



Functional English

Foundation Examination
Autumn 2013
Module A

5 September 2013
100 marks - 3 hours
Additional reading time - 15 minutes

Q.1 (a) From the following list of Idioms select those that most appropriately complete the sentences given below:

- draw the line
- an axe to grind
- burn our boats
- eat one's words
- call a spade a spade
- through thick and thin
- one slip of the tongue can get us in trouble
- the last straw that broke the camel's back

- (i) Be careful when giving evidence in the court tomorrow; _____
- (ii) I do use strong language sometimes, but I know where to _____ and refrain from using offensive words.
- (iii) We just cannot _____ and migrate to Australia.
- (iv) I have the courage to _____, in spite of the strong opposition from all the members of the committee.
- (v) Take it from me, Samad will be your dependable friend _____.
- (vi) Aslam's absence for 3 weeks without prior permission was _____ and ultimately resulted in his dismissal by the employer.

(03)

(b) Each of the following sentences contains **one** word that is used incorrectly. Insert the correct word in place of the incorrect word.

- (i) The visit of the President to the tomb of the unknown soldier was a historical event.
- (ii) Herbs used in the preparation of cough syrups have medical properties.
- (iii) Copying a large amount of files from one drive to another may cause the system to crash.
- (iv) The team's manager stated that he was unsatisfied with the standard of umpiring in the final match.

(03)

(c) Match each word in the left-hand column with the phrase on the right that most appropriately suggests its meaning.

(i)	superfluous	occurring at night
(ii)	scion	exemption from punishment
(iii)	nocturnal	personal magnetism
(iv)	interminable	without material shape or form
(v)	charisma	more than necessary
(vi)	empirical	state of extreme happiness
(vii)	savvy	highly perceptive
(viii)	intangible	not able to end
(ix)	ecstatic	heir of a wealthy family
(x)	impunity	by practical experience or observation

(05)

Q.2 Apply the Rules of Punctuation to the following sentences:

- (a) available in white green yellow and blue this paint is sold by dealers all over the country
- (b) if we work hard he said we will achieve this years sales targets
- (c) ill fulfil my part of the commitment if they do theirs
- (d) the new contract provides salary increase the previous years contract offered better fringe benefits
- (e) all sizes and varieties of mens shoes are available at the store in the vista shopping mall

(05)

Q.3 (a) Make **two** sentences using **each** of the following words as a **Noun** and as a **Verb**. In each sentence indicate whether the word has been used as a noun or a verb.

- (i) bargain (ii) exhibit (iii) progress

(06)

(b) Change the following adjectives into nouns:

- (i) strong (ii) tenacious (iii) mysterious
- (iv) young (v) foolish (vi) provocative

(03)

Q.4 (a) Identify the part of speech of the word(s) in bold letters in the following sentences:

- (i) Junaid jogged **weekly**.
- (ii) Your call is important to us, **so** please stay on the line.
- (iii) I don't think that the shoes are of the **right size**.
- (iv) On our way to the village, we stopped **briefly** for lunch.
- (v) There are some questions **for** which there are no easy answers.
- (vi) The only thing we have to fear is **fear** itself.
- (vii) The mango tree has **plenty** of mangoes this year.
- (viii) Would **anyone** like to accompany me to the beach?
- (ix) Stray dogs often **menace** the residents in our neighbourhood.
- (x) The doctor will not be available **during** the eid holidays.

(05)

(b) Insert the correct prepositions in each of the following sentences:

- (i) Naheed was reprimanded _____ the teacher _____ speaking on the cell _____ the lecture.
- (ii) The national cricket team's victory _____ their arch rivals was _____ everyone's expectations so it was celebrated _____ the country _____ great enthusiasm.
- (iii) Highly successful businessmen keep their focus _____ their goals, _____ the obstacles.
- (iv) You can keep your weight _____ control _____ eating smart and avoiding junk food _____ your lifestyle.

(03)

Q.5 (a) Identify the underlined words as noun, verb, adverb or adjective.

Exercise freaks do get ill of course but far less than other people; this includes a very high percentage of children, who indulge in little or no exercise at all. Lounging around watching television, playing computer games or simply chattering has become normal recreation mode for people from all walks of modern day life. Yet many of these people spend their working or educational life doing something very similar: sitting at school desks, office desks and the like which means, bluntly speaking, they get no physical exercise at all. This inactivity, research shows, can result in coughs, colds, flu, hypertension, diabetes, coronary problems, stress, depression and even causes some forms of cancer to develop.

(05)

- (b) State what are:
- | | | |
|---------------------|-----------------------|------|
| (i) Consonants | (ii) Conjunctions | (04) |
| (iii) Interjections | (iv) Collective nouns | |

Q.6 (a) Identify the tense of the following sentences.

- (i) I shall be working in my office all day tomorrow.
- (ii) Salman has been driving the cab for the last four hours.
- (iii) I had written that article about six months back.
- (iv) I have lived in Lahore all my life.
- (v) When she had finished her part of the play, she asked for a glass of water.
- (vi) He is going back to Dubai next week.
- (vii) Jamil suddenly realised that he was travelling in the wrong bus.
- (viii) The guests will be arriving any minute now.
- (ix) By the end of this month I will have worked here for 9 years.
- (x) When does the next train leave for Peshawar?

(05)

(b) Change the Direct Speech in the following sentences to Indirect Speech.

- (i) Sajid said, "We need an overhead bridge to cross this busy road."
- (ii) The tenant said, "I will vacate this shop as soon as I can find a suitable premises for my business."
- (iii) "I know medicine is a highly rewarding profession but please let me pursue my dream of becoming a journalist", Ahmed requested his father.
- (iv) Salim said to his brother, "Wait here for me till I return from the class."
- (v) "I have just received a message" he said. "I should leave for office."

(05)

Q.7 Unrestrained increase in the number of men, women and children, young and old, seeking alms and charities on the streets of our cities prevents us from distinguishing the genuinely needy and deserving persons from those individuals who have no self-respect and make their living on the compassion and charity of others.

Javed and Saulat are hardworking and concerned citizens with strong sense of honesty in their personal lives.

Javed believes in charity and helping the needy and deserving individuals, whereas Saulat considers that the majority of those seeking alms and charities on the streets are just lazy individuals who are not willing to make effort and earn an honest living.

Write a dialogue of **four** arguments **each** from Javed and Saulat expressing their viewpoints in a cogent and convincing manner.

(08)

Q.8 In the current issue of the magazine 'Business World', you were quite pleased to read that your school class friend, Anjum Khan, has been appointed as the President of Pearl Bank Limited, a premier banking institution in the country. You have not spoken to Anjum Khan for the past 10 years but you have, from time to time, followed his accomplishments in the media.

Write a letter congratulating Anjum Khan on his appointment as President of Pearl Bank Limited and achieving wide recognition and acclaim in the financial circles in the country. You may assume any details to create a credible letter.

Address the letter to:

*Mr. Anjum Khan
President
Pearl Bank Limited
Sharah-e Quaid-e-Azam
Lahore.*

Assume that you are Zahid Mahmood and are residing in Karachi.

(10)

- Q.9 Most of us try hard to demonstrate our competence by presenting innovative ideas in meetings, being the first to accept a challenging assignment and working long hours. But we don't feel the necessity to prove that we're trustworthy – although trustworthiness is first thing we look for in others.

Putting competence first undermines leadership: without a foundation of trust, people in the organisation may comply with a leader's orders, but they're much less likely to conform privately – to adopt the values, culture and mission of the organisation in a sincere and lasting way. Institutions lacking in trust often have a culture of "every employee for himself," in which individuals are vigilant about protecting their own interests. Employees are reluctant to help others because they're uncertain whether their efforts will be reciprocated or recognized. The result is sub-optimal utilisation of shared organisational resources.

In organisational settings, trust increases information sharing, openness and cooperation. In these situations employees can be trusted to fulfil their commitments in undertaking the tasks of planning, coordination, and implementation. Trust also facilitates exchange and acceptance of ideas – it allows people to hear others' message – and boosts the quantity and quality of the ideas in the organisation. Most important, trust helps to change attitudes and beliefs of people, not just their outward behaviour.

The best way to gain trust is to combine warmth and strength. These traits are actually mutually reinforcing. A sense of personal strength helps us to be more open, less threatened and less threatening in stressful situations and project authenticity and warmth.

Before people decide what they think of your message, they decide what they think of you. To project warmth, you have to genuinely feel it. Feeling in command and confident is about connecting with yourself. And when we are connected with ourselves it is much easier to connect with others.

If we want to effectively lead others, we have to get the trust-warmth-competence dynamics right. Projecting these traits simultaneously can be mutually reinforcing with substantial rewards. Earning trust and appreciation of others and feeling in command of a situation enables us to influence people more effectively.

- (a) Give a suitable title to the Passage. (01)
- (b) Individuals try to project their high level of competence by:
- volunteering to accept challenges
 - working for fixed hours and relaxing to recoup their energy
 - realising the necessity of inspiring a deep sense of trust worthiness among others
 - presenting innovative ideas in meetings
- (i) one of the above is correct
(ii) two of the above are correct
(iii) all the above are correct
(iv) none of the above is correct. (1.5)
- (c) According to the passage demonstrating competence is imperative for a leader to elicit absolute positive response and commitment from the followers. **True/False** (01)
- (d) Identify **four** positive responses which can be achieved in an organisation in which the combination of warmth-competence-trust dynamics are mixed in the right proportions. (02)

- (e) Radiating trust, warmth, competence and internal strength are sufficient qualities for:
- achieving optimal results in situations of deep crises
 - instilling a deep sense of commitment in colleagues and subordinates
 - seeking compliance and whole-hearted acceptance of decisions from people
 - promoting an environment of mutual cooperation and shared values
- (i) one of the above is correct
(ii) two of the above are correct
(iii) all the above are correct
(iv) none of the above is correct. (1.5)
- (f) Write a **Précis** of 120-130 words of the above passage. (*Word count carries marks*) (08)

Q.10 Write an Essay of approximately **350** words on any one of the following topics:

- (a) Significance of time management
(b) War on terror has contributed towards erosion of human rights
(c) Measures to resolve the problem of load shedding
(d) Menace of population explosion in the country
(*Word count carries marks*) (15)

(THE END)