

English for Communicational Skills.

Model Paper.

Section A

Manager: Good morning. I wanted to talk to you about your recent absence from work. You were gone for a week and it has caused some concern within the team. Can you tell me what happened.

Me: Good morning. Yes, I ~~apologize~~ apologized for my absence. I had some personal matter that I had to attend to.

Manager: Oh is that so. Could you give me more details regarding the matter.

Me: Yes, my mom was caught in a traffic accident and as I am the closest family member after ~~her~~ ~~she~~ ~~was~~ ~~in~~ ~~the~~ ~~accident~~ I had to stay with her to make sure she got the proper medical attention.

Manager: I am very sorry ~~to~~ to hear that. ~~How is your~~ ~~mom~~ ~~doing~~ ~~now~~. How is your mom doing now. Thank you for your concern.

Me: She is doing much better now and ~~thank you~~ ~~for~~ ~~concern~~. and recover her recovery is going smoothly. ~~Thank you~~ ~~for~~ ~~concern~~. But it was a very stressful and ~~mentally~~ ~~draining~~ ~~week~~. ^{emotional}

Manager: That is good to hear your mom is doing is good. ~~and I understand~~ ~~that~~ ~~there~~ ~~anything~~. ~~that~~ family always comes first. Is there anything we can do to help with your mom's recovery?

Me: Thank you. I may need some flexibility with my work schedule in the ~~up~~ ~~coming~~ ~~weeks~~ ~~to~~ to ensure my mom's fully recovered.

Manager: Of course, please let me know how we can be of help and if you need any time off in the future. I hope your mom continues to recover and please don't hesitate to reach out if you need anything.

P.T.O. →

Me: Thankyou so much. I really appreciate your understanding and support during this difficult time.

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graph LR; AI((AI)) --- AI_Edu[AI in education]; AI --- AI_Def[What is AI]; AI --- AI_Adv[Advances of AI]; AI --- AI_Fut[Future of AI]
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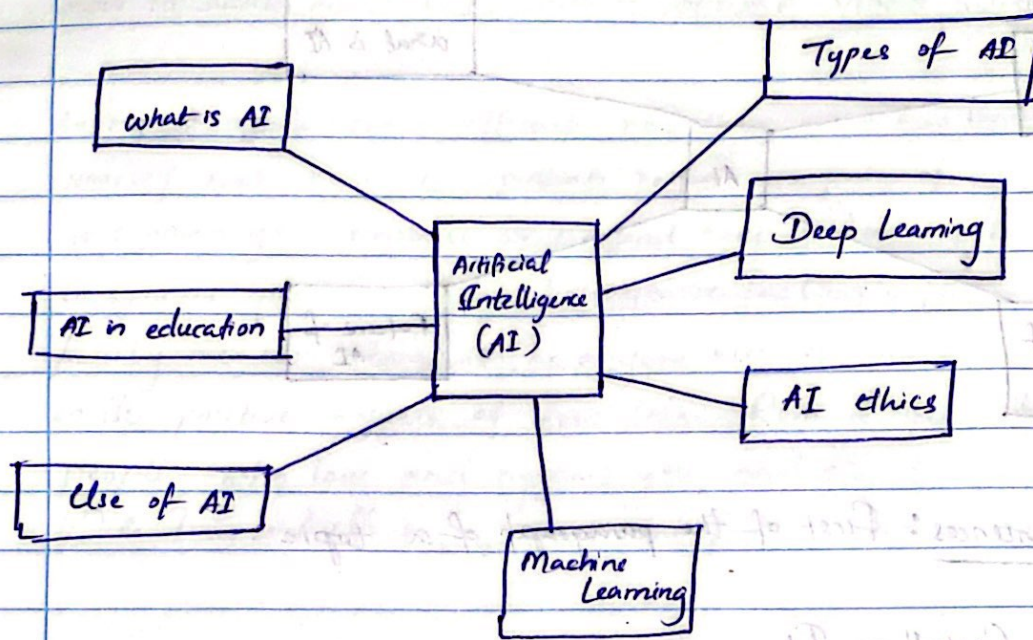
The mind map is centered on the topic 'AI'. It branches out into four main areas: 'AI in education', 'What is AI', 'Advances of AI', and 'Future of AI'. Each branch is represented by a rectangular box connected to the central 'AI' node by a line.

Topic + Controlling Idea.

Model Paper. Section B.

- i) Artificial Intelligence ~~is~~ can become the greatest tool to advance humanity if used properly.
- ii) Internet of Things (IOT) ~~is is the~~ refers to the network which connects every device on earth to internet.
- iii) Cyber Security is crucial for everyone be it personal or cooperation as ~~an~~ important data is stored in the cyber space.
- iv) Robot Technology is the best machine to ~~go~~ greatly increase the efficiency of production sites.
- v) Social Networkings is useful when building a network of people with similar interests.

02. Artificial Intelligence.



Cyber Security

