

- Q.1 Choose the correct form of verbs in the following:
- One – third of the dishes in the crate (was/were) broken.
 - If Richard (was/were) in the city last week, he probably attended the convention.
 - There (is/are) several important decisions to be made.
 - Ibrahim obviously wishes that he (was/were) in charge of his department.
 - Every man and woman present (was/were) asked to sign the petition.
 - Tracy would make a good department head if he (was/were) more forceful.
 - Most of the writing on the first two pages (is/are) illegible.
 - Harry told me that he would hire more salespeople if he (was/were) in my position.
- (12)
- Q.2 Identify the correct spellings in the following sets and give the meaning of the choice made:
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|----|----------------|-----------------|-----------------|
| a. | I. Independent | 2. Independant | 3. Independant |
| b. | I. Iresistible | 2. Irresistible | 3. Irresistable |
| c. | I. Privlege | 2. Privledge | 3. Privilege |
| d. | I. Persue | 2. Pursue | 3. Presue |
| e. | I. Secratary | 2. Secretery | 3. Secretary |
| f. | I. Necessary | 2. Necessery | 3. Necessary |
| g. | I. License | 2. Licence | 3. Licanse |
| h. | I. Grammer | 2. Grammar | 3. Gremmer |
- (12)
- Q.3 Give single words for the following phrases:
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|----|---|----|--------------------------------|
| a. | Lasting one day | b. | Word for word |
| c. | To change to stone | d. | Unable to pay one's debts |
| e. | The outfit of a new born baby | f. | Schedule attached to a report. |
| g. | A chairman's hammer | h. | The framework of a car |
| i. | To compensate for loss or damage | | |
| j. | A list showing the order in which a number of persons have to perform certain duties. | | |
- (05)
- Q.4 Insert prepositions in the following:
- These terms are very harsh; I doubt that CEO will agree _____ them.
 - I'm afraid that I have to agree _____ your opinion about the new actuary.
 - The trainees are not yet conversant _____ our mode of operation.
 - The new aircraft that your firm purchased are identical _____ ours.
 - Before long a prospective buyer will walk _____ the office.
 - The fire place is a reminiscent _____ those found in Victorian architecture.
 - The paper weight fell _____ his desk.
 - The president was accompanied _____ the firm's chief counsel.
- (08)
- Q.5 Give correct plural forms of the nouns listed:
- | | | | |
|----------|--------------|---------------|-----------|
| i. Radio | ii. Stimulus | iii. Cemetery | iv. Piano |
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- Q.6 Change the following sentences into Indirect speech:
- The prince said, "It gives me great pleasure to be here this evening".
 - He said, "I shall go as soon as it is possible".
 - He said, "Let us wait for the reward".
 - "Curse it", exclaimed the driver. "Who could have foreseen such ill-luck?" (05)
- Q.7 Change the following sentences into Negative Interrogative sentences:
- She went to receive her son at the airport.
 - Most of the strikers got arrested yesterday.
 - He bought two Urdu books from the shop.
 - He went to college yesterday.
 - She answered all the questions in time. (05)
- Q.8 Fill in the past tense or past participle of the verb given:
- He has not yet (begin) exercise.
 - He (stop) and (ring) the bell.
 - She has often (sing) that song.
 - The treasurer (sink) to the bottom and was (lose).
 - The river has (overflow) its banks.
 - The cart (load) with hay, went slowly along.
 - He (remove) his coat and (hang) it on a nail.
 - He was (hang) early this morning. (04)
- Q.9 In the following sets of sentences, Indicate the sentence which will be the most appropriate for business communication:
- You could of paid this bill from the cash drawer.
 - You could have paid this bill from the cash drawer.
 - You could have payed this bill from the cash drawer.
 - The plant will be closed on Monday.
 - I wish to say that the plant will be closed on Monday.
 - It is important to note that the plant will be closed on Monday.
 - The reason he is hurrying is because the boss is waiting for him.
 - He is hurrying is because the boss is waiting on him.
 - He is hurrying is because the boss is waiting for him.
 - They say that the prices will climb, and that interest rates will be higher.
 - They say that the prices will climb and that interest rates will be higher.
 - Economists predict higher prices and higher interest rates. (08)
- Q.10 As manager of a whole sales hardware firm with customers in thirty cities, you have just heard that Mr. Omer will retire next month, after being in business for 45 years . You have never met him personally , however, his orders have come regularly through the years and his payments have been prompt. Now he has sold his store to a younger man.
Write him a sincere message of appreciation and congratulations. (13)
- Q 11 Write an essay of approximately 350 words on any ONE of the following :
- Global economic scenario
 - Pains and gains of the modern world
 - Pakistan in the year 2010 – How do you visualize it?
 - Drought conditions in Pakistan (20)