iv) | Clause | (v) Compound Sentence | |

(B): Do as directed: (10)

- | | | |
|------|--------------------------------------|-----------------------------------|
| i. | Have you found your book. | (Mood) |
| ii. | The sun rises in the east. | (Change into negative) |
| iii. | The company runs its affairs itself. | (Change into interrogative) |
| iv. | She is seeming sad. | (Correct it) |
| v. | Think | (Give the second and third forms) |

Q2: (A) Change the Numbers: (5)

- (i) Piano (ii) thief (iii) proof (iv) erratum (v) commander-in-chief

(B) Change the Genders: (5)

- (i) author (ii) host (iii) peacock (iv) poet (v) lord

(C) : Give Synonyms: (5)

- (i) accuse (ii) allow (iii) break (iv) consent (v) depart

(D) Change into Nouns: (5)

- (i) move (ii) protect (iii) punish (iv) die (v) relieve

Q3(A): Insert correct Articles: (5)

- i. _____ ninth chapter of _____ book is very interesting.
 - ii. He returned after _____ hour.
 - iii. He is _____ better mechanic than _____ clerk.

(B): Insert appropriate Prepositions: (5)

- i. Contentment is essential ____ happiness.
 - ii. He inspires respect ____ his friends.
 - iii. I often find him absorbed ____ thought.
 - iv. Death is preferable ____ disgrace.
 - v. He supplies ____ poor with clothing.

(C): Use the correct form of Verbs: (5)

- i. The earth (move) round the sun.
 - ii. I (study) English for five years.
 - iii. The soup (taste) good.
 - iv. The baby (cry) all morning.
 - v. Every day last week my aunt (break) a plate.

(D): Give One Word Substitution for each of the following: (5)

- i. Pertaining to the moon
 - ii. One who knows many languages
 - iii. That which cannot be read
 - iv. A hater of mankind
 - v. A place where historical relics are kept

PTO

Q4: (A) Change the Narration:

(10)

- i. He said to me, "Good Morning."
 - ii. He said, "Where is the station?"
 - iii. He said, "I cannot find my pen."
 - iv. "Bring me a sheet of paper", said the teacher to the boy.
 - v. They said, "Alas! We are undone."

(B) Change the Voice:

(10)

- i. They laughed at his warnings.
 - ii. Do not waste your time.
 - iii. He was praised by his teacher.
 - iv. Who was painting the house.
 - v. He has accomplished his task.

Q5: (A) Use the correct option out of given pairs:

(5)

- i. Players use _____ shoes. (canvas, canvass)
 - ii. He has been in _____ for a month. (coma, comma)
 - iii. The _____ cloth was uncomfortable to wear. (course, coarse)
 - iv. Standing in a _____ requires patience. (cue, queue)
 - v. The crops were damaged due to _____. (draught, drought)

(B) Name the Parts of Speech:

(5)

He gave me an interesting book.

(10)

- (i) out of pocket, (ii) the ins and outs (iii) beyond all question (iv) in the air
(v) in the running

SECTION B

Q6: What is a precis? Explain its rules.

(20)

Q7: Read the following Passage and answer the questions given at the end:

Illiteracy is the greatest evil of our society because of which people cannot understand their problems and social realities well. It has kept them backward to this day. In fact, about 90% of people here are illiterate or semi illiterate. To be semi illiterate means to be able to read and write a little without any academic qualification or degree or without any real understanding of the facts and realities of modern mechanical, scientific and socially advanced world. These people can never hope to advance in agriculture, business, industry, politics or any other field without the required amount of education. They are unaware of the latest researches and international standards which creates difficulty in the progress of a nation.

QUESTIONS:

- i. What makes illiteracy an evil? (3)
 - ii. What does it mean to be semi-illiterate? (3)
 - iii. What do semi-illiterate people need in order to advance? (3)
 - iv. Make a precis of the passage and give it a suitable title. (11)

Q8: Write an Essay on any ONE of the following topics:

(20)

- | | |
|--------------------------------------|----------------------------------|
| (i) Importance of Commerce education | (iii) Time Management |
| (ii) Science-Uses and Abuses | (iv) How to Eradicate corruption |



UNIVERSITY OF THE PUNJAB

PART – I A/2017
Examination:- B. Com.

Roll No.

**Subject: Functional English
PAPER: BC-305**

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

NOTE: 1) Attempt FIVE questions in all. Selecting THREE from Section A and TWO from Section B.
2) Over attempt will altogether be ignored.
3) Do not start the next / new questions, until/ unless you solved the running / present question, with all its parts, a, b, c and d. Violation of these rules will deprive you of your due credit.

SECTION – A

Q. #1: (A) Define the following with examples: (10)
(i) Participle (ii) Interjection (iii) Reflexive Pronoun (iv) Nominative Case (v) Adverb Clause

(B) Do as directed: (10)

- (E) Do as directed.

 - i. He writes legibly. (Mood)
 - ii. He the old woman sits in the sun. (Change into negative)
 - iii. He scored twenty runs. (Change into Interrogative)
 - iv. He is getting late from school. (Correct it)
 - v. In a fit of rage she tears up the letter. (Change the Verb to the Past Tense)

Q. #2: (A): Change the Numbers: _____ (5)

- (i) Basis (ii) formula (iii) Court- Martial (iv) wolf (v) self

(B): Change the Genders: _____ (5)

(i)Colt (ii) buck (iii) conductor (iv)mayor (v)negro.

- (C): Give Antonyms:

(i) Knowledge (ii) Debtor (iii) Guilty (iv) Generous (v) Genuine

(D): Change into Nouns:

(i) Defend (ii) Inferior (iii) Tragic (iv) Magnify (v) Receive

- (3): (A) Insert Correct Articles:

----- universe is ----- enigma.

(B): Insert appropriate Prepositions:

- i. He switched ----- the light; he did not want to sit ----- the dark.
 - ii. The police accused him ----- theft.
 - iii. You can reach the station ----- bus ----- ten minutes.

(C): Use the correct form of Verbs:

- i. The town (change) its appearance completely since 1980.
 - ii. When I was in Pakistan, I (visit) different places.
 - iii. I (see) him this week.
 - iv. The next term (begin) on 16th September.
 - v. The train (arrive) before we reach the station.

(D) Give One Word Substitution for each of the following: (5)

- (B) Give One Word Substitution**

 - i. Unable to pay his debts
 - ii. One who loves his fellowmen
 - iii. A person who is out to destroy all government
 - iv. A medicine that kills germs
 - v. An office for which no salary is paid

Q. # (4): (A) Change the Narration:

- i. He said, "Alas! I have been ruined".
- ii. He said, "Goodbye, my dear friends".
- iii. He said to his servant, "Leave this room at once".
- iv. The teacher said to the peon, "Let this boy come".
- v. He said, "I shall go to Lahore".

(10)

(B): Change the Voice of the following:

- i. They hired a taxi.
- ii. Who is boiling eggs?
- iii. They have watched this movie.
- iv. Read the book.
- v. We shall enjoy a picnic tomorrow.

(10)

Q. # 5(A) Choose the right options:

- i. I beg to ----- with your opinions. (defer, differ)
- ii. There has been ----- rain for the last three days. (continual, continuous)
- iii. She was saved from the ----- danger. (eminent, imminent)
- iv. Your plan is not at all ----- . (practical, practicable)
- v. Fine buildings are ----- to the ground in war. (raised, razed)

(5)

(B): Name the part of speech of every word:

To think is to act.

(5)

(C): Use the following in sentences:

- (i) In the wind (ii) a cold reception (iii) above board (iv) to carry the day
(v) to be in a fix.

(10)

SECTION - B

Q. # (6): What is a Précis? Give rules to write down a good précis.

(20)

Q. # (7): Read the following passage and answer the questions given at the end:

The first thing which a scholar should bear in mind is that a book ought not to be read for mere amusement. Some of the educated persons read for amusement, and are not to be blamed for it; they are incapable of appreciating the deeper qualities that belong to a really great literature. But a young man who has passed through a course of University training should discipline himself at an early day never to read for mere amusement. And once the habit of the discipline has been formed he will find it impossible to obtain intellectual food, any book which does not make an appeal to the higher emotion and to his intellect. But on the other hand the habit of reading for amusement becomes with thousands of people exactly the same kind of habit as wine drinking or opium smoking.

QUESTIONS:

- i. What is the first thing which a scholar should bear in mind?
- ii. Why should some educated persons not be blamed for reading books for mere amusement? (3)
- iii. What attitude towards reading a young man is likely to develop after passing through a course of University training?
- iv. Make a Précis with a suitable title. (3)

(11)

(20)

Q. # (8): Write an Essay on any ONE of the following topics:

- (i) Pleasures of Reading (ii) Importance of Commerce Education
(iii) The dream, I should like to have (iv) No man is a judge of his own merits



UNIVERSITY OF THE PUNJAB

PART-I: 2nd Annual - 2017
Examination: B. Com.

.....
Roll No.

Subject: Functional English
PAPER: BC-305

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

- 1) Attempt FIVE questions in all. Selecting THREE from Section A and TWO from Section B.
- 2) Over attempt will altogether be ignored.
- 3) Do not start the next / new questions, until/ unless you solved the running / present question, with all its parts, a, b, c and d. Violation of these rules will deprive you of your due credit.

SECTION - A

- Q. #1: (A) Define the following with examples:** (10)
(i) Vowel (ii) Demonstrative Pronoun (iii) Collective Noun (iv) Noun Clause (v) Conjunction
- (B) Do as directed:** (10)
- i. I wish I were a millionaire. (Mood)
 - ii. He feels sorry for his faults. (Change into negative)
 - iii. They all tell the same story. (Change into Interrogative)
 - iv. She comes here seldom. (Correct it)
 - v. He sows the seeds of dissension. (Change the Verb to the Past Tense)
- Q. #2: (A): Change the Numbers:** (5)
(i) Radius (ii) Thesis (iii) Bush (iv) Chief- Minister (v) Fly
- (B): Change the Genders:** (5)
(i) Baron (ii) Stag (iii) Duke (iv) Fox (v) Shepherd
- (C): Give Antonyms:** (5)
(i) Pride (ii) Sacred (iii) Voluntary (iv) Omit (v) Humanity
- (D): Change into Nouns:** (5)
(i) Deep (ii) Confess (iii) Believe (iv) Cruel (v) See
- Q. # (3): (A) Insert Correct Articles:** (5)
i. He lives in ----- S shaped building designed by ----- American.
ii. Why do ----- white hate ----- black.
iii. Hard work is ----- key to success.
- (B): Insert appropriate Prepositions:** (5)
i. Your friend rejoices----- your success.
ii. The school was founded ----- him ----- 2002.
iii. We went ----- the seaside ----- car.
- (C): Use the correct form of Verbs:** (5)
i. He thanked me for what I (do).
ii. I (receive) his letter a week ago.
iii. They (play) since four o'clock.
iv. He (drive) fast when the accident happened.
v. I (do) a lot of work today.
- (D) Give One Word Substitution for each of the following:** (5)
i. A style full of words
ii. A breaker of images
iii. He carries on a trade that is prohibited by law

P.T.O.

- iv. A writing that cannot be read
 - v. Government of the nobles

Q. # (4): (A) Change the Narration:

(10)

- i. He said to me, "Let us go out for a walk".
 - ii. He said, "Why are you late?"
 - iii. The teacher said to the boys, "Do not make a noise".
 - iv. He said, "I am writing a letter".
 - v. The beggar said, "May God reward this act of yours".

(B): Change the Voice of the following:

(10)

- i. She was telling jokes.
 - ii. Why do you make a noise?
 - iii. He delivered a fine speech.
 - iv. You have deceived us.
 - v. Always respect your elders.

Exercise 5 (A) Choose the right options:

(5)

- Choose the right options.**

 - i. He is the ----- secretary of our club. (honorary, honorable)
 - ii. Do not run after ----- pleasures. (momentary, momentous)
 - iii. ----- of the egg is a nourishing food. (yoke, yolk)
 - iv. You did not act upon my ----- . (advice, advise)
 - v. He is engaged in some ----- trade. (elicit, Illicit)

(B): Name the part of speech of every word:

(5)

To see is to believe.

(C) Use the following in sentences:

(10)

- (C): Use the following in sentences:**

(i) A promising youth (ii) In cold blood (iii) Through thick and thin (iv) In the nick of time
(v) All ears

SECTION - B

Q. 11 (C) What is a Précis? Give rules to write down a good précis.

(20)

Q. # (7): Read the following passage and answer the questions given at the end:

Q. # (7): Read the following passage and answer the questions given at the end.
Let us suppose the mind to be white paper completely devoid of any character. How then does it become furnished? To this I answer in one word, from experience; in that all our knowledge is founded, and from that it ultimately derives itself. All the knowledge we have comes from this source either observation about the internal operations of our minds as perceived and reflected on by us. First our senses convey into the mind distinct perception of things according to the ways in which those objects affect them. Thus do we arrive at sensible qualities like yellow, white, hot, soft, bitter, sweet etc. This great source of the majority of our ideas, we will call sensation. Another set of ideas which could not be derived from external things are such as: perception, thinking, doubting, reasoning, knowing, willing. This source of ideas is wholly in us; it is our internal sense; we will designate it by the word reflection.

QUESTIONS.

- QUESTIONS:**

 - i. How does the mind become furnished with knowledge?
 - ii. What does the writer mean by sensation?
 - iii. What according to the writer is reflection?
 - iv. Make a Précis with a suitable title.

(3)

(3)

(3)

(3)
(11)

(11)
(20)

Q. # (8): Write an Essay on any ONE of the following topics:

(20)



UNIVERSITY OF THE PUNJAB

PART - I A/2018
Examination:- B. Com.

.....
Roll No.

Subject: Functional English
PAPER: BC-305

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

NOTE: Attempt FIVE Questions in all. Selecting THREE from Section – A and TWO from Section – B. all question carry equal marks. Over attempt will altogether be ignored. Do NOT start the next / new question, until / unless the present / running question, with all its parts, is complete. In case of this violation the candidate will suffer much loss.

SECTION A

Q-1) a) Define with examples:

- i) Syllable ii) Clause iii) Infinitive iv) Gerund v) Emphatic Pronoun

(10)

b) Do as directed:

- i) The match starts at 9 o'clock. (Change into Negative)
ii) Come here and take the book. (Mood)
iii) Health is preferable than riches. (Correct it)
iv) Ali rushes forward to attack. (Change into Past Tense)
v) Heavy (Give 2nd and 3rd Degrees)

(10)

Q-2) a) Change the Numbers:

- i) shelf ii) city iii) box iv) tooth v) basis

(5)

b) Change Genders:

- i) patron ii) hunter iii) gentleman iv) manservant v) horse

(5)

c) Transform into Abstract Nouns:

- i) poet ii) poor iii) child iv) proud v) owner

(5)

d) Give Synonyms:

- i) solitary ii) organize iii) précis iv) rare v) repair

(5)

Q-3) a) Insert Articles:

- i) ----- moment which is lost is lost forever.
ii) Uneasy lies ----- head that wears ----- crown.
iii) French is ----- easy language.
iv) I first met him ----- year ago.

(5)

b) Use appropriate Prepositions:

- i) The rule is not applicable ----- your case.
ii) He is innocent ----- the crime.
iii) Do not indulge ----- bad habits.
iv) He is ashamed ----- his misbehavior.
v) He is very different ----- his brother.

(5)

c) Use appropriate Verb forms:

- i) We (go) to the picture last night.
ii) He (know) me for a long time.
iii) He never (see) snow.
iv) I (visit) my friend yesterday.
v) He (study) English for six years.

(5)

d) Give One Word Substitute:

- i) Not having enough money to pay your debts
ii) Having more than basic knowledge or skills but not yet advanced
iii) A shy, quiet person who is focused on their own thoughts and feelings
iv) Having a natural ability to resist a particular infection
v) Place two things close together

(5)

(P.T.O.)

Q-4) a) Change Narration: (10)

- i) "Hurrah! We have won the match", shouted the captain.
- ii) He said to me, "I cannot do it now, but I expect I can do it next week".
- iii) He said to me, "They are waiting outside".
- iv) I said to me, "Let me do my work".
- v) He said to him, "Do I look all right?"

b) Change Voice: (10)

- i) Alas! We shall hear his voice no more.
- ii) Do you not understand my meaning?
- iii) The boy is climbing the cliff.
- iv) We must listen to his words.
- v) A king may be looked at by a cat.

Q-5) a) Use right options: (10)

- i) We earned a lot of ----- (prophet, profit)
- ii) The ----- will preside over the meeting. (precedent, president)
- iii) My house is quite ----- (spacious, specious)
- iv) The ----- of my shoe is worn out. (soul, sole)
- v) Please bring me a ----- of water. (pale, pail)
- vi) ----- makes a man perfect. (practice, practise)
- vii) ----- areas are more populous than rural areas. (urban, urbane)
- viii) Don't ----- your time. (waste, waist)
- ix) She is ----- in Mathematics. (weak, week)
- x) Your essay is ----- (verbal, verbose)

b) Use the Idiomatic Phrase in Sentences: (10)

- i) a bed of roses
- ii) to poke one's nose
- iii) to make both ends meet
- iv) flesh and blood
- v) to nip the evil in the bud

SECTION B

Q-6) What is a Précis? Write down its rules.

(5+15)

Q-7) Read the Passage given below and answer the Questions given at the end:

Nowadays schools and colleges have become the abode of indiscipline. Everybody knows that students have become undisciplined. At the time of examination police are called. Who will be happy when he sees a policeman standing at the gate with a stick in his hand? One is tempted to ask, "What is the use of this education where policemen are needed for conducting examinations?" The aim of education is to wipe out the existence of the force. When a father sends his son to school, does he think that his son will become a thief? So it is not an irony that parents spend money to see students thieves who copy in the examination hall at the point of a knife, stick, pistol or bayonet are no better than robbers. Can any father be happy when he sees this? The cause of such indiscipline is that students don't read and teachers don't teach. Generally, in many places inefficient teachers are appointed by the authorities on the basis of recommendation. Sometimes they select inefficient hands to pay less. The result is that the schools and colleges play with the lives of the young students. Among teachers, there is friction. Sometimes principals harass teachers and sometimes teachers unite against them. The result is that schools/colleges becomes places of petty party politics. Another cause is that schools and colleges are over-crowded. Ill-fed, ill-clothed and tuition hunter teachers are there to teach. Papers are out. Students are tempted to go to the safest way of tuition. When there is no work, indiscipline comes in. An idle man's mind is the devil's workshop.

- i) What types of students are called thieves?
- ii) Why is the security force managed at the exam centers?
- iii) Mention the meaning of "An idle man's mind is the devil's workshop".
- iv) Make a Précis of the Passage with a suitable title.

Q-8) Write an Essay on any ONE of the following: (8+3)

- i) Globalization and the Economic Development of Pakistan
- ii) Corruption and Measures to eradicate it
- iii) Man lives in deeds not in years
- iv) My favorite personality



UNIVERSITY OF THE PUNJAB

PART-I: 2nd Annual – 2018

Examination: B. Com.

Roll No.

Subject: Functional English

PAPER: BC-305

TIME ALLOWED: 3 Hrs.

MAX. MARKS: 100

NOTE: Attempt any **FIVE** questions in all. Selecting **THREE** question from **Section A** and **TWO** Questions from **Section B**. All questions carry equal marks. Over attempt will be ignored altogether. Do NOT start the next / new question, until/unless the present / running question, with all its parts, is complete. In case of this violation the candidate will suffer much loss.

SECTION A

Q-1: a) Define with examples: (10)

- i) Vowel ii) Participle iii) Adverb of Frequency
iv) Nominative Case v) Auxiliary verb

b) Do as directed: (10)

- i) My watch keeps good time. (Change into Negative)
ii) Take care of your belongings. (Mood)
iii) The English is difficult to learn. (Correct it)
iv) He presents an important document in the meeting. (Change into Past Tense)
v) Wealthy (Give 2nd and 3rd Degrees)

Q-2: a) Change the Numbers: (5)

- i) wolf ii) pony iii) Brush iv) goose v) analysis

b) Change Genders: (5)

- i) poet ii) tiger iii) Drake iv) hen v) bullock

c) Transform into Abstract Nouns: (5)

- i) poet ii) judge iii) honest iv) deep v) succeed

d) Give Synonyms: (5)

- i) scorn ii) sentiment iii) value iv) vigorous v) suggest

Q-3: a) Insert Articles: (5)

- i) He is ----- honor to this profession.
ii) ----- pen that you gave me is ----- very good one.
iii) Here is ----- book that you lent me.
iv) The Indus is ----- longest river.

b) Use appropriate Prepositions: (5)

- i) Early rising is beneficial ----- health.
ii) Only Graduates are eligible ----- the post.
iii) I often find him absorbed ----- the thoughts.
iv) The restaurant is adjacent ----- the tower.
v) You need not to be afraid ----- being late.

c) Use appropriate Verb forms: (5)

- i) We do not like (go) to the movies.
ii) The rat (kill) by the dog.
iii) He just (go) out when we called at his house.
iv) I never (forget) what they have told me.
v) The children (finish) their homework.

d) Give One Word Substitute: (5)

- i) The use of silent gestures and facial expressions _____
ii) Speaking in one language _____
iii) Speaking in several language _____
iv). Movement from one place to the other _____
v) Loss of memory-----

Q-4: a) Change Narration: (10)

- i) She said, "How brilliant you are!"
- ii) He says, "I am unwell."
- iii) She says, " I am writing a novel."
- iv) He said to me, "Let me do my work."
- v) He said, "Dear father! Pardon me this time please".

b) Change Voice: (10)

- i) He did not sing a song.
- ii) His subordinates accused him of various offences.
- iii) He learnt a lesson.
- iv) Why should I be suspected by you?
- v) She may buy a new car very.

Q-5: a) Use right options: (10)

- i) _____ makes a man perfect. (practice, practise)
- ii) _____ areas are more populous than rural areas. (urban, urbane)
- iii) The _____ of our president is five years. (tenure, tenor)
- iv) She is _____ in Mathematics. (weak, week)
- v) Your essay is _____ (verbal, verbose)
- vi) The earth is not _____ [stationary, stationery]
- vii) _____ of our army is very high. [moral, morale]
- viii) She is still _____ her dead husband. [morning, mourning]
- ix) She was _____ alone. [quiet, quite]
- x) The _____ of the sun burnt her skin. [rays, raise]

b) Use the Idiomatic Phrase in Sentences: (10)

- i) to catch a straw
- ii) to get rid of
- iii) at daggers drawn
- iv) an apple of one's eyes
- v) a rainy day

SECTION B

Q-6: What is a Précis? Write down its rules. (5+15)

Q-7: Read the Passage given below and answer the Questions given at the end:

Psychology is the study of human behavior of how people behave and why they behave in just the way they do. Its chief purpose is to know more about human nature and human activity. In the past psychology was defined as the science of soul or mind but it is not possible to have any direct knowledge of the soul of mind. Whole behavior is objective and can be observed, both soul and mind are just assumptions, and even if we agree that they are justifiable assumptions, they cannot be observed and are not a proper object of scientific study. Later psychology was defined as the science of consciousness or conscious experience, but nobody has been able to say what makes us conscious of things and people around us, and in any case there are a number of things an individual does without being aware of them. Many people bite their nails or move their heads and are surprised when their attention is drawn to these acts. They perform them unconsciously. Besides anybody's experiences his own private and personal world into which others cannot enter. It is known directly only to him who has that experience. But a person's behavior is open to everybody to observe, it can be directly studied and it is better to confine the study of psychology to behavior alone, to those activities of the individual which can be observed, compared and analyzed by all. It is a systematic study of all that man does in response to his world of things and persons.

Answer the following questions:

- i) How is psychology defined? (3)
- ii) How did people define psychology later? (3)
- iii) Can a person's behavior be observed directly? If so how? (3)
- iv) Make a Précis of the Passage with a suitable title. (8+3)

Q-8: Write an Essay on any ONE of the following: (20)

- i) Importance of technical education
- ii) Corruption and Accountability
- iii) Man lives in deeds not in years
- iv) My Aim in Life

Q.4. (a) Change the Narration: (10)

- i. He says, "I am writing you a letter."
- ii. She said to her mother, "I shall never meet him again".
- iii. She said, "How intelligent you are!"
- iv. I said to her, "Do you go for a walk daily?"
- v. I said to him, "Let us play cricket."

(b) Change the voice: (10)

- i. The teacher has already taught his lesson.
- ii. Never tell a lie.
- iii. Why was he writing articles?
- iv. Cricket is being played by the boys.
- v. Somebody has put out the light.

Q.5. (c) Choose the right options: (20)

- i. The _____ of this hill is very steep. (Ascent, Assent)
- ii. He offered her a seat by the _____. (Aisle, Isle)
- iii. His voice was not _____ so I could not hear. (Audible, Edible)
- iv. The mechanic checked the _____ oil of my car. (Brake, Break)
- v. My farms produce _____ crops. (Cereal, Serial)
- vi. He remained in _____ for two months. (Coma, Comma)
- vii. Growth is a _____ process. (Continual, Continuous)
- viii. Faisal gave him a _____ to solve the riddle. (Cue, Queue)
- ix. The plane began to _____ at last. (Descend, Dissent)
- x. Calculator is a useful _____. (Device, Devise)

SECTION - B

Q.6. What is a Précis? Give its Qualities. (20)

Q.7. Read the following passage and answer the questions given at the end: (3+3+3+11)

Computer has revolutionized the modes of thinking and reasoning today. No other media can provide us information as speedily as a computer can through internet service. In the field of medicine, computers can diagnose the disease even before its occurrence. In education, information technology has contributed a lot. It has made every information accessible for a common man wherever he lives. Information technology has not only eased up our lives but also changed our trends. We have accepted its power but we should not lose our power over it. It is nothing without human skills. We should keep our doors open to welcome information technology but should not let it create huge gaps between human beings.

Questions:

- (i) How can we be provided information speedily?
- (ii) How do computers help the medical profession?
- (iii) What should be our attitude towards information technology?
- (iv) Make a précis of the passage and give it a suitable title.

Q.8 Write an essay (250–300) words on ONE of the following topics: (20)

- (i) The Role of Bank
- (ii) Inflation
- (iii) Terrorism
- (iv) The Dignity of Labour

Q-4) a) Use the Idiomatic Phrase in Sentences: (10)

- i) An apple of discord
- ii) to do or die
- iii) to make both ends meet
- iv) to come up with flying colors
- v) to beat about the bush

b) Give one word for the following statements: (10)

- i) A work for which no salary is paid
- ii) Animals that eat plants
- iii) A person who eats human flesh
- iv) Science of plants
- v) The official power to make legal decisions

Q-5) a) Change the voice of the following sentences: (10)

- i). You must endure what you cannot cure.
- ii). He bought a book.
- iii). Do not insult any one.
- iv). Someone has stolen my watch.
- v). He is not singing a song.

b) Transform the given sentences into indirect speech: (10)

- i) He said, "What a nice scene it is!"
- ii) She said to me, "Who looks after them?"
- iii) I said to him, "When did your uncle die?"
- iv) She said, "Good morning! How are you?"
- v) The teacher said, "The earth is round".

SECTION B

Q-6) What is a Précis? Write down its rules. (5+15)

Q-7) Read the Passage given below and answer the Questions given at the end:

There was a coffee shop in front of my house where one man in his sixties always came and spent his whole day. Out of curiosity one day I went to the shop, ordered some coffee and sat next to him. Before I could speak, he asked me about my home and family. After that he became quite nostalgic. Suddenly his eyes filled with tears as he told me that I reminded him of his granddaughter Julli, who was in the US. I got to know his son was in the US for the last five years. He had been staying alone after his wife passed away a year ago. A retired officer with enough wealth, yet there was no one to take care of him. Speaking over the phone with his granddaughter was not enough. All he needed was love and care from his children. From that day onwards we became friends. He calls me granddaughter and loves me very much. From my meeting with him I learnt that nothing is greater than family, and that money cannot buy happiness. The key to a happy family is love and care.

Answer the following questions:

- (i) Why did the narrator actually go to the coffee shop? (3)
- (ii) How did the man become alone in his house? (3)
- (iii) What is the most important thing in man's life? (3)
- iv) Suggest two suitable titles for the above given paragraph. (4)
- v) Make a precis of the paragraph. (7)

Q-8) Write an Essay on any ONE of the following: (20)

- i) Corruption and Accountability
- ii) Students as nation builders
- iii) Commerce and technology
- iv) My favorite leader



UNIVERSITY OF THE PUNJAB

Associate Degree in Commerce / B.Com. Part – I Annual Exam – 2020

Subject: Functional English

Paper: BC-305

Roll No.

Time: 3 Hrs. **Marks:** 100

NOTE: Attempt any FIVE questions in all. Selecting THREE questions from Section A and TWO questions from Section B. All questions carry equal marks. Over attempt will be ignored altogether.

SECTION-A

- Q.1** (a) Give short answers of the following. Give examples where necessary: (10)
- (i) Causative Verb. (ii) Reciprocal Pronoun. (iii) Phrase.
 (iv) Alphabet. (v) Gerund
- (b) Do as directed: (10)
- i) He threw pistol. (*Change into Negative*)
 ii) She abuses everyone. (*Change into Interrogative*)
 iii) Has he overcome his problems? (*Mood*)
 iv) They are such people, who never betray (*Correct it*)
 v) I play cards. (*Change into Future Perfect Tense*)
- Q.2** (a) Change the Number: (5)
- (i) Radius (ii) Crisis (iii) Phenomenon
 (iv) Medium (v) Life
- (b) Change the Gender: (5)
- (i) Milkman (ii) Monk (iii) Nephew
 (iv) Duck (v) Sultan
- (c) Give Antonyms: (5)
- (i) Artificial (ii) Ascend (iii) Bend
 (iv) Blunt (v) Bravery
- (d) Give Nouns: (5)
- (i) Depress (ii) Tell (iii) Explore
 (iv) Intend (v) Die
- Q.3** (a) Fill in the blanks with suitable prepositions: (5)
- (i) Have trust _____ me.
 (ii) I assure you _____ my help.
 (iii) Slow _____ your speed.
 (iv) I have no prejudice _____ you.
 (v) The snake crawled _____ its hole.
- (b) Supply the correct form of verb: (5)
- (i) Slow and steady (win) the race.
 (ii) Two and two (make) four.
 (iii) Bread and butter (be) his need.
 (iv) I did nothing but (play).
 (v) Charity (begin) at home.
- (c) Give one word for the following: (5)
- (i) Murder of self.
 (ii) Words written on grave/tomb.
 (iii) Study of ancient things/buildings.
 (iv) Study of animals.
 (v) Through which light cannot pass.
- (d) Fill in with Articles: (5)
- (i) It is _____ envelop.
 (ii) Will you take _____ cup?
 (iii) He is _____ L.L.B.
 (iv) He is in _____ army.
 (v) She saw _____ accident today.

- Q.4.** (a) **Change the Narration.** (10)

 - He said to me, "Good Morning."
 - He said, "Where is the station?"
 - He said, "I cannot find my pen."
 - "Bring me a sheet of paper", said the teacher to the boy.
 - They said, "Alas! We are undone."

(b) **Change the Voice.** (10)

 - They laughed at his warnings.
 - Do not waste your time.
 - He was praised by his teacher.
 - Who was painting the house.
 - He has accomplished his task.

Q.5. (a) **Use the correct option out of given pairs:** (5)

 - A ship _____ in the sea. (drowned, sank)
 - Nothing is _____ in this world. (impassable, impossible)
 - _____ this letter please. (male, mail)
 - I am against _____ play. (fowl, foul)
 - Please _____ my shirt. (die, dye)

(b) **Name the parts of speech.** (5)

America is a rich country.

(c) **Use in your own sentences.** (10)

 - Zest and zeal
 - Ups and down.
 - Dutch courage.
 - Cry for the Moon.
 - Tooth and nail.

SECTION-B

- Q.6 Define the word Précis and describe its qualities. (20)**

Q.7 Read the following passage and answer the questions given at the end: (3+3+3+11)

One third of U.S teenagers with cell phones send more than one hundred texts a day. It has become the most popular means of communication for young people. The researchers found that texting has risen dramatically in the previous years. The research center said that three fourth of young people between the ages of 12 and 17 now own cell phones and girls typically send or receive 80 text messages per day and boys, 30 per day. Text messaging can be quietly carried out under the noses of parents and teachers and it can be done almost anywhere.

Questions:

Q # 4: (a) Choose the right option.

(10)

- i. They _____ in rain. (bath, bathe)
- ii. He saw a _____ in the zoo. (dear, deer)
- iii. Do not _____ of your talent. (boost, boast)
- iv. He purchased some items of _____. (furnitures, furniture)
- v. What is your _____ of income? (means, mean)
- vi. I am _____ well. (quiet, quite)
- vii. He will _____ a cake. (back, bake)
- viii. He took _____ to accommodate us. (pain, pains)
- ix. He works in an _____ factory. (ordnance, ordinance)
- x. This dress is _____. (economical, economic)

(b) Make superlatives.

(10)

Light	Logical	Little	Playful	Rich
Out	Merciful	Cold	Late	Thin

Q # 5: (a) Change the voice.

(10)

- i. He does not tell a lie.
- ii. They told me sensational stories.
- iii. Is she calling us?
- iv. Do not flatter anyone.
- v. Have you won the match?

(b) Change the narration.

(10)

- i. He said, "I do not work hard."
- ii. She says, "I have read the novel."
- iii. He said, "I need some milk to make ice cream."
- iv. She said to him, "Can you solve this riddle?"
- v. He said to his friends, "Let us contribute for the flood-victims."

SECTION – B

Q # 6: Define precis. Write the rules of precis writing.

(20)

Q # 7: Read the following passage carefully and answer the questions below the passage.

Every country must have a government of some sort or life would be impossible. The primary duties of a government are to protect the life and property of citizens in a just and orderly way through the law courts, to defend the country from foreign foes and to maintain roads and highways. Besides these many governments maintain and direct education and provide hospitals for the sick. All these great public duties need money. An army and a navy have to be kept up; the police force and judges to be paid, schools to be provided and teachers to be supported. Health officers and engineers have to be employed. Now, where is all the money needed to come from? The question is answered by another. For whose benefits are all these services maintained? The answer is for the public. Therefore, it is only right that the public, the individual citizens of the country, should contribute the money, for the money they give, comes back to them in the form of public benefits which all enjoy.

QUESTIONS:

- i. What are the primary duties of a government? (3)
- ii. For whose benefit are all the services maintained? (3)
- iii. In the light of the passage, what is a welfare state? (3)
- iv. Make a precis of the passage and entitle it. (11)

Q # 8: Write an essay on one of the following topics.

(20)

- i. Smuggling
- ii. Child Labour
- iii. Merits and Demerits of Social Media
- iv. The Impact of Corona on Education