

BUSINESS WRITING AND COMPREHENSION SKILLS



CA
PAKISTAN

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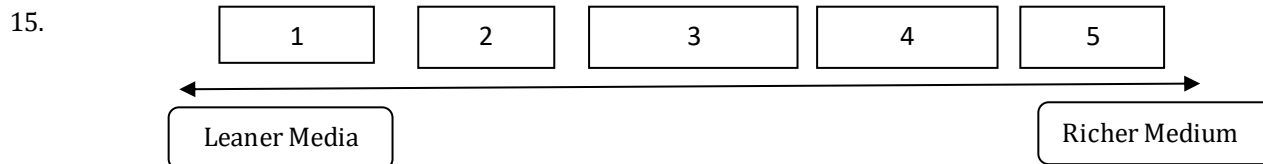
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THE WRITING PROCESS

1. Which of the following may not be included in the writing process;
 - i. Writing
 - ii. Reviewing
 - iii. Planning
 - iv. Feedback
2. Writing process is:
 - i. Linear.
 - ii. Simultaneous.
 - iii. Both.
 - iv. None of the above
3. A person while reviewing realizes that the information collected at planning stage was not enough and he need to plan for further information. This represents:
 - i. Writing is a linear process.
 - ii. Writing can be simultaneous.
 - iii. It is both linear and simultaneous.
 - iv. None of the above.
4. Clarity involves:
 - i. Why.
 - ii. What
 - iii. How
 - iv. All of the above.
5. What drives business purpose_____.
 - i. Audience.
 - ii. Content.
 - iii. Goals & purpose.
 - iv. Medium.
6. Which one of the following is the primary objective:
 - i. To convince customers that drinking an energy drink will boost energy.
 - ii. Demonstrate that drinking an energy drink actually boost energy.
 - iii. Convince customers that they need an energy drink
 - iv. Convince that their brand is the one they should buy.

7. Relationship between two individuals in a chain of command will determine:
 - i. Structure
 - ii. Language
 - iii. Content.
 - iv. All of the above.
8. Which of the following cannot be a message:
 - i. An answer to a question.
 - ii. Information that the recipient should remember for future reference
 - iii. A report submitted to the Board of directors.
 - iv. Feedback to a message or an acknowledgement to a query received.
9. The _____ is the stimulus or meaning produced by the source for the receiver or audience".
 - a) Point
 - b) Message
 - c) Letter
 - d) Moral
10. Why do you want the reader to read your resume:
 - i. You want them to understand your skills and background,
 - ii. to respond to what you have written
 - iii. call you up for an interview.
 - iv. All of the above.
11. While drafting a message what is not important to know about your reader:
 - i. What is their level of understanding of the sender?
 - ii. How do they feel about the topic and about me?
 - iii. Why are they involved with this written communication?
 - iv. All of the above.
12. I need to write a letter to my landlord explaining why my rent is late so she won't be upset. Which of the following can be regarded as the purpose of the letter:
 - i. Informing the land lord.
 - ii. explaining the situation and keeping landlord happy.
 - iii. Apologizing for being late.
 - iv. All of the above.
13. I want to write a proposal for my work team to persuade them to change our schedule. Who do you think will be audience of such proposal:
 - i. work team.
 - ii. management.
 - iii. Beneficiaries of the proposal.
 - iv. All of the above.

14. Structuring a message involves deciding how you say what is required to be said. Which of the following may not be a key consideration while structuring a message:
- Content
 - Relevance
 - Volume.
 - None of above



Place the following in the right sequence rating them from a leaner to richer medium.

- Letters, memo, email _____
 - Face to face _____
 - Blogs videos _____
 - Data charts _____
 - Telephone _____
16. Which media you would like to use in the following situations:
- To inform employees about topics ranging from company results, customer feedback and staff retirements to sports, social and philanthropic activities.
 - For conveying complex and substantial information.
 - Information which is aimed at a substantial number of people.
 - Formal external communication
 - Reports.
 - Letters.
 - Notice board.
 - In house letter.
17. Which of the following will be an informal expression:
- It is recommended.
 - I would like to remind you that.
 - In light of the fact that
 - Don't forget
18. Mind mapping utilizes the concept of "radiant thinking." This means thoughts radiate (branch out) in different directions from a single idea. The branches may move forward and backward, to and from the main (central) idea. Essential features of mind maps are as follows:
- There is a single idea in the middle.
 - The associated ideas or themes radiate out from the center into various branches.
 - Each branch has to carry a single idea.
 - Each branch will be connected with an idea in the form of a node at the end.
 - All of the above

19. A mind map is a diagram that involves in generating the tentative solutions to a problem. True/false.
20. Affinity diagrams or charts help organize random ideas into groups, themes or categories. This is used as one of the critical thinking exercises that helps you to think about ideas that are similar/common or have similar/common context
21. Essential feature(s) of the affinity diagrams is/are:
- Identifying headers, themes or categories
 - List of ideas that comes to the mind within each category.
 - Sort headers or similar ideas together in a header as and when appropriate.
 - All of the above
22. Review and re-reading of written communication helps to:
- Identify and correct errors
 - Reduce redundancies
 - Keep clarity and structure
 - All of the above
23. Referring to PRCM matrix, PRCM stand for:
- Purpose, recipient, content and medium
 - Perform, receive, complete and measure
 - Purpose, record, context and media
 - Prepare, record, clear and maintain.
24. When written communication is targeted to a group of people, the sender should take into account"
- Priorities and preferences.
 - Number of recipients.
 - Purpose.
 - Medium used.
25. Which tactics should not be considered in interest & personality:
- Anecdote.
 - Gestures
 - Statistics.
 - Abusive language
26. Which of the following provide more clarity:
- The reason d'être is hitherto unknown.
 - A statement of payment will be sent shortly.
 - We will speak immediately after the meeting.
 - Remuneration is expected to be circa market rate.

27. Fish bone diagrams are ideal for addressing simple/complex problems that have few/multiple causes.

28. Fish bone/mind maps are ideal when there is a common cause for several sperate problems.

29. Match the formal expressions with the informal expressions

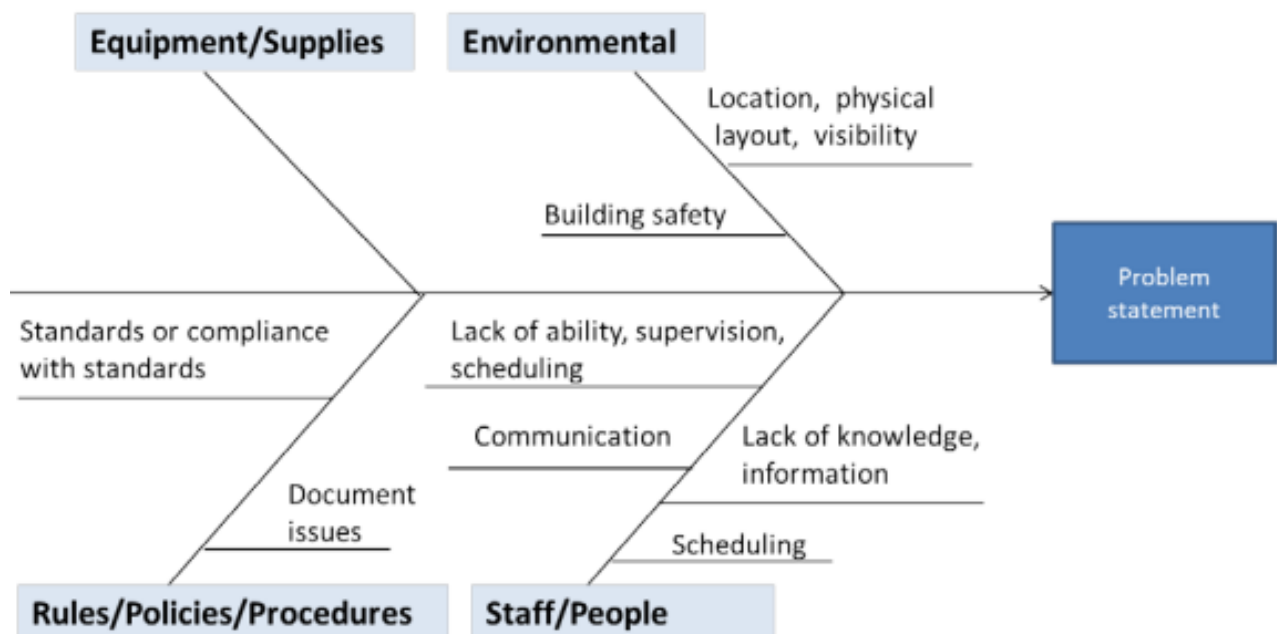
FORMAL	INFORMAL
1. Could you repeat that	a. How is it going?
2. Do you understand?	b. No idea
3. How are you?	c. No problem
4. I apologise	d. That's too bad
5. I don't know	e. Sorry about that
6. I have to go now	f. Cut it out!
7. Wait a moment	g. How come?
8. Its not important	h. Hold on!
9. Not very well	i. Know what I mean?
10. Of course	j. No way!
11. Stop it!	k. Not so good
12. Thank you	l. Hang on a second
13. That cannot be true	m. Come again
14. Wait for me!	n. I'm outt here
15. What a shame!	o. It's no big deal
16. Why?	p. Thanks

FISH BONE DIAGRAM

30. Exercise 1

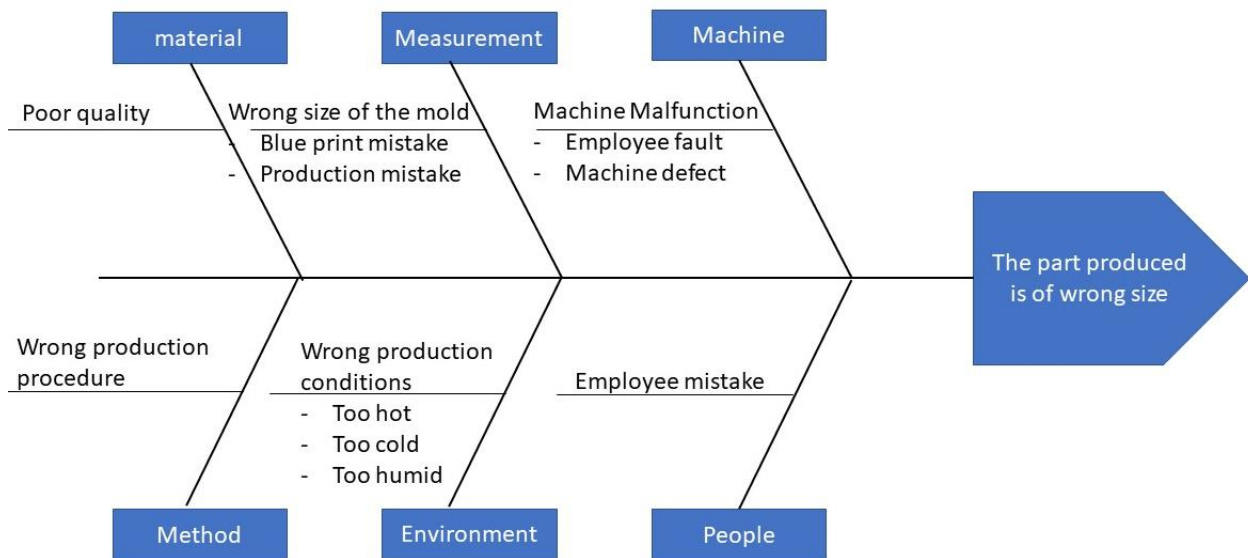
With the help of the following facts gathered during preliminary investigation, a fishbone diagram was prepared. Determine the root cause of the fall.

- Time of fall: change of shift from days to evenings
- Location of fall: resident's bathroom
- Witnesses: resident and aide
- Background: the plan of care stipulated that the resident was to be transferred with two staff members, or with one staff member using a sit-to-stand lift.
- Information from interviews: the resident was anxious and needed to use the bathroom urgently. The aide was helping the resident transfer from her wheelchair to the toilet, without using a lift, and the resident fell, sustaining an injury. The aide stated she did not use the lift because the battery was being recharged, and there was no extra battery available. The aide stated she understood that the resident could be transferred with the assistance of one.



With help of the above fish bone diagram prepare an outline on the cause of the fall.

31. Exercise 2



The company's customers are complaining about a part produced of wrong size. Construct cause and effects for the given problem using fish bone diagram. Write statement, cause and their corresponding effects in the spaces provided.

Problem statement: _____

Cause # 1: _____

Cause # 2: _____

Cause # 3: _____

Effect # 1: _____

Effect # 2: _____

Effect # 3: _____

32. Exercise 3

Healthcare and nursing

Fishbone diagrams are often used in nursing and healthcare to diagnose patients with unclear symptoms, or to streamline processes or fix ongoing problems. For example: why have surveys shown a decrease in patient satisfaction? Construct cause and effects for the given problem using fish bone diagram. Write statement, cause and their corresponding effects in the spaces provided.

Problem statement: _____

Cause # 1: _____

Cause # 2: _____

Cause # 3: _____

Effect # 1: _____

Effect # 2: _____

Effect # 3: _____

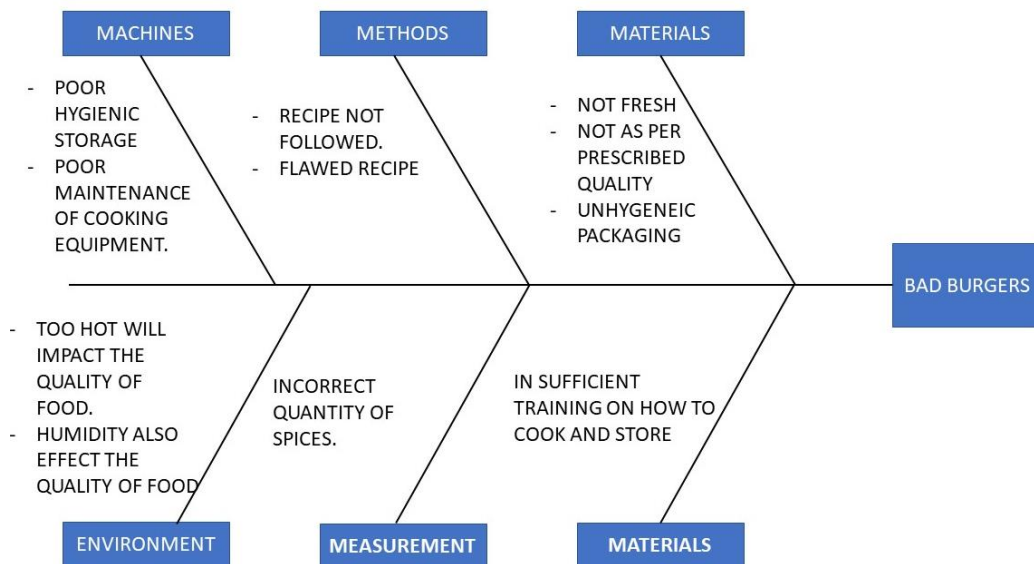
33. Exercise 4

Why are employees leaving the company?

- Construct cause and effects for the given problem using fish bone diagram. Write statement, cause and their corresponding effects in the spaces provided.
- Discuss your arguments that human resource retention can be a major factor in low productivity.

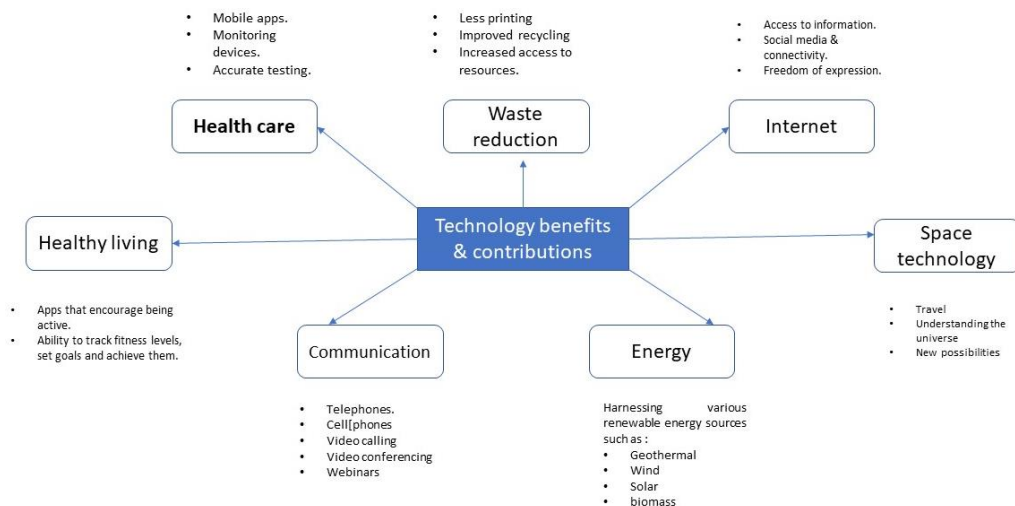
34. Exercise 5

Recently hamburgers chain has experienced a decline in their sales. Number of customers have been complaining about the quality of the food. A committee was formed which has identified the following problems using fish bone diagram. Write a short report for the management identifying and explaining each category of main problems identified.



MIND MAPPING

35. Exercise 1



Q: Create a fishbone outline for the essay based on mind mapping diagram.

Problem Statement: _____

Cause # 1: _____

Cause # 2: _____

Cause # 3: _____

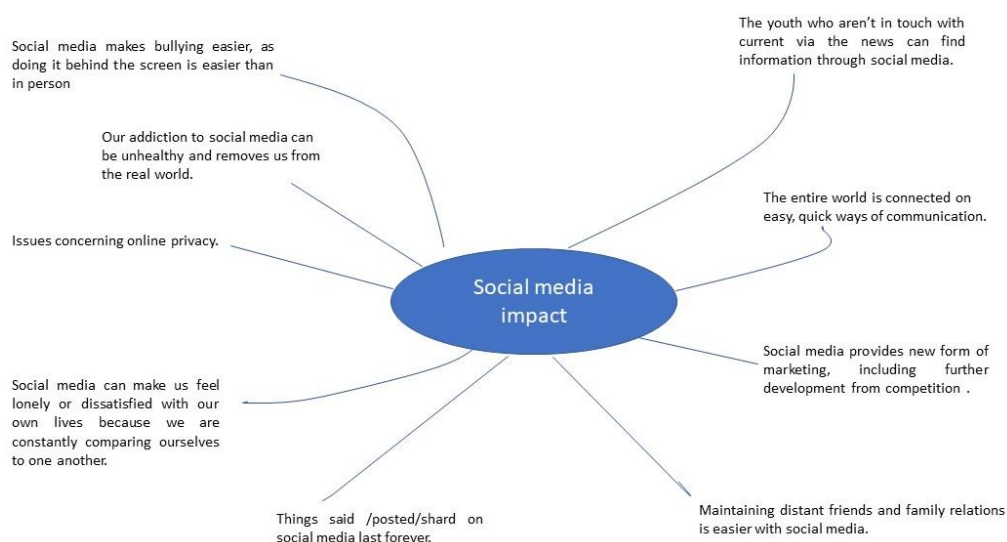
Effect # 1: _____

Effect # 2: _____

Effect # 3: _____

36. Exercise 2

With the help of above write down an essay on the benefits of technology on human life.



37. Exercise 3

Write a Fishbone outline based on the mind mapping of the above given ideas on the topic the effects of Social Media.

Problem Statement: _____

Cause # 1: _____

Cause # 2: _____

Cause # 3: _____

Effect # 1: _____

Effect # 2: _____

Effect # 3: _____

38. Exercise 4

With the help of the below given mind map diagram write a short note identifying the major issues of Pakistan and their impacts



39. Exercise 5

Also create a fishbone outline on the topic 'The major issue of Pakistan and their impacts using the above information.

Q: Create a fishbone outline for the essay based on mind mapping diagram.

Problem Statement: _____

Cause # 1: _____

Cause # 2: _____

Cause # 3: _____

Effect # 1: _____

Effect # 2: _____

Effect # 3: _____

40. USE OF TABLES

	MONTH	JANUARY	FEBRUARY	MARCH	TOTAL
POWER	PRODUCT	UNITS			
ELECTRIC	BICYCLES	476	354	392	1222
	SCOOTERS	387	312	211	910
	SKTEBOARDS	251	315	467	1033
ELECTRIC TOTAL		1114	981	1070	3165
MANUAL	BICYCLES	302	219	464	1033
	SCOOTERS	309	419	293	1021
MANUAL TOTAL		611	638	757	2006
GRAND TOTAL		1725	1619	1827	5171

Using the above data comment on:

1. Comment on the performance of electric bicycles, scooters and skateboards over the last three months.
2. Comment on the performance of manual bicycles and scooters over the last three months.
3. Identify the best performing product out of total product range.

AFFINITY DIAGRAM

41. Exercise 1

A brainstorming activity has identified the following line items from AN INCOME Statement:

- Sales
- Cost of goods sold
- Net profit after tax
- Profit Before tax
- Operating profit
- Tax
- Financial expenses
- Utilities.
- Gross profit
- Operating expenses
- Salaries & wages
- Manufacturing over head
- Administrative salaries
- Raw material
- Selling expenses

With the help of the above information prepare an affinity diagram.

sales	cost of goods sold	profit
	Raw material	
	salaries & wages	
	Utilities	
	manufacturing overheads	Gross profit
	operating expenses	
	administrative expenses	
	Selling expenses	Operating profit
	financial expenses	Profit before tax
	tax	Profit after tax

42. Exercise 2

With the help of the above affinity diagram prepare a short report on the problems relating to production. The company is producing precooked frozen pizzas delivered at different retail outlets.

Staff	Distribution	Quality	Capacity
Lack of staff training	Not enough trucks	Variable ingredients quality	Insufficient ovens
Difficulties recruiting	Controlling system in trucks unreliable	Packaging not strong enough	Limited storage space
High overtime	Product damaged in transit		Seasonal demand

43. Exercise 3

Write an outline based on the affinity diagram as the per space provided.



AFFINITY OUTLINE:

Main Idea: _____

Idea # 1: _____

Sub Idea: _____

Sub idea: _____

Idea # 2: _____

Sub Idea: _____

Sub idea: _____

Idea # 3: _____

Sub Idea: _____

Sub idea: _____

44. Exercise 4

A brainstorming session has revealed the following points as to why the meetings are usually not very productive. Write a note explaining how we can make such meetings more productive.



ANSWERS TO SELF TEST QUESTIONS

1	iv	11	i	21	d
2	iii	12	ii	22	d
3	ii	13	ii	23	a
4	iv	14	iv	24	a
5	iii	15	i 3 ii 5 iii 2 iv 1 v 4	25	d
6	iii	16	i b ii d iii c iv a	26	c
7	iv	17	e	27	Complex, multiple
8	iii	18	e	28	mind maps
9	b	19	True		
10	iv	20	Common/Similar		

29					
FORMAL	INFORMAL	FORMAL	INFORMAL	FORMAL	INFORMAL
1	M	7	H	13	D
2	I	8	O	14	L
3	A	9	K	15	D
4	E	10	C	16	G
5	B	11	F		
6	N	12	P		

30. Solution

Option 1. There is no process in place to ensure that every lift in the building always has a working battery. One battery for the lift on this unit is no longer working, and the other battery was being recharged.

Option 2. There is no process in place to ensure timely communication of new care information to the aides. New transfer information had not yet been conveyed to the aide. The aide's "care card" still indicated transfer with assist of one for this resident.

BUSINESS MESSAGES & CORRESPONDENCE

1. Business messages and correspondence in businesses are distinguishable from social communications between friends through a number of characteristics. Which of the following is not a characteristic of a business message:
 - a) Lack of spontaneity
 - b) Candid
 - c) Formality
 - d) Brevity
 - e) None of above

2. Match the key terms with their suitable meanings

Authority	organizations often need to formally word and carefully planned communications to avoid misunderstanding as they are constrained by legal and regulatory requirements such as when contracting with customers or employees
Objectivity	it is important for organizations to maintain an appropriate corporate image and communicate externally in a business-like, respectful, impersonal (where necessary) and consistent style.
Regulation	the formal tone demonstrates the respect for superiors and acknowledges the reporting hierarchy within an organization
Effectiveness	concise and focused messages avoid wastage of time for both sender and receiver
Efficiency	the organization must appear impartial, particularly when dealing with sensitive issues.
Public relations	to convey the message effectively, business messages must be targeted and brief rather than detailed or irrelevant

3. Usually sent in response to a claim or complaint and includes the final outcome.
 - a) Sales letter
 - b) Order letter
 - c) Inquiry letter
 - d) Adjustment letter
4. Sent from an organization to a potential customer to prompt them into ordering goods or services.
 - a) Order letter
 - b) Sales letter
 - c) Follow up letter.
 - d) None of the above.

5. A business sends a simple receipt to let others know that they have received a communication and either have dealt or will deal with the prior communication in due course.
 - a) Sales letter
 - b) Order letter
 - c) Follow up letter
 - d) Acknowledgement letter
6. Used to share information with a large audience for instance, letter issued for the appointment of new director, or clarify policies (following a number of violations). Circular letters tend to be general in nature given their large audience.
 - a) Memorandum
 - b) Report
 - c) Circular letter.
 - d) None of the above.
7. An Employee requesting an admin support for the event via email would include ____ for the event and expected protocols required. Whereas, if the same event is being outsourced and organized in some other region, then the expected action and event outcomes would be much _____.
 - a) detailed & formalized
 - b) General & specific details
8. Which of the following may not be included in a letter head of an organization:
 - a) Logo.
 - b) Name of the organization.
 - c) Address
 - d) Name of the person writing the letter.
9. Letter references help both the sender and receiver to identify the letter.
 - a) To organize a letter.
 - b) Identify the letter.
 - c) Emphasize a letter
 - d) All of the above.
10. If you know the recipient's name, then always use it to make the letter _____.
 - a) Formal
 - b) Informal
 - c) Personalized
 - d) general

11. The subject heading is a useful component as it identifies the subject immediately and aids subsequent reference. The heading should:
 - a) be in bold;
 - b) underlined
 - c) not be underlined.
 - d) bold

12. The salutation is the formal _____ at the _____ of the letter.
 - a) Sign off
 - b) Greetings
 - c) Opening
 - d) End

13. When writing to a company formally and when receiver name is unknown which of the following should be used:
 - a) Dear Mr. Younis
 - b) Dear Sir/Madam
 - c) Anyone of the above.

14. Format where body of the letter and the sender's and recipient's addresses are left justified and single-spaced.
Modified Block / Semi-Block

15. In business correspondence, persuasive letters are used to convince readers for action. Which one may not be a driver of persuasion.
 - a) Implausibility
 - b) Credibility.
 - c) Emotion
 - d) Logic

16. For Persuasive letters, following elements are important:
 - a) Attention
 - b) Interest
 - c) Desire
 - d) Action
 - e) AIDA

17. Letters of enquiry- Where would you like to have the following in a letter of enquiry:

Opening paragraph	C
Body	A
Close	B

- a) Provide specific details about the enquiry and list questions in a logical order
 - b) call to action
 - c) general background of the enquiry
18. For follow up letters do not be:
- a) be too demanding
 - b) sound negative
 - c) blame the reader
 - d) All of the above
19. To accompany a report describing why the report has been sent. The cover letter would also list all the accompanying documents such as sales order confirmations, bank support letters and market reports that form an integral part of the business communication.
- a) Order letter
 - b) Sales letter
 - c) Cover letter
 - d) Inquiry letter
20. Email is being used to communicate formal as well as informal messages. True/False
21. A collection letter is associated with _____
- a) Debtors.
 - b) Creditors.
 - c) Company
 - d) Customers.
22. You have received goods which are not according to the order placed. Which type of letter should be used in such situation:
- a) Letter of application.
 - b) Credit letter.
 - c) Claim letter.
 - d) Order letter.

23. A covering is letter:
- a) Which gives the history of the organization.
 - b) Which covers the organization against claims.
 - c) Which introduces the document enclosed.
 - d) Which covers organizational rules and procedures.
24. Which is an appropriate style in writing date in a letter:
- a) August 01st, 2023
 - b) Aug 01, 2023
 - c) 01-08-23
 - d) August 01, 2023
25. The salutation in a letter is:
- a) Greetings to the sender
 - b) Closing off the letter
 - c) Identifying the subject of the letter.
 - d) Greetings by the sender
26. Which is the correct option of signing off a formal letter:
- a) Ikram Khan
 - b) Mr. Ikram Khan
 - c) Mr. I Khan
 - d) Any of the above can be used
27. Inside address is:
- a) Address of the sender
 - b) Official address on the letter head.
 - c) Receiver address
 - d) Address where the goods to be delivered.
28. A persuasive letter use:
- a) AIDA plan
 - b) ADIA plan
 - c) IADA Plan
 - d) AAID plan

29. The tone of salutation should match with:
- a) The purpose of the letter.
 - b) Formal or informal letter.
 - c) The complimentary close
 - d) The message
30. An indirect plan in a letter is used to communicate:
- a) Complaint.
 - b) Good news
 - c) Bad news
 - d) formal message
31. Which of the following may not be part of agenda of a meeting:
- a) Title, date, time and place of the meeting;
 - b) Purpose of the meeting;
 - c) Name of the Individuals supposed to attend the meeting.
 - d) List of items to be discussed during the meeting.
32. Which of the following is not true for minutes of a meeting:
- a) A note or summary covering points to be remembered;
 - b) a memorandum.
 - c) List of items to be covered during the meeting.
 - d) An official record of the proceedings of a meeting.
33. The reason for preparing minutes of a meeting include:
- a) to form the basis of discussion at the next meeting;
 - b) to inform those who could not attend what was discussed;
 - c) as a reminder to those present what was discussed; and
 - d) All of the above.
34. Minutes of a meeting are circulated among the members:
- a) Before the meeting.
 - b) During the meeting
 - c) After the meeting
 - d) As decided by the company secretary.

LETTERS

1. Adjustment letter

Write an adjustment letter to:

Mr. Smith
Consular,
British Foreign Embassy,
Diplomatic Enclave,
Islamabad.

The letter is in response to Mr. Smith's complaint letter dated June 30 with respect to a damaged television set. The matter has been referred to Director Logistics to investigate the cause of damage to the set. A cheque for Rs.100,000/- is enclosed as reimbursement of the loss. Smith has been your valuable regular customer. Ensure him of the best services in the future.

Sender

Director Operations
Sale & Swift Transport Company
Main Boulevard, Gulberg,
Lahore.
Ph.no: xxxxxxxxxx E.mail: xxxx @Hotmail.com

2. Acknowledgement letter

Write an acknowledgement letter of a complaint received from one of the customers. Acknowledge the complaint made and maintain a serious tone. Inform the sender of the steps being done to make sure the matter is being addressed properly. Thank the sender for the letter and also keep an apologetic and accommodating tone.

3. Circular letter

Superb Fans Limited is known for elegant designs, durability and reliability. It can be accountable to the hard work and efforts of our valued employees. **Write a circular letter to update staff members of recent developments in the local and international markets and the resultant changes in the organizational strategies.**

- Last two years have been really tough for the fan industry.
- Decrease in local demand
- Decrease in the purchasing power of the customers.
- local sales decreased by 30% over the last two years 2020-2021.
- Global recession.
- international sales decrease by 25% over the last two years.
- increase in the raw material prices due to inflation and depreciating exchange rates.
- the company suffered losses of Rs.6.0 million in the last year ending March 31, 2021.
- Decision taken in the recent board of directors:
 - a) Cutting down all the unnecessary expenditures.
 - b) Freezing of salaries and reduction in fringe benefits.
 - c) Withdrawal of loan facility to the staff members.

4. SALES LETTER:

Write a sales letter to customer to give knowledge about your product

5. Complaint letter

The stray dog menace has become a grave problem. Stray dogs can often be seen roaming around almost every street of the town particularly after dusk. An estimated 150,000 dog-bite cases are reported every year across the country. Children are the main victims.

Matters become worse during night times for pedestrians with the pack of canines pouncing on them in the dark and causing injuries which at times also result in deaths. There have also been instances of motor bike riders and cyclists being chased by the dogs, resulting in serious accidents.

Similarly, stray dogs prowl the meat and fish markets, making visits to the markets a nightmare for the people. People, attacked by dogs, face the risk of contracting Rabies. Shortage of rabies vaccine in government health institutions further complicates the situation.

As a concerned citizen, write a letter to the City Administrator requesting him to act immediately to tackle this issue. Assume that your name is "Aman".

6. Claim letter

Warranty claim letter for a defective product – exercise bicycle. Provide the details of the faulty product. Mention what you expect as per the terms and conditions of the warranty. Include the required documents like the photocopy of receipts and warranty note. End with a note of gratitude and mention that you expect a prompt response.

7. Collection letter

Write a Collection letter reminding an overdue payment to be made. This letter is the second reminder to the reader about your payment. It should have a more demanding tone. You may stress the urgency of the bill settlement. Remind the customer of your payment that is past due. Request the customer to pay you immediately.

8. Job application- cover letter for CV

Write a job application for the post of Project manager. The letter should detail your educational qualifications and achievements till date. Attach your resume and mention the information written in it. End with a note of specific action or request to contact you.

9. PERSUASIVE LETTER

Letter persuading donations for an orphanage. Use compelling language to make the reader understand the importance of the cause. Explain why you need his/her help. Use tactics to grab the reader's attention and keep him/her glued to what you say. An impassioned call to action will also help. Attract the reader's attention right from the beginning by using statistics and a quote. State facts and vital information. Mention the benefits. Make it easy for the reader to act on your request or contact you. Motivate your reader once again by repeating the significance of your cause.

The Good Hope Children Welfare Organization, a reputable and well-managed NGO, intends to implement two hospital projects for the 'Street Children' in Lahore and Karachi. It is estimated that approximately 200,000 Street Children in both these cities are affected with various diseases, including life-threatening diseases. Urgent measures are required to address this grave problem before the situation deteriorates further.

You are required to prepare a persuasive message to be circulated to the prospective donors seeking their help for this worthwhile cause. The message should incorporate the principles of good communication for eliciting a positive response from the donors.

Address of NGO is:

The Good Hope Children Welfare Organization
250 Orangi Township
Workers Avenue Karachi 45678

Assume you are the Honorary Chairman of The Good Hope Children Welfare Organization and your name is Fazal Mahmood.

10. Reference letter

Character reference for a job applicant. Mr. Ahsan Ali has applied to SS Textiles for the position of Accounts Manager. He has worked for you as your assistant. Introduce yourself briefly. Explain how you know the job applicant. Describe the job applicant's character by enumerating traits that make him a good fit for the job. Stick with the facts as well as information you have first-hand knowledge of. Close the letter respectfully and welcome further inquiries.

11. Resignation letter

1- Write a Resignation letter for unsatisfactory work circumstances. Inform your employer that you are resigning from the company. Be honest about the unsatisfactory experience you had at work. Despite the negative reasons, end your letter on a positive note.

12. Persuasive letter

In the capacity of executive director Edhi Foundation, write a letter to President Famous bank limited to sponsor a Blood Collection Campaign. Briefly introduce the organization and the purpose of the campaign. Make assumption where necessary to sound persuasive. Identify the tax benefits for any amount donated towards the campaign.

13. Persuasive letter

Write a letter in the capacity of CEO Sterling Paper Mills Limited to Director Environment Protection Board, Islamabad. The letter is to inform the authority that subsequent to their orders for suspension of operations, the company has made an investment of Rs.25 million to take all the necessary steps required. Request them to send an inspection team so that approval may be granted for the resumption of commercial operations. Use facts where necessary to be persuasive.

14. Memorandum

As Manager Production write a memorandum to manager Human resources showing concern over the low productivity against the production targets (assume necessary figures to prove your point). Suggest that a new incentive plan is required to uplift the staff. Take necessary assumption for such a plan as required. Also advise that a meeting of departmental head to discuss the measures require to achieve cross functional coordination.

15. Memorandum

In the capacity of Sales manager write a memorandum to Managing Director informing him about the recent changes in the duty structure of imported cars (assume figures to support your point). The change is expected to bring down the prices of imported cars. Suggest that appropriate measure need to be taken to make the prices of their cars competitive.

16. Other Exam questions

1. Write a letter to the members of your club to renew their membership fee by the January 30 failing which they may not be able to avail the service of the club.
2. Write a recommendation letter of Mr. Ahmed Saeed who has given your name in his CV. He has applied for a job in Servis Textile Mills Limited.
3. Write a letter to RPM Consultants acknowledging the receipt of the market survey report. Although the report is quite satisfactory but there is certain information which you think needs to be added to report to make it more conclusive. You can take any assumptions for that.
4. Write a memorandum in the capacity of HR Manager to your employees informing them that in order to control cost in this period of recession there will be no overtime payments for the next quarter.
5. Draft an email to ICAP informing about the change in your mailing address.

17. Minutes of the meeting

Based on the following information draft (Action/narrative/resolution type) minutes of the meeting.

1. 30th meeting of the executive committee
2. Meeting was held on May 30, 2014 at the Board Room Corporate office at 3.00 p.m.
3. Members present: Chairman (Chief Executive Officer), Secretary, Director Operations, Director Marketing, Director Finance, Director Administration, Director Information Systems.
4. Absent Ms. Zaman
5. Minutes of the last meeting were read and approved.
6. Director finance enquired - point five of the minutes of the last meeting i.e., Changes in the data base.
7. Secretary informed - completion and implementation of the new data base.
8. Director IT confirmed
9. Report on opening of a new retail outlet in Gulberg – approved-Director Admin responsible .
10. Proposal on installation of car phones- rejected due to cost and possible misuse.
11. Sales Conference- agents retailer & sales officers-Director marketing responsible.
12. Any other business
13. Vote of thanks by the chair
14. Date of next meeting.

ANSWERS TO SELF TEST QUESTIONS

Que	Ans	Que	Ans	Que	Ans	Que	Ans	Que	Ans
1	b	9	b	17	c	25	d	33	d
2	Authority: c Objectivity: e Regulation: a Effectiveness: f Efficiency: d Public Relations: b	10	c	18	d	26	d	34	c
3	d	11	a, c	19	c	27	c		
4	b	12	b, c	20	True	28	a		
5	d	13	b	21	a	29	c		
6	c	14	Modified Block	22	c	30	c		
7	General and Specific Details, Detailed and formalized	15	a	23	c	31	c		
8	d	16	e	24	d	32	c		

LETTERS:

1. Adjustment letter

SAFE & SWIFT TRANSPORT COMPANY
Lahore.
Ph.no: xxxxxxxxxxxx E.mail: xxxx @Hotmail.com

Ref. No: ADL/756/14

June 23, 2014

Mr. Smith
Consular
British Foreign Embassy
Diplomatic Enclave
Islamabad.

Sub: Complain – loss of Plasma Television.

Dear Mr. Smith,

Context: acknowledgement of receipt
and understanding of the complaint.
Expression of regret.

This has reference to your complaint letter Ref. No. CL/34567-14 dated June 20, 2014. We deeply regret the inconvenience caused to you due to the damage of the plasma Television.

We assure you that a detailed investigation will be conducted to find the reasons behind this event. We have already referred the matter to Director Logistics to investigate. You will be updated with the findings of our investigations. Generally, all the professional measures are adopted to keep the consignments secured during transportation. It must have been some uncontrollable factor which caused the damage to your television. Meanwhile, we are immediately reimbursing Rs.100,000/- as the value of the damaged television. A cheque no.7098000678 dated June22, 2014, drawn on Standard Chartered Bank is enclosed with this letter.

- i) Explanation: results of investigation into why the problem occurred.
- ii) Indication of what is being done to put things right.

We extend our apology for the inconvenience you experienced due to the damage to your consignment. We assure you that we will look into the matter and will take every possible step to ensure that such things could be avoided in future. As soon as our investigations are over and those steps are adopted, we will get back to you. You have always patronized our services and we hope to maintain that relationship in future. Assuring you of our best of services.

Yours sincerely,

XYZ

Director Operation

Encl:

Restatement of apology. Assurance of non-occurrence. Hope that good relations not damaged.

- 1) Cheque No. 7098000678 dated June22, 2014, drawn on Standard Chartered Bank

2. Acknowledgement letter

Dear [Recipients Name],

We have received the letter you have sent us regarding the (name the issue at hand here). Rest assured that your complaint is being taken very seriously and that you will be informed as soon as the necessary steps have been adopted to resolve the issue at hand.

Thank you for bringing this issue to our attention. Your feedback is important to us and rests assured that we will use your complaint to make the necessary improvements on our part.

Yours sincerely,

XYZ

3. Circular letter

SUPERB FANS LIMITED

GT Raod , Gujrat

Ph.no: xxxxxxxxxxxx E.mail: xxxx @Hotmail.com

Ref. No: CIRCULAR/325/14

June 25, 2023

All Staff Members

Superb Fans Limited

Sub: Economic recession and change in strategies.

Dear Staff Member:

Superb Fans Limited has earned its goodwill in the industry for elegant designs, durability and reliability. It can be accountable to the hard work and efforts of our valued employees. This circular is meant to update our staff members of recent developments in the local and international markets and the resultant changes in the organizational strategies.

Last two years have been real tough for the fan industry. The local market demand was adversely affected by economic recession; drop in the purchasing power of the customers. Due to this local sales decreased by 30% over the last two years 2012-2014. At the same time the international market also experienced a global recession. This caused the international sales to decrease by 25% over the last two years 2012-2014. The effect of decreasing revenues was multiplied by increase in the raw material prices due to inflation and depreciating exchange rates. Resultantly the company suffered losses of Rs.6.0 million in the last year ending

March 31, 2014. The overall situation was reviewed in the recently held Board of Directors Meeting. All the members of the Board were of the opinion that the situation has been forced upon the company due to which some difficult immediate steps have to be taken:

- 1) Cutting down all the unnecessary expenditures.
- 2) Freezing of salaries and reduction in fringe benefits.
- 3) Withdrawal of loan facility to the staff members.

While taking above decisions the management had two options. The first was to lay off the employees to reduce the expense. Secondly, to freeze the salaries and reduce the benefits temporarily and retain our valuable staff members. You will appreciate that the management has taken the best possible decision to retain the employees.

The management expects our staff members to extend their maximum cooperation in these difficult times. Recently the economic indicators have started showing some improvement and recovery should start in the near future. Restoring the salaries and the benefits will be our priority once the financial condition improves. Your utmost cooperation is requested.

Yours sincerely,
Zahid Awan

4. SALES LETTER

THE ELECTRONIC WORLD
2/6, LAHORE ROAD -1212

Dear Customer:

We have come to your City Do you wish to come to your home? Just within five years of being established, the Electronic World has made a name in the supply of anything and everything in electric domestic appliances. Having won the recognition of our customers in Islamabad for our goods and service, we have now opened a new outlet in your city, at the address given above.

The Electrical World is the largest trader of all types of electrical appliances for your home. It will be a pleasure to assist you in the purchase, fitting, and maintenance of your domestic electrical equipment. You will get specialized service from us in installing various electrical appliances at your home. Whatever you are planning to buy this month, you can make a choice from our wide selection of refrigerators, washing machines, blenders, ovens, toasters, mixers, grinders, TV, VCD, DVDs, air conditioners, etc. We have different models and brands for the mentioned appliances. We hope our product will provide you with the "best service in the city. As we always look for the benefits and satisfaction of customers, you can enjoy credit services, guarantees, and warranties at our shop made for you

You are most welcome to our showroom at the above-mentioned address. You will be glad each and every time when you will visit your shop: The Electronic World.

Yours sincerely
Zahid

5. Complaint letter

14– West Street Karachi

14 March 2023

City Administrator Head office

15– North Street Karachi

Subject: Stray dog Menace Dear Sir:

A recent survey reported 150,000 dog-bite cases in the last year, where the victims were mainly children. This menace has become an alarming situation towards which I would like to draw your attention.

In my locality as well, the number of stray dogs have increased. They usually prove threatening at night, attacking pedestrians and the motorcyclist, even causing accidents. Visiting meat market has become very difficult as cases of stray dog attack were reported from there.

The most dangerous outcome of this prevailing nuisance is the dog-bite case increase. With children becoming easy targets. Lack of availability of Anti-Rabies vaccination has made matters worse as these dog-bite victims can develop Rabies, a serious fatal disease. Not only the authorities must ensure removal of the stray dogs from the streets but also ensure each government hospital has the anti-rabies medication.

As a concerned citizen, I urge the authorities to ensure that these dogs do not continue to threaten the public and are removed urgently.

Yours faithfully,

Signature Aman

6. Claim letter

Dear [Recipients Name],

I bought an exercise bicycle from your store about three months ago. The product has already started malfunctioning as I hear clicking sounds all the time when we use it. I was given a one-year warranty on the item. I am hoping that you will either replace or repair. I am sending a receipt and the warranty card as well.

I appreciate your cooperation.

Sincerely

Maryam

7. Collection letter

Dear [Recipients Name],

We are aware of your packed schedule that might be the reason you probably have missed a bill payment. According to our books, the monthly payment of July, which amounts to Rs.5000/- is yet to be paid. You are requested to clear off this balance. We would be grateful for your immediate response.

Yours truly,

[Senders Name]

[Senders Title] -Optional-

8. Job application- cover letter for CV

Dear [Recipients Name],

I am writing this letter as an application for your open senior project manager position. I was kindly referred to you by Mr. Redford Smith.

If you take a look at my resume, you would see that I have considerable background in the field of projects management as I was in a similar position at my last job. I also have a lot of other skills I could offer for the use of your real company. I have included a comprehensive list of my other abilities in my resume as well.

I am looking forward to setting up an appointment with you to possibly discuss other details related to the post I am applying. Thank you very much.

Yours truly,

[Senders Name]

[Senders Title] -Optional-

[Enclosures: number] - Optional -

cc: [Name of copy recipient] - Optional -

9. PERSUASIVE LETTER

GOOD HOPE CHILDREN WELFARE

250 Orangi Township, Workers Avenue, Karachi 45678

www . tel: . email: .

our ref no: _

26 January 2023

Subject: Ensuring free health care for street children Dear Sir:

The recent survey by Tribune has notified that approximately 200,000 street children roam the streets of Karachi and Lahore. These children are suffering from dangerous disease and require urgent treatment. Do you not agree that these children also deserve a healthy happy life?

We are one of the reputed names in childcare and our NGO has been working for child care since 2001 and have successfully completed several projects. Details are in the brochure enclosed. Keeping in view the suffering of these street children, two 50 bed hospital will be constructed in Karachi and Lahore. The hospital will provide free medical help and medication. Leading doctors will be hired. The total cost of this project is around Rs 3 billion. A report justifying the expenditure is enclosed.

You are one of the leading contributor to charitable causes and have always been a front-runner in supporting social causes. We believe you will generously support our cause by becoming our partner in this noble cause. This will not only fulfill your corporate social responsibility but also increase your goodwill amongst the customers. Many leading organizations have donated yet huge support is still required from organization like yours.

We believe you will decide in the favour of these children whose future and health lies in your support. You can send your contribution to our account details (enclosed) or fill out the pledge card enclosed and our representatives will collect the amount from you. These children await your help.

Yours faithfully, Signature

Fazal Mehmood Honorary Chairman

10. Reference letter

Dear [Recipients Name],

Greetings! I am Khalid Omar, a Guidance Counselor at Sun Accountancy College. I am writing on behalf of Mr. Ahsan Ali, one of our graduates who incidentally, was one of my Assistant for the past four years, and who is now an applicant for the position of Administrative Assistant at your company.

I am confident that Ahsan will be able to perform well in this position. He was a consistent honor student, which is something he was able to achieve not just because of his intellect, but also because of his strong study ethic. I have observed him be very well-organized and assertive. He has also shown a strong sense of initiative. I believe that the position he is applying for will help him get a better grasp of the corporate world and that he will be able to make positive contributions to your organization, as well.

Thank you very much for contacting me. If you have questions, I may be reached at 555-5555.

Sincerely,

[Senders Name]

[Senders Title] -Optional-

[Enclosures: number] -Optional -

cc: [Name of copy recipient] – Optional

11. Resignation letter

24 – West Street ABC, Karachi

26 July 2014 Mr. PQRS

Sales Manager

United Technical Services 14 – East Avenue

Karachi

Dear Mr. PQRS:

Subject: RESIGNATION

I would like to bring to your notice my decision to resign from the position of Assistant Sales Manager. I intend to complete the one month notice period starting from 26 July 2014.

My decision is in keeping with my need to improve career prospects and professional development through available growth opportunities. I have been offered a position as the Customer Service Manager in a reputed organization and I have decided to avail this offer.

I am very grateful for all the opportunities I was given by you and our worthy organization for my training and professional development needs. I gained valuable experience under your guidance and supervision. I assure you that I will complete all my projects and task assigned within this month and hand them over to you. Please ensure that all my dues are cleared by the end of this month.

Let me thank all my colleagues and the management for their cooperativeness and support during my stay and I wish all the best for the continued success of United Technical Services.

Yours sincerely,

Signature

Asim Ali

12. Persuasive letter

Edhi Foundation

Head Office

Sarafa Bazar, Boulton Market, Mithadar, Karachi, Pakistan

Phone: +92 (21) 32413232 Fax +92 (21) 32418753

Ref. No: DON/786/14

June 20, 2023

President

Famous Bank Limited

I.I. Chundrigar Road

Karachi.

Subject: Blood Collection Campaign.

Dear Sir:

Edhi Foundation is the single best foundation across Pakistan and one of the best social welfare service providers across the world running on non-commercial, non-political, and non-communal basis, serving round-the-clock without any discrimination of color, class, and creed. The diversified fields in which Abdul Sattar Edhi played his greatest role for; saving the lives of thousands of newborn babies by placing the cradles outside the Edhi Centre, fostering the abandoned babies and children, free nurturing disabled and handicapped people, free caring and feeding women and elderly people who were subjected to torture or neglected by their families, free supporting to ailing patients by providing free medication and medicines through his mobile dispensaries, hospitals, and the diabetic Centre at Karachi.

The number of patients who need blood transfusion has increased over the last few years. The cost of meeting such expenses have also gone up and are out of reach of a large number of patients. Such members of our society need our support. In line with its mission Edhi Foundation has planned to launch a blood collection campaign in the mid of next month. The collection is expected to cover educational institutes, corporate organizations, and commercial centers of major cities of Karachi, Lahore, Peshawar and Quetta. The total expenses of two-week long campaign are expected to be Rs.1,000,000/-. We are looking forward towards organizations like Famous Bank Limited to sponsor the campaign. Funds raised shall be used for purchase of blood transfusion bottles, and other necessary supplies, payment of daily allowances to doctors and medical technicians and rental charges of tents, furniture etc., besides providing bottled water, orange juice and snacks to the donors.

Any donations made to Edhi Foundation are tax deductible (copy of the certificate enclosed for your record). Your donation is a way to make a real impact for lesser privileged members of the society, and support our overall mission. Famous bank being a leader in the banking and finance sector has always performed its corporate social responsibility. The society is again looking towards you to patronize our efforts so that we can help those poor patients who need our help.

Yours truly,

Saqib Ahmed

Executive Director

Encl:

- 1) CBR Certificate for tax exemptions against donations.

13. Persuasive letter

STERLING PAPER & BOARD MILLS LIMITED

97, Sundar Industrial Estate, Lahore

Ph.no: xxxxxxxxxx E.mail: xxxx @Hotmail.com

Ref. No: ADMIN/325/14

December 02, 2022

Director

Environment Protection Board

12 Kashmir Avenue

Islamabad.

SUB: SUSPENSION OF OPERATIONS - STERLING PAPER & BOARD MILLS LIMITED.

Dear Sir:

This has reference to your order No; 33556/Env/14 dated September 30 2014. The concerns raised by the Environment Protection Board through their report attached with the above order were acknowledged by our management. This is to inform you about the steps taken by the company in this respect.

Immediately after the suspension of operations a committee was established by our Board to look into the matter and prepare a detailed plan to take the necessary step. An investment of Rs.25.0 million was also approved in this respect. All the necessary steps have been taken since then to comply with the requirements as suggested by your above refereed order.

You are kindly requested to send an inspection team to our site at the earliest so that an approval may be granted for the resumption of full commercial operations. It is just to emphasize the urgency of the matter that an investment of Rs.1.2 billion is at stake not to undermine 1200 worker which are employed with the company.

We assure you of our fullest cooperation this respect and adherence to the requirement of the Environment Protection Board in future. An early response is requested.

Yours truly,

Khalil Ahmed

CEO

Sterling Paper & Board Mills Limited.

Encl:

1. Details of water filtration plant installed.
2. PCSIR test reports on water samples

14. Memorandum

To: Manager Human Resource

Ref. No.: Memo/322/22

From: Manager Production

Dated: December 12, 2022

Sub: Suggested incentive plan for improved productivity.

This memorandum is to show our concern over the low productivity against the production targets and to suggest the steps for improving it.

The production targets for the upcoming season, January to June 2014, are 60,000 units (10 units per month). Over the last three months despite our best efforts the production achieved was 22,000 units as against 30,000 units. According to our assessment the main reason for this low productivity is lack of motivation of labor especially in the production department. This suggests that an incentive plan should be introduced in order to uplift the staff. These measures may include:

1. A bonus equal to one month salary subject to achievement of targets.
2. Training and development of staff to incorporate skills on new technology.
3. Payment of wages on piece meal basis.

You are further requested to please call a meeting of the concerned departmental heads as the above step are expected to have multi-functional implications and require cross functional efforts to achieve the targets. An early action is requested as we are pressed with time.

15. Memorandum

To: Managing Director

Ref. No.: Memo/322/22

From: Sales Manager

Dated: June 12, 2022

Sub: Reduction in import duties- impact on sales.

This is to bring to your notice the recent changes in the duty structure of imported cars and their likely impact on our competitive environment.

In the recent budget the Government has announced a reduction in the import duties on cars upto 1000 cc. The duty has been brought down from 40% to 20%. That would mean that the prices of imported cars are likely to come down by approximately 20%. On the basis of current market prices our manufactured cars will be 5% to 10% expensive than the imported cars. The matter requires an immediate attention.

The new duty structure will be enforced from the first of July 2014. It is suggested that some necessary measure should be adopted, as soon as possible. Such steps may include

1. Use of components from local producers to bring down the cost.
2. Reconsideration of the pricing policy.
3. Reconsideration of marketing strategies.

16. Minutes of the meeting

MINUTES OF THE 30TH MEETING OF THE EXECUTIVE COMMITTEE

Held on May 30, 2022 at the Board Room Corporate office at 3.00 p.m.

Present: Chairman (Chief Executive Officer), Secretary, Director Operations, Director Marketing, Director Finance, Director Administration, Director Information Systems.

SR.NO.	Proceedings	Action
301	Membership: There was no new member added to the membership of the committee.	
302	Apologies for Absence: An apology for absence was received from Ms. Zaman.	
303	Minutes of the Last Meeting: The minutes of the last meeting, circulated to the members, was taken as read and signed as a true and fair record.	
304	Matters Arising out of the Last Meeting: Director finance enquired about progress on the point five of the minutes of the last meeting i.e., Changes in the data base. Secretary informed the members that the director IT has reported the completion and implementation of the new data base. Director IT confirmed the members about it.	
305	Report on opening of a new retail outlet in Gulberg: Feasibility report on the opening of a new retail outlet in Gulberg was circulated to the members with the notice/Agenda of the meeting. After the matter was brought to the house for discussion by the chairman, Director marketing briefed the members about the proposal and requested for their opinions. No further points were raised by any of the members. IT WAS RESOLVED that opening of the new branch at Gulberg is approved.	Director Administration
306	Proposal on installation of car phones: The matter was brought to the house for discussion by the Chairman. The proposal was initiated by Director Operations. He stated the need for installing phones in the cars. Director finance argued about the utility of the equipment and expressed his concern over the cost of acquiring and maintenance. Director IT argued about the potential misuse of the phones. After discussions the proposal was defeated by majority through vote. IT WAS RESOLVED that the proposal for installation of car phones is not feasible and should be declined.	

307	<p>Sales Conference:</p> <p>Director marketing explained to the members the need for holding a conference of the sales officers, retailer and the agents. He stated that addition to the product range and opening of new retail outlets require that the sales force should updated on the new developments and the market needs. The idea was unanimously accepted by the members. The committee also approved a budget for holding the meeting and taking the participants to a cricket match between Pakistan and India provided the tickets are available. If the tickets are not available then a musical evening should be arranged for the participants.</p> <p>IT WAS RESOLVED that sales conference will be held in the mid of June.</p>	Director marketing/Director Administration
308	<p>Any other business:</p> <p>Secretary draws the attention of the members towards having magazines and journals on marketing in the office library. He stated that the presence of such magazines and journals is important for the personal development of the marketing personal. A budget was approved by the committee in this respect.</p>	Director Administration
309	<p>Vote of Thanks:</p> <p>The meeting ended with a vote thanks by the Chairman. The chairman advised the administration to send a bouquet to Ms. Zaman as best wishes.</p>	
310	<p>Date of next meeting: The next committee meeting was scheduled for August 01, 2022.</p>	

Secretary

Chairman

Date

Narrative minutes

MINUTES OF THE 30TH MEETING OF THE EXECUTIVE COMMITTEE

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Present: Chairman (Chief Executive Officer), Secretary, Director Operations, Director Marketing, Director Finance, Director Administration, Director Information Systems.

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Secretary

Chairman

Date

Resolution minutes

MINUTES OF THE 30TH MEETING OF THE EXECUTIVE COMMITTEE

Held on May 30, 2022 at the Board Room Corporate office at 3.00 p.m.

Present: Chairman (Chief Executive Officer), Secretary, Director Operations, Director Marketing
Director Finance, Director Administration, Director Information Systems.

SR.NO.	Proceedings/resolutions
301	Membership: There was no new member added to the membership of the committee.
302	Apologies for Absence: An apology for absence was received from Ms. Zaman.
303	Minutes of the Last Meeting: The minutes of the last meeting, circulated to the members, was taken as read and signed as a true and fair record.
304	Matters Arising out of the Last Meeting: Secretary and Director IT confirmed the members about completion and implementation of the data base.
305	Report on opening of a new retail outlet in Gulberg: IT WAS RESOLVED that opening of the new branch at Gulberg is approved.
306	Proposal on installation of car phones: IT WAS RESOLVED that the proposal for installation of car phones is not feasible and should be declined.
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Secretary

Chairman

Date

BUSINESS REPORTS

1. The title page is there to attract the reader to the report and assist them in finding the report at a later date. Which of the following you would not include in an internal report:
 - a) Title
 - b) Author
 - c) Your organization's name
 - d) All will be included.
2. While working in the production area you have witnessed some deficiencies in the safety measures, you decide to put a report to the management. Which report you should decide to write:
 - a) Special report.
 - b) Voluntary report.
 - c) Analytical report.
 - d) Research report.
3. Annual financial statements will fall under which type of report:
 - a) Statutory report.
 - b) Periodic report.
 - c) Informative report.
 - d) None of the above.
4. Statutory report is a formal report (true/false).
5. Statutory Report is _____
 - a) An informal report.
 - b) Not having legal sanction.
 - c) Always statistical report.
 - d) Formal report.
6. A Special Report is prepared as a matter of routine. (true/false)
7. Report are often used to display the result of:
 - a) Experiment
 - b) Investigation
 - c) Inquiry
 - d) All of these

8. State the purpose of report, scope of the report and explanation of arrangement of report sections is known as:
 - a) title page
 - b) summary
 - c) introduction
 - d) glossary
9. What is at the end of the report?
 - a) title page
 - b) bibliography
 - c) appendices
 - d) body
10. Reports present conclusions based on:
 - a) Intuition
 - b) Impression
 - c) Investigation
 - d) Belief
11. The glossary is the list of:
 - a) Diagrams used in the report.
 - b) References.
 - c) Technical terms used in the report.
 - d) Subjects covered in the report.
12. Which one of the following is the correct statement?
 - a) The report needs to be decisive.
 - b) Report helps in making decisions.
13. A statutory report is one which is prepared and presented according to the form and procedure laid by the organization (true/false)
14. The reports which discuss the performance of a department during a particular period are called a:
 - a) Special reports.
 - b) Periodic reports.
 - c) Progress report.
 - d) Performance appraisal report.

15. Company has undertaken expansion of its production facilities. In order to ensure that the project is progressing as per the plan which report should be prepared:
- Feasibility report.
 - Research report
 - Operating report.
 - Project progress report.
16. A feasibility report evaluates project's:
- Technical viability
 - Commercial viability
 - Economic viability
 - All of the above.
17. Which report should be prepared for recommending marketing policies:
- Feasibility report.
 - Operating report.
 - Sales & marketing report.
 - None of the above.
18. Which of the following may not be presented in chairman's annual report:
- Historical performance of the organization.
 - Major achievements
 - Problems experienced.
 - Future expectations and plans.
 - None of the above.
19. Chairman's annual report is primarily for:
- Existing stakeholders.
 - Prospective stakeholders.
 - Creditors.
 - Competitors.
20. Which report is helpful to management in identifying the areas that are performing well and those which need to be improved:
- Performance appraisal report.
 - Annual report.
 - Progress report
 - Operating report

21. Reports can be classified on the basis of:
- Function.
 - Frequency.
 - Subject matter
 - All of the above.
22. Which of the following may not be in effective way of delivering the report:
- Hold a meeting to discuss the issues then write a report.
 - Sending the report for client's review.
 - Send a written report then follow it up with a meeting to discuss the report.
 - Deliver the report in the form of a presentation
23. Ethical consideration means that the report must be:
- Credible.
 - Implausible.
 - Accurate
 - Authentic
24. Which of the two should come first in a report:
- Conclusion
 - Recommendations.
25. Which of the following should not be included in an executive summary:
- What the report is about
 - What the problems are
 - The conclusions you arrived at
 - What you recommend
 - None of the above.
26. The skill in writing an executive summary is to give the overall picture including all necessary details (true/false).
27. Which part of the report should address the following:
- Make the subject of the report clear
 - State the purpose of the report
 - Briefly explain the methods used to get the information
- Executive summary.
 - Background/rationale.
 - Introduction.
 - References

28. Which part of the report provide the logical pyramids constructed during structuring phase:
- a) Appendices.
 - b) Introduction.
 - c) Rationale.
 - d) All of the above.
29. Formal communication media used to convey complex and substantial information:
- a) Memos
 - b) Letters.
 - c) Reports
 - d) All of above.
30. Which of the following is not a quality of business reports;
- a) Partiality.
 - b) Logical
 - c) Biased
 - d) Impartiality
31. Which one of the following is the primary source that can be used for researching the report:
- a) Brainstorming.
 - b) Interviews.
 - c) Questionnaire
 - d) Government publications
32. Unsolicited reports are:
- a) Private reports.
 - b) Informal reports.
 - c) Voluntary reports.
 - d) Statutory reports.
33. CFO requires stock reports to be issued on the first day of every week. This is an example of:
- a) Operating report.
 - b) Progress report.
 - c) Periodic report.
 - d) Feedback report.
34. A project progress report outline:
- a) Evaluation of work performance of employees.
 - b) The progress of a task undertaken.
 - c) Progress report of employees
 - d) Financial performance of the organization.

35. The feasibility report examines:
- a) Financial viability of the project.
 - b) Technical viability
 - c) Marketing viability
 - d) All of the above.
36. Analytical report does not include:
- a) Decisions.
 - b) Facts
 - c) Findings
 - d) Recommendations
37. Reports are generally prepared on demand. Reports prepared on personal initiative are:
- a) Statutory reports.
 - b) Informal reports.
 - c) Voluntary reports.
 - d) None of the above.
38. Which describes the scope of a feasibility report:
- a) Compares the actual results of a project with original plans.
 - b) The operational performance of an organization during the year.
 - c) Feasibility of the operational plans.
 - d) Viability of a proposed investment project.
39. The appendix is the last part of any formal report. It contains:
- a) The sources from where the data was taken to prepare the report.
 - b) Names and profiles of the individuals who prepared the report.
 - c) The users of the report identifying the purpose.
 - d) The material related to report but not vital to contents of the report.
40. Which of the following is not the criteria in using visuals in a report:
- a) Purpose.
 - b) Scope.
 - c) Necessity.
 - d) Accuracy
41. Which of the following is the primary source of information:
- a) Brains storming
 - b) Government publications.
 - c) Research reports.
 - a) All of the above.

42. Which of the following is not true for appendices:
- a) Included only if absolutely necessary.
 - b) essential for understanding the main arguments.
 - c) Referred to somewhere in the body of the text i.e. there must be a link.
 - d) Mentioned as the final item in the table of contents.

REPORT WRITING

43. Alfatah stores wants to open a new branch on the west side of the city. A committee has been formed to conduct a survey of the locality and prepare a short report addressed to the Operations Manager.

- i) Background
- ii) Introduction
- iii) Scope
- iv) Recommendations

44. Write a short report on the product quality review.

Objective: Product Quality Review Report

Background:

- i) Product and company information.
- ii) Vision and mission.
- iii) Review team credentials.

Scope:

- i) Nature of quality review.
- ii) Period
- iii) Areas of concerns
- iv) Review criteria
- v) Performance indicators

Recommendations and overall conclusions

- i) Identified areas of improvements
- ii) Suggested changes
- iii) Product ruling (continued/discontinued)

1-REPORT: INTERNAL REPORT:

Kamran Khan has been appointed recently as Quality Control Engineer of Zohran Housing Limited (ZHL). During his visit to an on-going project of 300 bungalows on 8th of September 2022, he observed inconsistency in mixing ratio of construction material. He also found that non-approved brands were being used along with approved brands in the installation of concealed electric, water and sewerage fittings. Moreover, the site supervisor was least interested in compliance with the health and safety procedures for labourers and most of the procedures were not being followed.

On behalf of Kamran, write a short report for the management of ZHL highlighting the adverse impact of the situation prevailing at the site

2-REPORT: INTERNAL REPORT

You are a program coordinator in a professional Institute during the last week, you have received complaints about the teaching qualities of a faculty member and some students have also complained about campus facilities.

On the basis of your investigation of 2 complaints write a short formal report to the Program Director about your findings.

3-REPORT: INTERNAL REPORT

Core is one of the leading supermarkets in New City. It has nine branches across New City with more than 500 support staff and 50 plus managerial staff. The majority of support staff are responsible for placing and maintaining goods in relevant racks while the rest serves at cash counters.

With the outbreak of COVID-19, the government of New City imposed a complete lockdown in March 2020. The government gradually started relaxing the lockdown restrictions in August 2020. But before the restrictions were completely lifted, the second wave of COVID-19 hit New City in October 2020. The government again imposed restrictions to curb the outbreak of COVID-19 and allowed to open stores, like Core, for limited hours under strict SOPs.

COVID-19 has severely damaged Core's business operation. A number of its staff members were detected COVID positive and consequently, it had to shut down three of its branches for several days. Government authorities also slapped heavy fines on two of its branches besides sealing them for violation of SOPs. Core is on the verge of closing five of its branches and is planning to lay off a large number of its employees.

Ahsan Wani, the Chief Executive and owner of Core, has appointed Mahir Sani, a business development consultant, to advise on how Core may handle the current crisis and restore its prime.

Assuming that you are Mahir, prepare a report highlighting the challenges faced by Core. Also, suggest the measures to overcome these challenges. You may assume the necessary details.

ANSWERS TO SELF TEST QUESTIONS

1	c	10	c	19	a,b,c	28	a	37	c
2	b	11	c	20	d	29	c	38	d
3	a	12	b	21	d	30	a	39	d
4	True	13	False	22	b	31	d	40	c
5	d	14	b	23	a,c,d	32	c	41	a
6	False	15	d	24	a	33	c	42	b
7	d	16	d	25	e	34	b		
8	c	17	c	26	False	35	d		
9	c	18	e	27	c	36	a		

1-REPORT

To: Mr. ABC, Director Project ZHL

From: Kamran Khan, Quality Control Engineer

Date: 11 September 2022

Subject: Non-compliance to Quality Standards in Housing Construction.

INTRODUCTION:

On my recent visit to Zohran housing project, on 8 September 2022. I came across certain discrepancies and non-compliance that must be reported. Our housing project of 300 bungalows is under way and as our flag-ship project it must meet quality standards.

FINDINGS:

1. **WRONG MIXING RATIO:** The standard ratio of mixing construction material was not followed and was not in keeping with the instructions as mentioned in the project specification.
2. **USE OF NON-APPROVED BRANDS:** ZHL uses brands of highest quality in internal fixtures and wiring. The fixtures, electrical wiring, being used were of a low brand instead of the specified marked brand. It gave a poor impression.
3. **NEGLIGENCE IN SUPERVISION:** Construction project requires a strict and close supervision and safety control. The construction site supervisors ignored and even risked the life of construction site workers because no helmet and protective equipment were provided to them. There was no compliance to the safety standards.

ANALYSIS:

When building foundations lack consistency, they can become weak and vulnerable. Our customers will be dissatisfied with the quality of our products and fittings. Additionally, any accident caused by safety failures can seal the project and may even risk loss of lives.

CONCLUSION:

As a result, the serious non-compliance cannot be ignored as it shows the supervisors disregard for company standard operating procedures, resulting in low quality housing and ultimately loss of goodwill in the market and among the customers.

RECOMMENDATION:

The following measures are needed to address the problems confronted:

- The supervisor must follow the standard operating procedures.
- Supervisory staff must be hired to provide 24 hour monitoring.
- Fixtures and fittings to be replaced immediately as per brand standards.
- The construction site must be made safe and follow all safety instructions.

SUMMARY:

The recent visit to ZHL, under construction housing site showed certain non-compliance to quality standards and procedures. Construction must be completed with strict attention.

REPORT 2

To: Program Director

From: Program Coordinator

Date: 07 February 2023

Subject: Investigation Findings Regarding Complaints about Faculty Teaching and Campus Facilities

Introduction

As the Program Coordinator at [Institute Name], I have conducted thorough investigations into the complaints we received over the past week concerning faculty teaching quality and campus facilities. I am writing to provide you with a summary of my findings and recommendations for addressing the issues at hand.

Findings

A. Faculty Teaching Quality :

Several students expressed concerns about the teaching quality of Mr. Naeem, who is currently responsible for teaching the Strategic Management Course. After reviewing the situation, including feedback from students, direct classroom observations, and a review of teaching materials, I have identified several areas of concern:

1. **Lack of Clarity:** Students reported that Mr. Naeem often explains concepts unclearly, leading to confusion among the students. This has resulted in a lack of engagement and effectiveness in the learning process.
2. **Inadequate Interaction:** There seems to be limited interaction between Mr. Naeem and the students, hindering the students' ability to seek clarification or engage in meaningful discussions related to the course content.
3. **Outdated Materials:** Some teaching materials used by Mr. Naeem appear to be outdated and not aligned with the current industry trends, which might impact the relevancy of the course content.

Recommendations:

To address these concerns, I recommend the following steps:

- i) Arrange a meeting with Mr. Naeem to discuss the feedback and observations. Provide guidance on enhancing teaching methods and promoting interactive learning.
- ii) Encourage Mr. Naeem to update course materials and incorporate real-world examples to enhance the relevance and practicality of the content.
- iii) Organize workshops or training sessions on effective teaching methods to support professional development among the faculty members.

Campus facilities Complaints

Additionally, there were complaints regarding the state of certain campus facilities, particularly the cafeteria and the rest rooms. After inspecting the area and gathering feedback from students, I have identified the following concerns:

1. **Maintenance Issues:** The restrooms exhibit signs of wear and tear, including broken fixtures and malfunctioning fittings, and inadequate lighting.
2. **Hygiene and Cleanliness:** Several students have raised concerns about the cleanliness of the cafeteria and restrooms, which could potentially pose health and hygiene risks.

Recommendations:

To address these concerns, I suggest the following actions:

- i. Initiate a maintenance and repair plan to address the ensuring that all fittings are functional and in good condition.
- ii. Implement a regular cleaning schedule for the cafeteria and Restrooms and its surrounding areas to maintain a hygienic and pleasant environment for students and staff.
- iii. In conclusion, based on my investigation, I recommend implementing the above-mentioned actions to improve faculty teaching quality and enhance campus facilities. These steps will not only address the immediate concerns but also contribute to the overall improvement of the learning experience for our students.

Thank you for your attention to these matters. I am available for any further discussions or actions deemed necessary to address these issues promptly.

Sincerely,

Program Coordinator

REPORT : 3 INTERNAL REPORT

Our ref:

To: Ahsan Wani, the Chief Executive
Core Super Markets,

From: Mahir Sani
Business Development Consultant

Date: 07 February 2023

Subject: Assessment of challenges and strategies for Core Supermarkets Amidst COVID-19 Crisis

Dear Mr. Wani:

I hope this report finds you well. I would like to express my gratitude for entrusting me with the responsibility of providing insights and recommendations to navigate the challenges that Core Supermarket is currently facing due to the ongoing COVID-19 pandemic. After a thorough analysis of the situation, I have outlined the major challenges and proposed strategies to help Core Supermarkets overcome these obstacles and restore its prime position in the market.

Challenges Faced by Core Supermarkets

1. **Health and Safety Concerns:** The health and safety of both customers and staff have become paramount. The outbreak of COVID-19 led to staff members testing positive, necessitating temporary closures of branches. Strict SOPs have been imposed, requiring regular sanitization, social distancing, and mask-wearing, all of which impact operational efficiency.
2. **Fluctuating Consumer Behavior:** The pandemic has significantly altered consumer behavior. There is a heightened preference for online shopping, home delivery, and contactless transactions. Core Supermarkets must adapt swiftly to cater to these changing preferences while maintaining a seamless customer experience.
3. **Financial Strain:** Temporary closures, heavy fines, and limited operating hours have led to financial strain. Reduced footfall and operational restrictions have impacted revenues. The risk of closing five branches and laying off employees further compounds the financial challenges.
4. **Supply Chain Disruptions:** The pandemic has disrupted supply chains, leading to shortages and delays in the availability of products. Maintaining adequate inventory levels and ensuring a consistent supply of essential goods has become challenging.

Strategies to Overcome Challenges

- A. **Stringent Health and Safety Measures:** Prioritize the safety of both staff and customers by strictly adhering to SOPs. Invest in regular testing for staff members, implement advanced sanitation procedures, and provide protective gear to build confidence among customers and employees.
- B. **Digital Transformation:** Embrace digital channels by enhancing the existing online platform for ordering and home delivery. Develop a user-friendly mobile app, improve website functionality, and invest in marketing campaigns to promote these services.
- C. **Diversification of Revenue Streams:** Explore new revenue streams such as meal kit services, partnerships with local producers, and subscription-based models. These initiatives can bolster income while catering to evolving consumer preferences.
- D. **Financial Planning and Recovery:** Implement cost-saving measures, optimize inventory management, and negotiate favorable terms with suppliers. Develop a recovery plan that includes short-term cash flow projections, debt management strategies, and potential fundraising avenues.

- E. **Employee Retention and Welfare:** Instead of laying off employees, consider implementing temporary pay cuts, flexible work arrangements, and employee training programs to enhance their skills and capabilities during downtime.
- F. **Community Engagement:** Strengthen ties with the community by engaging in corporate social responsibility initiatives. Sponsor local events, offer discounts to healthcare workers, and communicate your commitment to supporting the community during these challenging times.
- G. **Operational Efficiency:** Streamline operations by re-evaluating store layouts, optimizing staff deployment, and using data analytics to forecast demand accurately. Implement energy-saving measures to reduce operational costs.

I am confident that by implementing these strategies, Core Supermarkets can navigate the current crisis and emerge stronger than before. It's crucial to remain agile, responsive to changes, and maintain an unwavering commitment to customer satisfaction.

VOCABULARY AND PHRASES

1. Identify the correct meaning of the word in Bold:

Criterion

- a) Change
- b) Fancy
- c) Abnormal
- d) Standard

2. Identify the correct meaning of the word in Bold:

Disgusting

- a) Friendly
- b) Clean
- c) Filthy
- d) Moral

3. Identify the correct meaning of the word in Bold:

Deliberate

- a) Indefinite
- b) Thoughtful
- c) Chance
- d) Ignorant

4. Identify the correct meaning of the word in Bold:

Corridor

- a) Passageway
- b) Right path.
- c) Big door
- d) Side road

5. Identify the correct meaning of the word in Bold:

contemporary

- a) Traditional
- b) Old
- c) Modern
- d) Cultural

6. Identify the correct meaning of the word in Bold:

detest

- a) Bad taste
- b) Retake
- c) Hate
- d) Love

7. Identify the correct meaning of the word in Bold:

desert

- a) Sweet food
- b) Abandon.
- c) Abscond
- d) Stay

8. Identify the correct meaning of the word in Bold:

dwelling

- a) Lodging
- b) Leaving
- c) Drilling
- d) Bad feeling

9. Identify the correct meaning of the word in Bold:

eternal

- a) Temporary
- b) Transient
- c) Perpetual
- d) Internal

10. Identify the correct meaning of the word in Bold:

elude

- a) Exclusive.
- b) Fleeting
- c) Disappear
- d) To include

11. Identify the correct meaning of the word in Bold:

foe

- a) Friend
- b) Enemy
- c) Famous
- d) small

12. Identify the correct meaning of the word in Bold:

feeble

- a) Effective
- b) Convincing
- c) Delicate
- d) Small

13. Identify the correct meaning of the word in Bold:

impediment

- a) Very important
- b) Implemented
- c) Making a point
- d) Barrier

14. Identify the correct meaning of the word in Bold:

intuition

- a) Gut feeling
- b) Sixth sense
- c) Instinct
- d) All of the above

15. Identify the correct meaning of the word in Bold:

plausible

- a) Unreliable.
- b) Credible.
- c) Readable.
- d) Unlikely.

Match the key terms with their suitable meanings

16. The camping site was **incredible**. All of us should go there together.

- a) Unreliable.
- b) Amazing
- c) Dangerous
- d) Risky

17. The speaker of the presentation is telling an **interesting/fascinating** thing to know.

- a) Repellent
- b) Absorbing
- c) Factual
- d) Important

18. The bad news he received totally **baffled** him.
- a) Enlightened
 - b) Surprised
 - c) Confused
 - d) Excited
19. Choose the correct option:
She is able/capable to do this.
20. Choose the correct option:
I knew he was able/capable of something like this.
21. Choose the correct option:
Sometimes I make a mistake and do **wrong/incorrect** thing.
22. Choose the correct option:
The information he gave us was **wrong/incorrect**.
23. Choose the correct option:
We'll be on the road for the **entire /a total** of five days.
24. Choose the correct option:
You thought about it for the **entire/total** night.
25. Choose the correct option:
I didn't need you to **save/rescue** me.
26. Choose the correct option:
I would give my life to **rescue/save** you from trouble.
27. Choose the correct option:
We all dream of becoming **wealthy/rich**.
28. Choose the correct option:
I and my brother looked **alike/same** to be twins.
29. Choose the correct option:
She does the **alike/same** thing.

30. The fun-loving students suffered the unpleasant _____ of spending too much time partying.
- a) Criterion
 - b) Citing.
 - c) Consequence
 - d) Value.
31. After his illness he is just _____ to bed because his legs are paralyzed.
- a) Prescribed
 - b) Tagged
 - c) Tied
 - d) Confined
32. We decided to settle abroad and we have never _____ our decision.
- a) Regretted.
 - b) Apologized.
 - c) Reclaimed.
 - d) Sorry
33. **Education** _____ acquiring knowledge to have a greater understanding of the various disciplines that will be used in our everyday lives
- a) Means
 - b) Includes.
 - c) Entails.
 - d) Requires
34. Our ideas on life _____ as a result of learning
- a) Alter
 - b) Understood
 - c) Mature
 - d) Cleared
35. Equality is a right that everyone _____
- a) Possess
 - b) Value
 - c) Deserves.
 - d) Guarantees.
36. Education teaches us how to face many challenges and _____
- a) Occupy
 - b) Conquer
 - c) Dominate
 - d) Seize

37. She tried to be _____ but she was clearly proud of the straight A's on her report card.

- a) Humble.
- b) Brazen
- c) Polite
- d) Caring

38. The-_____ of the country is warm, humid, and very trying for the Europeans.

- a) Weather
- b) Environment
- c) Climate.
- d) Surroundings

39. Take a few minutes and _____ the question before you jump to a conclusion.

- a) Clear
- b) Ponder
- c) Mediate
- d) Weigh

40. Choose the correct meaning for each of the expression from the unit:

i) That's the shame.

- a) It doesn't matter.
- b) It's a pity it's like that.
- c) Its wrong.

ii) It should be worth your while.

- a) It should be of value to you if you take the time to do that.
- b) Its important to do that.
- c) You need to do that.

iii) You would be better off.

- a) You ll learn from the experience.
- b) It would be preferable for you to.
- c) You ll get rich from the experience.

iv) Have a seat.

- a) Sit down.
- b) Take my seat.
- c) Find a chair.

41. Look at these words and phrases from the unit. Find a phrase from the box which means the same thing.

- a) To aim at
- b) Target population.
- c) Available.
- d) Pressed for time.
- e) Down to earth.
- f) Advertisement.
- g) Advertising.
- h) Amenities.
 - i) Publicity found on TV, Radio or on print.
 - ii) To direct at.
 - iii) In a hurry.
 - iv) Basic
 - v) Can be had.
 - vi) Comforts offered.
 - vii) Business of advertising.
 - viii) Intended audience.

42. select the correct antonym

- a) ancient
- b) disperse
- c) conceal
- d) native
 - i) foreigner
 - ii) gather
 - iii) reveal
 - iv) modern

43. select the correct antonym

- a) generous
- b) Tranquil
- c) Admonition
- d) Stubborn
 - i) Agitated
 - ii) Flexible
 - iii) Mean
 - iv) Approval

44. select the correct antonym

- a) Accolade
- b) Narration
- c) Amnesty
- d) Alleviate
 - i) Punishment
 - ii) Dishonor
 - iii) Concealment
 - iv) Aggravate

45. select the correct antonym

- a) Amicable
- b) Compendium
- c) Demurrage
- d) Eloquent
 - i) Mumble
 - ii) Disagreeable
 - iii) Apology
 - iv) Punctuality

46. Two local youths are understood to have been apprehended by police.

Pick the correct antonym for the underlined word:

- i) Followed
- ii) Free
- iii) Caught
- iv) Searched

47. Their eyes fixed, their mouths agape, their hands clasped, they listened with increasing avidity to the Gascon adventurer.

Pick the correct antonym for the underlined word:

- i) Indifference
- ii) Eagerness
- iii) Interest
- iv) Excitement

48. Warm air is more buoyant than cool air.

Pick the correct antonym for the underlined word:

- i) Fresh
- ii) Acceptable
- iii) Gloomy
- iv) Friendly

49. I am most anxious to deal with this fully and with the utmost candour.

Pick the correct antonym for the underlined word:

- i) Honesty
- ii) Dishonesty.
- iii) Bluntness
- iv) Frankness

50. He feels that wealthy people view/regard him with contempt because he is poor.

Pick the correct antonym for the underlined word:

- i) Despite
- ii) Dislike
- iii) Respect
- iv) Sympathy

51. You can substitute generics for brand-name drugs on this health plan.

Pick the correct antonym for the underlined word:

- i) Common
- ii) Collective
- iii) All inclusive
- iv) Specific

52. These sanctions are a hindrance to the country's economic growth.

Pick the correct antonym for the underlined word:

- i) impediment
- ii) advantage
- iii) obstruction
- iv) limitation

53. They have developed immunity to the virus.

Pick the correct antonym for the underlined word:

- i) exception
- ii) vulnerability.
- iii) release
- iv) release

54. Though Switzerland is known for its chocolates, chocolate, which comes from the cocoa plant, is **indigenous** to South America.

Pick the correct antonym for the underlined word:

- i) expatriate
- ii) local
- iii) initial
- iv) ancient

55. It tasted incredibly **insipid**.

Pick the correct antonym for the underlined word:

- i) bland
- ii) unpalatable.
- iii) tasty
- iv) watery

56. The editorial was a blatant attempt to **manipulate** public opinion.

Pick the correct antonym for the underlined word:

- i) influence
- ii) ignore
- iii) orchestrate
- iv) engineer

57. The editorial was a **blatant** attempt to manipulate public opinion.

Pick the correct antonym for the underlined word:

- i) obvious
- ii) open
- iii) shameless
- iv) subtle

58. Match the meaning for the following prefix:

- a) circum
- b) post
- c) co
- d) im
- i) not
- ii) with
- iii) after
- iv) round

59. Prefixes consist of one or more letters placed at the:

- a) end
- b) mid
- c) beginning
- d) anywhere

60. Suffixes consist of one or more letters placed at the:

- a) end
- b) mid
- c) beginning
- d) anywhere

61. Match the meanings of the following suffixes:

- a) ify
- b) ize
- c) ant
- d) ment
 - i) state of being
 - ii) one who
 - iii) make
 - iv) become

62. Identify the adverb:

- a) add
- b) addition
- c) additional
- d) additionally

63. Identify noun from the following:

- a) agree
- b) agreeable
- c) agreement
- d) agreeably

64. Identify adjective from the following:

- a) amazing r
- b) amaze
- c) amazement
- d) amazingly

65. Identify verb from the following:

- a) amazement
- b) amazing
- c) amazingly
- d) amaze

66. Identify verb from the following:

- a) appear
- b) apparently
- c) appearance
- d) apparent

67. Identify adjective from the following:

- a) brighten
- b) brightness
- c) brightly
- d) bright

68. Identify adverb from the following:

- a) choose
- b) choice
- c) choosy
- d) choosily

69. Identify noun from the following:

- a) confidence
- b) confide
- c) confident
- d) confidently

70. Identify noun from the following:

- a) endanger
- b) danger
- c) dangerous
- d) dangerously

71. Identify adverb from the following:

- a) enthuse
- b) enthusiasm
- c) enthusiastically
- d) enthusiastic

72. I always go to the park on the weekends.
- a) Noun
 - b) Verb
 - c) Adjective
 - d) Adverb
73. On cold winter days, I love to have a cup of hot chocolate.
- a) Adverb
 - b) Adjective
 - c) Verb
 - d) Noun
74. How many hot dogs did your friend eat yesterday?
- a) Noun
 - b) Verb
 - c) Adjective
 - d) Adverb
75. Roger Bannister finished the mile race very quickly in 1954.
- a) Noun
 - b) Verb
 - c) Adjective
 - d) Adverb
76. Her father flies to many countries in the world because he is a pilot.
- a) Noun
 - b) Verb
 - c) Adjective
 - d) Adverb
77. My sister is very smart. She got an A+ on all of her tests!
- a) Noun
 - b) Verb
 - c) Adjective
 - d) Adverb
78. July is my favorite month of the year.
- a) Noun
 - b) Verb
 - c) Adjective
 - d) Adverb

79. Stewart can speak Arabic very **well** because he lived in Egypt for a year.

- a) Noun
- b) Verb
- c) Adjective
- d) Adverb

80. Dinosaurs were very large, and they lived millions of **years** ago

- a) Noun
- b) Verb
- c) Adjective
- d) Adverb

81. I **usually** study in the library for an hour after class.

- a) Noun
- b) Verb
- c) Adjective
- d) Adverb

82. What language do most people **speak** in Brazil?

- a) Noun
- b) Verb
- c) Adjective
- d) Adverb

83. My grandmother remembers the (rain, rein, reign) of Queen Victoria.

84. We would like to purchase (to, too, two) popsicles.

85. I heard that that book was (banned, band) from our school district.

86. Please try to stay on the (road, rode).

87. She is wearing a very distinctive (sent, scent, cent).

88. I would rather have an apple than a (pear, pair, pare).

89. I am very advanced in math, so I often get (bored, board) in class.

90. That smaller boat (toes, tows) the bigger one into harbor.

91. We went around to the old house by the (creek/creak).
92. When I step on the third step, I hear a (creek/creak).
93. I think there is a (flea/flee) on my dog.
94. When I heard the gunshots, I decided to (flea/flee).
95. Everyone likes to receive (complements /compliments) about their appearance
96. I think that dress really (complements I compliments) your hair.
97. The detective apprehended 3 criminals and saw another one running but didn't chase him, because she knew:
- a) a bird in one hand is better than two in the bush.
 - b) every cloud has a silver lining
 - c) the Black sheep
 - d) I have bigger fish to fry
98. When grandmother saw her grandson collecting coins like her son used to do, she knew he was a:
- a) Black sheep
 - b) Chip off the old block.
 - c) down for the count
 - d) Skating on thin ice
99. Walter failed his examination but his dad came and said just one thing, "Son,
- a) Spill the beans
 - b) Start from the scratch
 - c) Don't cry over spilt milk."
 - d) Sweep the board.
100. See, yesterday you were so morose as your phone was stolen but look at you today, you got a promotion. Is it rightly said that:
- a) every cloud has a silver lining.
 - b) Take the bull by the horn.
 - c) The writing is on the wall.
 - d) Turn the tables
101. To tell you _____, I did everything that I was meant to do, but I still feel unfulfilled.
- a) fair and square
 - b) ups and downs.
 - c) Upper crust.
 - d) Real brick.

102. I have set my mind to go through the spreadsheets by Monday and I am working for it:
- a) Out of question
 - b) Hook, line and sinker.
 - c) Off the cuff.
 - d) Nick of time
103. Khalid made the cricket team _____, you see the trail gates were about to get closed.
- a) easier said than done
 - b) left high and dry.
 - c) By the skin of his teeth
 - d) High spirits.
104. Listen, losing weight is _____, many people lack commitment.
- a) Hobnobbing
 - b) Good health.
 - c) Fall through
 - d) easier said than done
105. He was willing to _____ to help his best friend, Zia.
- a) Down to the wire
 - b) go the extra mile
 - c) Come around
 - d) At the eleventh hour
106. Our mailman has _____, every day he drops Mr. Smith's mail on our door.
- a) lost his marbles
 - b) come to pass
 - c) dyed in the wool.
 - d) Eye wash
107. Please don't bother me today with any calls, I:
- a) have bigger fish to fry.
 - b) have an axe to grind
 - c) have one's heart in one's boots.
 - d) Have one's heart in one's mouth.
108. Ahmed has been away from work saying he was sick, now his boss said that he is _____.
- a) On a wing and a prayer
 - b) On the air
 - c) on very thin ice.
 - d) On the fiddle.

109. Everyone took hours to write the code but Adam did it _____.
a) like a cakewalk.
b) Line in the and
c) Lock stock and barrel
d) Mad as hatter
110. Ah! So what we didn't complete the puzzle today, let's _____ and come back again tomorrow.
a) Call to mind
b) Call spade a spade
c) Call it a day
d) Calm before the storm
111. When I asked my secretary about the missing file and documents, she was _____.
a) Beat on hollow
b) Beating a hasty treat.
c) Beating around the bush
d) Behind the scenes
112. My mother does not like me to go out with him because he is as sly as a
a) wolf
a) Wizard
b) Fox
c) Lily
113. The child was as hungry as a _____. He ate up a bowl of rice in minutes.
b) Dog
c) Wolf
d) Fox
e) Pig
114. This bus is as slow as a _____. We may not be able to reach there on time.
a) Bear
b) Clock
c) Tortoise.
d) Snake.
115. She likes spoiling people's fun. She is really a _____.
a) Couch potato
b) Wet blanket
c) Hard nut
d) Hard bargain

116. She exercises regularly and keep herself as fit as a _____.
a) Flower.
b) Fish
c) Fiddle
d) Falcon
117. I find him extremely annoying; he is getting under my _____.
a) Brain
b) Arms
c) Back
d) Skin
118. Her heart _____ when she learnt that she had not been given the job.
a) Jerked
b) Sank
c) Jumped
d) Shattered.
119. The boxer was fighting like a _____ and overpowered his opponent.
a) Gorilla.
b) Snake
c) Tiger
d) Wolf.
120. His punches were as _____ lightening and caught his opponent by surprise.
a) Sharp
b) Dazzling
c) Brilliant
d) Quick
121. This is a _____ scheme. No way am I going to be part of it.
a) Lily livered.
b) Blood red
c) Hare brained.
d) Green horn.

ANSWERS TO SELF TEST QUESTIONS

1	d	2	c	3	b	4	a
5	c	6	c	7	b	8	a
9	c	10	b	11	b	12	c
13	d	14	d	15	b	16	b
17	b	18	c	19	able	20	capable
21	wrong	22	incorrect	23	a total	24	entire
25	rescue	26	save	27	rich	28	alike
29	same	30	c	31	d	32	a
33	c	34	a	35	c	36	b
37	a	38	c	39	b	40	i-b ii-a iii-b v-a
41	a-ii b-viii c-v d-iii e-iv f-i g-vii h-vi	42	a-iv b-ii c-iii d-i	43	a-iii b-i c-iv d-ii	44	a-ii b-iii c-i d-iv
45	a-ii b-iii c-iv d-i	46	ii	47	i	48	iii
49	ii	50	iii	51	iv	52	ii
53	ii	54	i	55	iii	56	ii
57	iv	58	a-iv b-iii c-ii d-i	59	c	60	a
61	a-iv b-iii c-ii d-i	62	d	63	c	64	a
65	d	66	a	67	d	68	d
69	a	70	b	71	c	72	a
73	b	74	b	75	d	76	a
77	c	78	c	79	d	80	a
81	d	82	b	83	reign	84	two
85	banned	86	road	87	scent	88	pear
89	bored	90	tows	91	creek	92	creak
93	flea	94	flee	95	compliments	96	complements
97	a	98	b	99	c	100	a
101	a	102	v	103	c	104	d
105	b	106	a	107	a	108	c
109	a	110	c	111	c	112	c
113	b	114	c	115	b	116	c
117	d	118	b	119	c	120	d
121	c						

ARGUMENTATIVE WRITING

1. Which of the following may fall under the definition of an argument?
 - a) persuading customers,
 - b) negotiating with suppliers
 - c) reasoning for a promotion
 - d) all of the above
2. In an argument the objective is to persuade audience by way of:
 - a) analyzing an issue,
 - b) expressing or defending a viewpoint,
 - c) convincing them to change or adopt a course of action.
 - d) All of the above.
3. If the audience is defensive, writer might just want to share the viewpoint with concrete facts and evidences with choice of decision, rather than convince them for an action. True/false
4. A scientific research study can claim certain hypothesis to be true based on hearsay reports. True/false.
5. Which of the following is not true:
 - a) A claim is the position towards the uncontested issue.
 - b) A claim in an argumentative writing may also be referred to as an argumentative statement.
 - c) A writer might want to consider taking a position based on his/her knowledge, experience, values and beliefs or assumptions.
 - d) A well-written claim would need to be backed by evidences to establish credibility and common ground.
6. In constructing arguments, facts, opinions or assumptions may be used. Which of the following can be classified as an opinion:
 - a) 1 liter of water weighs 1 kilogram.
 - b) It is better to live in UK than in USA.
 - c) Atom consists of sub-particles
 - d) COVID-19 is a viral communicable disease.
7. Which is/are the correct description of opinion.
 - a) something that is known with certainty.
 - b) a personal belief
 - c) judgment based on specific knowledge.
 - d) belief without any proof or supported claim.

8. Which of the following is the opinion:
- a) The annual report confirms
 - b) Scientists have recently *discovered*
 - c) The report argues that
 - d) According to the results of the tests
9. What is a fact?
- a) A provable statement that can be shown to be true without any doubt.
 - b) A statement that can't be completely proven but is supported by good reasons.
 - c) A statement that expresses a personal belief, idea or feeling
 - d) None of these
10. What is an opinion?
- a) Is this statement provable either true or false?
 - b) Does this statement express an author's personal belief, idea, or feeling about a topic?
 - c) Both of these
 - d) Neither of these
11. Which question can help you determine whether a statement is a fact or an opinion?
- a) Is this statement provable either true or false?
 - b) Does this statement express an author's personal belief, idea, or feeling about a topic?
 - c) Both of these
 - d) Neither of these
12. We develop arguments when such thinking is
- a) Reasonable,
 - b) involve evidences that appeals to the audience.
 - c) Persuasion is required.
 - d) All of the above.
13. In an argument persuasion cannot be achieved by way of:
- a) analyzing an issue,
 - b) establishing a belief,
 - c) presenting the point of view in a combative manner
 - d) expressing or defending a viewpoint

14. A claim is the position towards the contested issue. Which of the following is not true:
- a) A claim in an argumentative writing and may also be referred to as an argumentative statement.
 - b) A writer might want to consider taking a position based on his/her knowledge, experience, values and beliefs or assumptions.
 - c) A well-written claim would need to be backed by evidences to establish credibility and common ground.
 - d) All are true.
15. A opinion/fact is something that is known with certainty or is considered personal belief /universally true.
16. Which one of the following can be regarded as an opinion:
- a) A study confirms that.
 - b) According to
 - c) It is claimed that
 - d) A universal fact
17. In argumentative writing, where evidence or support are provided that strengthen the claim, the author frequently presents potential assertions against the very claim, which are referred for as:
- a) Conflicting arguments
 - b) Counter arguments
 - c) Supporting arguments
 - d) Subject statement
18. A Paragraph is a group of sentences that talk about _____.
- a) one topic
 - b) two topics
 - c) multiple topic
 - d) Both a and c
19. What is the first sentence of a paragraph called _____?
- a) Topic sentence
 - b) exclusive sentence
 - c) topic sentence
 - d) first sentence
20. We should avoid _____ when we write a paragraph.
- a) Slamming the ideas
 - b) Not having a sequence
 - c) a and b

21. The sentence that further explain the topic are called ____.
- a) Topic sentence
 - b) Supporting sentence
 - c) Concluding sentence
 - d) None of the above.
22. Claim statements are often placed at the _____ of introductory paragraphs
- a) Start
 - b) Middle
 - c) End
 - d) Any where
23. A powerful introductory sentence is also referred to as the hook which may include:
- a) A question
 - b) A quote
 - c) An interesting fact
 - d) All of the above.
24. Construct the claim statement for “every teenager in the school must have cellular phone today”.
- a) Every other teenager in school has a cell phone.
 - b) They will be safer with a cell phone because they can call 911.
 - c) A cell phone with Internet access will help them do homework.
25. Construct the claim statement for “Domestic spending program is important for the economy”
- a) The economy will be improved by the influx of money into the market.
 - b) Jobs will be created by the new program.
 - c) The program will improve infrastructure.
26. Democracy is considered to be better than other forms of government. Which of the following statements support this claim?
- a) It is a more accountable form of government
 - b) It improves the quality of decision-making
 - c) It ensures rapid economic development of citizens
 - d) It enhances the dignity of citizens
27. When someone presents an alternative argument to your claim that is:
- a) Counter claim.
 - b) Rebuttal
 - c) Making their own claim.
 - d) All of the above

28. Construct the claim statement for the following topics:

- a) Schools must have uniforms
- b) Yoga is good for health
- c) Social media should be restricted for children
- d) Walking is good for health.
- e) It is equally important what you eat to control weight.
- f) It is much more comfortable to dine out

Essay writing exercise 1 (Argumentative/Affinity)

Topic: Some people like to eat in restaurants and at food stands, others like to eat at home. Which do you prefer? Give reasons and examples to support your choice.

Identify the different parts of the essay:

- a) Background information.
- b) Thesis statement.
- c) Topic sentence.
- d) Support sentence
- e) Restatement in conclusion.

Essay writing exercise 2 (Argumentative/Affinity)

Topic: Use of mobile phone should be restricted. Which do you prefer? Give reasons and examples to support your choice.

Identify the different parts of the essay:

- a) Background information.
- b) Thesis statement.
- c) Topic sentence.
- d) Support sentence
- e) Restatement in conclusion.

Essay writing exercise 3 (Argumentative/Affinity)

Topic: Do you agree or disagree with the following statement? The best way to travel is in a group led by a tour guide. Use specific reasons and examples to support your answer.

Identify the different parts of the essay:

- a) Background information.
- b) Thesis statement.
- c) Topic sentence.
- d) Support sentence
- e) Restatement in conclusion.

Essay writing exercise 4 (Argumentative/Affinity)

Identify the different parts of the essay:

- a) Background information.
- b) Thesis statement.
- c) Topic sentence.
- d) Support sentence
- e) Restatement in conclusion.

Essay writing exercise 5

Topic: Academic stress for getting good grades

Essay Writing Exercise 6

Put these sentences in the correct order for the introduction to an essay with this title: Compare two methods of teaching prepositions and explain which one is more successful

- 1) Such language differences make teaching of this area very difficult.
- 2) Another method takes a cognitive linguistics approach, in which prepositions are studied in relation to spatial relationships.
- 3) Using prepositions correctly in English is very difficult if English is not a person's first language.
- 4) The essay which follows gives a brief history of prepositional theory and compares the traditional and cognitive linguistics approaches, arguing that a cognitive linguistics approach helps students to understand the concepts underlying prepositions and so is more effective in helping students to use prepositions correctly.
- 5) Prepositions are small connecting words that do not necessarily exist in other languages, or may not have exactly the same meanings.
- 6) One popular teaching method relies on students learning combinations of nouns and prepositions.

Essay Writing Exercise 7

Put these sentences in the correct order for the conclusion to an essay with this title: Compare two methods of teaching prepositions and explain which one is more successful

- 1) Spatial relationships, however, may differ from one language to another, and so this method is not completely effective.
- 2) By studying spatial relationships, students appear to remember prepositions more accurately than they do using the traditional memorization method.
- 3) Nevertheless, the cognitive linguistic approach appears to be useful for many students and it is recommended that researchers study this approach further to see whether it is applicable for students with different language backgrounds and at different levels of language study.
- 4) This essay has argued that a cognitive linguistics perspective is more effective than simple memorization in helping students to remember noun and preposition combinations.

Write an essay Cause and Effect of 150 words on the given topics.

- 1) Obesity in School-Aged Children as a Social Burden
- 2) The Future of the Meat Industry
- 3) The Role of Leaders' Values in Organizational Culture
- 4) Animal Experimentation: Arguments For and Against
- 5) Social Media and Social Networking in Modern Life
- 6) The Effects of Globalization on the Environment
- 7) Training and Development for Employees

TOPICS FOR ARGUMENTATIVE ESSAYS

- 1) Animals shouldn't be kept in Zoo. Do you agree?
- 2) Is money the root of all evil?
- 3) Inner beauty is more important than external beauty.
- 4) Technology has eased our life or made it more complex?
- 5) Is war ever justified.
- 6) The computer is more of a menace than a blessing. What do you think.
- 7) Television has a great influence on life today. What are your views.
- 8) Should all school subjects and activities be compulsory or should you have a choice?
- 9) Are rich always happier than the poor?
- 10) Success of a person should be measured in terms of money he earned or what was achieved?
- 11) Where should a developing country invest in: weapon or pen?

ANSWERS TO SELF TEST QUESTIONS

1	d	11	c	21	b
2	d	12	d	22	c
3	true	13	c	23	d
4	false	14	d	24	c
5	a	15	c	25	a
6	b	16	b	26	a
7	b, c	17	a	27	a
8	c	18	a		
9	a	19	a		
10	b	20	c		

28-

- a) School uniforms help promote an inclusive educational environment for all students, regardless of socioeconomic status
- b) Yoga provides both physical and mental health benefits.
- c) Children under the age of 12 should not be allowed to have social media profiles.
- d) People who get at least 10,000 steps per day are healthier than those who don't.
- e) Eating too many carbohydrates is the primary reason some people are overweight.
- f) Dining in restaurants is actually more economical for individuals or couples than cooking at home

Essay writing exercise 1 (Argumentative/Affinity)

Topic: Some people like to eat in restaurants and at food stands, others like to eat at home. Which do you prefer? Give reasons and examples to support your choice.

Eating out can be a very pleasurable experience. Having dinner with a friend, eating a romantic meal while on a date, or celebrating some special event with a party at a restaurant are all things we enjoy doing. Even so, there are few people who eat out all the time, and eating at home has many points in its favor.

Firstly, eating at home is much less expensive than eating in a restaurant. Secondly, eating at home is much better for our health and general well-being than dining outside. At home, we can also cook just enough food to satisfy us. In a restaurant, we are often given too much or too little food on our plate. Finally, eating at home is much more comfortable than having dinner or lunch in a public place. In conclusion, it is my opinion that for reasons of comfort, cost, and health, eating at home is preferable to eating in a restaurant or at a food stand.

Essay writing exercise 2 (Argumentative/Affinity)

Topic: Use of mobile phone should be restricted. Which do you prefer? Give reasons and examples to support your choice.

Last month, my father was rushed to the hospital with a heart attack at 9am. They took him to Memorial Hospital, where he had several more heart attacks. My mom tried to call the school all morning to get in touch with me, but the phones were busy every time she tried. Schools should rethink the ban on cell phones since this is the major way that parents communicate with their children.

Because ... Safety is the major concern of parents who want their children to be able to contact them quickly and easily should they find themselves in a perilous situation. There are many situations, particularly, where children might be

potentially in danger and could use the phone to get help. For example, Jason Lee says that “If we had an earthquake or a lockdown, it would be important to contact someone beyond the school without having to go to the office.

Kids will still bring their phones regardless of the ban. I believe cell phones are necessary for students and I think administrators should allow them under certain rules. Since parents are so concerned about our safety, and almost everyone has a cell phone these days, I can’t imagine how I would feel if he had died and I wasn’t at the hospital with my family.

I know that there are good reasons for the cell phone ban, such as students using them to cheat on tests. Another reason is that they can be used to organize illegal activities such as fights, or truancy. But, cheating, fighting and truancy have been going on for much longer than students have had cell phones. Kids will always find a way to communicate about these things.

I understand, as do my friends, that this is a privilege that can be taken away and we won’t abuse it. But the school system must trust us—otherwise how can we keep ourselves safe?

Essay writing exercise 3 (Argumentative/Affinity)

Topic: Do you agree or disagree with the following statement? The best way to travel is in a group led by a tour guide. Use specific reasons and examples to support your answer.

I disagree with the following statement that the best way to travel is in a group led by a tour guide because making a trip plan is very interesting.

Firstly, we can make a plan if we travel by ourselves. If we travel with tour guide, the plan has already decided so that we just follow the plan. Secondly, we can visit wherever we want. The tour with a tour guide, the place where we visit has already been decided so that we cannot go freely. In addition, we can change the plan whenever we want. If one of our friends feels bad, we can change the plan and take a rest.

Finally, we can practice foreign language. Almost all Japanese people learn English as first foreign language; however, the opportunity to use English is very limited. The tour guide speaks Japanese. However, if we travel by ourselves, It is very good opportunity to practice English with no tour guide. In conclusion, I disagree to travel with a tour guide. If we travel by ourselves, we can make plan, visit any places wherever we want, and train foreign language skill. Trip by ourselves is more enjoyable than the one with a tour guide. (208 words)

Essay writing exercise 4 (Argumentative: Affinity)

Life in dormitory on campus

Some students still live with their family, where their mothers take care of their everyday lives. Others may live at off-campus to enjoy new freedom. However, I believe that it is a good idea for all university students to live in a dormitory on campus in the first year.

In a dormitory, they can make new friends more easily, they can learn to become independent, and they can spend more time on study. At first, many freshmen may feel some difficulty to manage their time for studying. Living in a dormitory on campus would be more convenient for study. They do not need to waste time commuting. There is a library on campus. If there are some questions, they can easily ask teachers on campus, or other friends in the dormitory. In conclusion, it is my opinion that for reasons of making friends, learning independence, and spending more time on study, living in a dormitory on campus would be better for all university students in the first year. I believe that it would help freshmen to start new challenging university lives. (181 words)

Essay writing exercise 5

Topic: Academic stress for getting good grades

Our society labels students on the basis of their performance hence, each aspires to outdo the other. This **burning issue** has resulted in academic stress among students, which gives rise to physical and mental health issues and decreased academic performance.

The **bone of contention** of academic stress for getting good grades is the pressure from parents or family members. Another cause is the competition among peers to excel academically. Moreover, mismanagement of time also **adds fuel to fire** towards stress.

One of the most evident effects is the decline in mental health. Students may experience anxiety, depression, and other mental health issues. The stress can also impact their physical health. Another effect is the decline in academic performance. Students may also lose interest in learning and become disengaged from the educational process.

In a nutshell, it is essential to manage stress effectively to avoid the negative effects and maintain a healthy balance between academic achievement and well-being.

Essay Writing Exercise 6

Solution

- 3) Using prepositions correctly in English is very difficult if English is not a person's first language. Background statement that sets the context for the essay
- 5) Prepositions are small connecting words that do not necessarily exist in other languages, or may not have exactly the same meanings. Issue. An explanation of the problem
- 1) Such language differences make teaching of this area very difficult. Issue. Further explanation of the problem
- 6) One popular teaching method relies on students learning combinations of nouns and prepositions. Issue. One solution
- 2) Another method takes a cognitive linguistics approach, in which prepositions are studied in relation to spatial relationships. Issue. A second solution
- 4) The essay which follows gives a brief history of prepositional theory and compares the traditional and cognitive linguistics approaches, arguing that a cognitive linguistics approach helps students to understand the concepts underlying prepositions and so is more effective in helping students to use prepositions correctly. Thesis statement outlining what the essay will cover and what perspective the writer will take

Answers to Essay Writing Exercise 7

- 4) This essay has argued that a cognitive linguistics perspective is more effective than simple memorization in helping students to remember noun and preposition combinations. Link to previous paragraph
- 2) By studying spatial relationships, students appear to remember prepositions more accurately than they do using the traditional memorization method. Restatement of main points and reaffirmation of thesis
- 1) Spatial relationships, however, may differ from one language to another, and so this method is not completely effective. Restatement of main point and explanation that there may still be problems with it
- 3) Nevertheless, the cognitive linguistic approach appears to be useful for many students and it is recommended that researchers study this approach further to see whether it is applicable for students with different language backgrounds and at different levels of language study. Broad final statement relating to significance of argument

Reading Samples

Obesity in School-Aged Children as a Social Burden

Obesity rates in school-aged children continues growing and influencing their development. In addition to personal concerns and social judgments, overweight and obese children are at risk for long-term health consequences, including cardiovascular problems, metabolic changes, and additional comorbidities. Today, it is not enough to recognize and control this problem. It is high time for schools to think about the interventions they choose to protect children and remove as many obesity-related factors as possible. Healthy food like salads and fish should replace fast food, and fresh juices and water must be offered instead of soda or Coca-Cola. (96 words)

The Future of the Meat Industry

People continue developing various opinions about the future of the meat industry. The controversies are based on personal attitudes towards the topic and business knowledge.

Despite the possibility to provide people with enough working places, feeding opportunities, and economic stability, such concerns as animal rights, pollution issues, and alternative methods cannot be ignored. As a result, new alternatives emerge, proving the promotion of the plant-based food market that could reach about \$74.2 billion by 2027, questioning the progress of the meat industry in the United States.

However, the global demand for meat is growing because people cannot stop eating meat products. Regarding recent technological advancement and research, the debates about the use of beef are critical, with many for and against positions. Today, the meat industry's future is challenged by environmental damage, plant-based alternatives, and unstable price policing, but its nutritional worth attracts people and supports its expansion. (148 words)

The Role of Leaders' Values in Organizational Culture

In the contemporary corporate world, there exists a belief that leaders are motivated by their ambitions rather than beliefs. For this reason, international companies are starting to invest substantial funds in developing value-based leadership. Therefore, this response will discuss the role of leaders' values in the organizational culture.

Fundamental beliefs play a crucial part in constructing a positive corporate environment since they stimulate individuals' behavior. Values are a way through which leaders transfer purpose and influence the everyday choices of employees in an organization. By building strong professional relationships established on values and core beliefs, leaders can develop trust and responsiveness within a corporate culture. (105 words)

Animal Experimentation: Arguments For and Against

Science is very important in society because it is through it that different discoveries are made. Scientific methods for instance are used to discover a medicine to cure different diseases and come up with innovations that improve the lives of human beings. In the field of medicine, scientists highly use animal experimentation. This involves the use of non-human or animals to perform experiments.

This is a topic that has been controversial in my region. Some individuals support animal experimentation while others argue that it should not be practiced. Supporters of the practice argue that most medical achievements rely on the use of animals. Their argument therefore is based on the premise that the use of animals in medical experiments is beneficial. On the other hand, individuals from animal welfare and animal rights organizations argue that it is a cruel process. The controversy surrounding animal experimentation is a serious concern that should be addressed by considering views from both sides. (159 words)

Social Media and Social Networking in Modern Life

Social media and social networking are relatively new phenomena that already have a significant effect on society. As our current understanding of these phenomena is limited, studying them is critical to answering the questions their development raises. Indeed, social media exposes people to a previously impossible amount of social communication.

Considering how easily information posted on social media can be manipulated, understanding the effect such exposure can have on people, especially young people, is crucial. The impact of online interactions on young people, as you mention, is particularly important as they are so receptive to outside influence. Social media have demonstrated their power to both harm and mend one's mental health.

Understanding how harmful or helpful they can be can even have legal ramifications, as is the case with online harassment or cyberbullying. As social media are increasing in their influence on one's life, studying them should be a priority if we want to prevent the harm and maximize the benefits they can bring. (164 words)

The Effects of Globalization on the Environment

The far-reaching consequences of globalization can sometimes be very obscure. Just like preeminent technological developments, globalization contributes to civilization as a whole but also inconveniences others. In terms of global trade, helps in reducing the isolation of poor countries by increasing specialization, it expands access to information through trade, increases the pace of operations in the commercial, technological and financial sectors. According to Oyekola (2018), "With globalization, more jobs can be created". These can be termed the positive effects of globalization.

Be that as it may, "economic activities carried out by humans such as agriculture, construction, fossil fuel burning, solid waste generation, and mining are causing harm not only to human life but also to the environment", and can be termed as negative effects of globalization in different countries. The extraction of non-renewable and renewable natural resources leads to the degradation of the environment, destruction of habitats through deforestation and mining, increase in the gap between the rich and poor countries. (161 words)

Training and Development for Employees

The purpose of this proposal is to instruct the employees in order to increase their performance in the organization. There are several delivery methods for development programs, the most popular of which is instructor-led training. It is best for creating an overall understanding of the raised topic.

Technologies present the novel opportunity to use virtual instructor-led training programs, which can be accessed anywhere. The information can be delivered through real-time presentation videos and documents. Likewise, E-learning provides flexibility where the subjects can learn when it is comfortable for them. Similarly, mobile learning uses short-video tutorials that learners can obtain. Undoubtedly, the blended delivery method is the most beneficial because of mixing the advantages of all.

Finally, the workers are expected to take less time to accomplish specific tasks, thus increasing the efficacy of the working hours. Hence, the return on investment can be counted from the rise of the company's income due to improved performance. (155 words)

TOPICS FOR ARGUMENTATIVE ESSAYS

Essay : 1

Is war ever justified?

Title Is it right to start a war?

To those of you who are horrified at war, it is easy to say at once that war is never justified and disagree. This totally with the question. However, a little thought will lead us to conclude that there are at least a few instances that a country is justified in going to war.

First of all, we see that countries are often forced to go to war to defend themselves. A defensive war certainly seems justified. Though it is easy to argue that self-defense is a justification for war, it is difficult to define at which stage a country should begin to defend itself. During World War Two, Japan launched an attack on the United States at Pearl Harbor, catching the Americans off-guard. If the United States had known that Japan would attack her, would it be justifiable for the Americans to attack Japan first?

Yet another reason to consider would be in the event of a famine or other natural disaster. Assume a situation when a country faces severe famine or drought whereas a neighboring country has abundance. In such an instance the country faced with the disaster would be justified in attacking and seizing for itself some of the abundance of its neighbor.

Hence we see that even though most of us abhor war, there are situations when war is justified.

Essay: 2

Where should a developing country invest in: weapon or pen?

Pen represents education and literacy whereas, weapons represent war and violence. Indeed a developing country should invest in pen as it gives rise to economic and socio-political benefits.

Economy of developing country can **pull through** with the help of education as technological advancements play a significant role in economic growth. Knowledge of business activities provides **golden opportunities** to increase exports which aids in stable economy. Moreover, socio-political benefits are derived from education. Educated people get more employment opportunities which helps in reduction of crime. Better knowledge provides better selection of **movers and shakers** for the country.

However, it is argued that if the security of a country is not focused it may not be able to retain freedom and sovereignty. To clarify this point, education creates a workforce which can sensibly utilize weapons and provides security to the country.

Thus, it is proved that education is a **part and parcel** for the country's development and security as well. (word count 160)

Essay: 3

Title: Is Money the Root of Evil?

The statement "money is the root of all evil" has been a widely debated topic, prompting discussions on whether money is inherently responsible for negative actions and moral degradation. While it is tempting to lay blame on money for various societal issues, it is an oversimplification that fails to address the complex interplay of human nature, values, and socio-economic factors. Greed, avarice, and corruption are often cited as consequences of money's influence. However, these negative behaviors are rooted in human nature, pre-existing societal issues, and personal moral compasses.

The desire for power and wealth has existed throughout history, even in societies without a formal monetary system. Societal problems cannot be solely attributed to money. Poverty, inequality, and social injustices exist due to a myriad of factors, including systemic disparities, lack of access to education and opportunities, and governance issues. Money can exacerbate existing inequalities, but it is not the exclusive cause of these issues.

Money itself is neutral that holds no inherent value beyond what humans assign to it. Money serves as a means of exchange, enabling trade and economic activities that sustain society. It is the actions and intentions of individuals that determine whether money is used for constructive or destructive purposes. Money has undeniably contributed to progress, innovation, and positive societal change. Charitable donations, philanthropy, and funding for scientific research are made possible by money. It fuels economic growth, job creation, and infrastructure development, leading to improved living standards for many.

In conclusion, "money is the root of all evil" oversimplifies the intricate relationship between money and human behavior. Money is a tool that reflects the intentions and values of those who wield it. It can be used for both constructive and destructive purposes, depending on individual choices, ethics, and societal factors.

Essay: 4**Title: Technology: Easing Life or Complicating It?**

In the rapidly evolving modern society, technology has become an integral part of our lives. The impact of technology is a subject of ongoing debate, with some arguing that it has greatly eased our lives, while others contend that it has introduced new complexities and challenges. One cannot overlook the ways in which technology has eased our lives.

Communication has become instantaneous and global, bridging distances and connecting people like never before. Moreover, advancements in healthcare technology have led to improved diagnostics, treatments, and a better understanding of health issues.

Online shopping and digital payments have simplified the purchasing process. Productivity tools and software have streamlined work processes, enabling remote collaboration and increasing efficiency. In transportation, GPS navigation systems have made travel more accessible and stress-free.

However, with the rise of technology, new complexities have emerged. The digital age has brought about information overload, making it challenging to discern reliable sources from misinformation. The constant connectivity enabled by smartphones has blurred the line between work and personal life. Privacy concerns have escalated with the increased sharing of personal information online. Technology has also been criticized for a decline in face-to-face communication, and dependence on technology for daily tasks can lead to a loss of essential life skills. The convenience of technology comes at an environmental cost.

In the end, the impact of technology is a complex mix of benefits and challenges. While it has undeniably eased certain aspects of life, it has introduced new complexities that require careful navigation. By acknowledging the complexities while maximizing the benefits, we can work towards a future where technology truly enhances our lives without compromising our well-being, values, and social connections.

READING AND COMPREHENSION

► PASSAGE - 1

1. Philosophy of Education is a label applied to the study of the purpose, process, nature and ideals of education. It can be considered a branch of both philosophy and education. Education can be defined as the teaching and learning of specific skills, and the imparting of knowledge, judgment and wisdom, and is something broader than the societal institution of education we often speak of.
2. Many educationalists consider it a weak and woolly field, too far removed from the practical applications of the real world to be useful. But philosophers dating back to Plato and the Ancient Greeks have given the area much thought and emphasis, and there is little doubt that their work has helped shape the practice of education over the millennia.
3. Plato is the earliest important educational thinker, and education is an essential element in "The Republic" (his most important work on philosophy and political theory, written around 360 B.C.). In it, he advocates some rather extreme methods: removing children from their mothers' care and raising them as wards of the state, and differentiating children suitable to the various castes, the highest receiving the most education, so that they could act as guardians of the city and care for the less able. He believed that education should be holistic, including facts, skills, physical discipline, music and art. Plato believed that talent and intelligence is not distributed genetically and thus is found in children born to all classes, although his proposed system of selective public education for an educated minority of the population does not really follow a democratic model.
4. Aristotle considered human nature, habit and reason to be equally important forces to be cultivated in education, the ultimate aim of which should be to produce good and virtuous citizens. He proposed that teachers lead their students systematically, and that repetition be used as a key tool to develop good habits, unlike Socrates' emphasis on questioning his listeners to bring out their own ideas. He emphasized the balancing of the theoretical and practical aspects of subjects taught, among which he explicitly mentions reading, writing, mathematics, music, physical education, literature, history, and a wide range of sciences, as well as play, which he also considered important.
5. During the Medieval period, the idea of Perennialism was first formulated by St. Thomas Aquinas in his work "De Magistro". Perennialism holds that one should teach those things deemed to be of everlasting importance to all people everywhere, namely principles and reasoning, not just facts (which are apt to change over time), and that one should teach first about people, not machines or techniques. It was originally religious in nature, and it was only much later that a theory of secular perennialism developed.
6. During the Renaissance, the French skeptic Michel de Montaigne (1533 - 1592) was one of the first to critically look at education. Unusually for his time, Montaigne was willing to question the conventional wisdom of the period, calling into question the whole edifice of the educational system, and the implicit assumption that university-educated philosophers were necessarily wiser than uneducated farm workers, for example.

Required

1. What is the difference between the approaches of Socrates and Aristotle?
 - a) Aristotle felt the need for repetition to develop good habits in students; Socrates felt that Students need to be constantly questioned
 - b) Aristotle felt the need for rote-learning; Socrates emphasized on dialogic learning
 - c) There was no difference
 - d) Aristotle emphasized on the importance of paying attention to human nature; Socrates emphasized upon science

2. Why do educationists consider philosophy a 'weak and woolly' field?
 - a) It is not practically applicable
 - b) Its theoretical concepts are easily understood
 - c) It is irrelevant for education
 - d) None of the above
3. What do you understand by the term 'Perennialism', in the context of the given comprehension passage?
 - a) It refers to something which is of ceaseless importance
 - b) It refers to something which is quite unnecessary
 - c) It refers to something which is abstract and theoretical
 - d) It refers to something which existed in the past and no longer exists now
4. Were Plato's beliefs about education democratic?
 - a) He believed that only the rich have the right to acquire education
 - b) Yes
 - c) He believed that only a select few are meant to attend schools
 - d) He believed that all pupils are not talented
5. Why did Aquinas propose a model of education which did not lay much emphasis on facts?
 - a) Facts are not important
 - b) Facts do not lead to holistic education
 - c) Facts change with the changing times
 - d) Facts are frozen in time

► *PASSAGE – 2*

1. Markets, bazaars, corner shops, high street stores or out-of-town retail centres - wherever you live, shopping plays some part in your life and the hours available for this common activity will vary. But do extended shopping hours have a positive or a negative effect on society?
2. Extending the opening hours of shops has many advantages. People do not have to rush to the supermarket after a hard day at the office, checking their watches to see how much time they have to buy the evening meal for the family. If a shop is open for a restricted number of hours per week, say forty, then one set of employees is sufficient to run it, but extended opening hours mean that more people are needed to work in the store, thus providing an income for them. This can be particularly beneficial for students, who are able to work for a limited period to earn some money without compromising their studies. Families can also benefit: parents, usually mothers, can work a few hours part-time in the local supermarket when their spouses are not at work. Not only does this provide additional income for the family; it can also avoid the costly and sometimes complicated childcare arrangements which will be necessary if both parents work the same hours. Extended opening hours mean more income for the shop owner, who will not miss out on a potential sale because the shop is shut.
3. Keeping shops open longer spreads the load for the shopping centre, as not all the potential shoppers are arriving at the same time, or fighting for a limited number of parking spaces. People have more time to browse when it suits them, and so shopping can become a form of relaxation, giving rise to the term retail therapy. In modern times there has been a rise in the number of covered shopping malls, which are usually open for longer than the conventional high street stores. These malls offer under one roof a wide range of merchandise from clothes, to food, to electronic equipment - and so there is increased availability of goods in these virtually round-the-clock outlets. Because these malls are normally modern and bright, they offer an attractive day out for families, and make shopping a valuable family activity.

4. But extended shopping hours are sometimes under fire from critics who argue that, far from promoting family life, the 'shop till you drop' mentality actually decreases the opportunities for family activities. Indeed, the very expression 'shop till you drop' suggests silly, robot-like behavior. Children miss out on valuable recreational excursions with their parents, who take them on endless shopping trips instead of, for example, to an art gallery. If mum is working in the supermarket in the evening, chances for family bonding, such as simply eating dinner together, or watching television, have been removed. Children are not taken to run around parks and playgrounds because they are shopping instead. There is nothing more depressing than seeing the long faces of parents pushing baby buggies and trailing youngsters round yet another computer shop. The resulting lack of exercise perhaps contributes to increasing childhood obesity in some parts of the world.
5. Extending shopping hours also has a detrimental effect on employees, whose own family life is interrupted or compromised because one or other of the family members, possibly including teenage students, is working at any given time. Employers suffer too, they cannot always be in the shop, and will need to appoint an employee as deputy in their absence, which might cause problems. If they decide that this is impossible, they may choose to close the shop, but they will lose business to the shops which have stayed open. Moreover, as people have a fixed amount of money to spend shopping, the idea that they spend more because shops are open longer is a myth in any case, and so employers do not ultimately benefit.
6. Finally, if people know that the shops are open constantly, they will waste the time that they might have spent doing more useful things.

Required

1. Which of the following may not be an advantage of extending shopping hours:
 - i) People don't have rush to the shops.
 - ii) Creates more jobs,
 - iii) Students and parents can work part time after school,
 - iv) People don't have time to shop
2. Which of the following may not be an advantage of extending shopping hours.
 - i) Families save on child care.
 - ii) customers may save more money.
 - iii) Spreads the load for the shopping Centre.
 - iv) People have time to shop.
 - v) It is a source of relaxation
3. Which one of the following is not a disadvantage of extending shopping hours:
 - i) Children miss out on recreational activities,
 - ii) Less opportunity for families to spend time together.
 - iii) Families spend more.
 - iv) Obesity in children.
4. Which one of the following is not a disadvantage of extending shopping hours:
 - i) Employers cost increase,
 - ii) Shops lose business if they close.
 - iii) Shoppers have a fixed amount to spend.
 - iv) Shoppers waste time that could be utilized in meaningful activities.

► PASSAGE - 3

1. "I Have a Dream" is a public speech delivered by American civil rights activist Martin Luther King Jr. during the March on Washington for Jobs and Freedom on August 28, 1963, in which he calls for an end to racism in the United States and called for civil and economic rights. Delivered to over 250,000 civil rights supporters from the steps of the Lincoln Memorial in Washington, D.C., the speech was a defining moment of the civil rights movement.
2. Beginning with a reference to the Emancipation Proclamation, which freed millions of slaves in 1863, King observes that: "one hundred years later, the Negro still is not free". Toward the end of the speech, King departed from his prepared text for a partly improvised peroration on the theme "I have a dream", prompted by Mahalia Jackson's cry: "Tell them about the dream, Martin!" In this part of the speech, which most excited the listeners and has now become its most famous, King described his dreams of freedom and equality arising from a land of slavery and hatred. Jon Meacham writes that, "With a single phrase, Martin Luther King Jr. joined Jefferson and Lincoln in the ranks of men who've shaped modern America". The speech was ranked the top American speech of the 20th century in a 1999 poll of scholars of public address.

Required

- 1) What issues does Martin Luther King's speech address?
 - 1) Continuation of racism
 - 2) End to racism and civil and economic rights
 - 3) Civil rights
 - 4) Civil War
2. What pushes King to speak: "I have a dream"?
He reads out the Emancipation Proclamation
 - 1) He is prompted by Mahalia Jackson
 - 2) He is overwhelmed by the crowd
 - 3) Lincoln had asked him to give the speech
3. From the last paragraph, give one word for "to leave"
 - 1) Departed
 - 2) Proclamation
 - 3) Improvised
 - 4) Address
4. What is the name of Martin Luther King's famed speech?
 - 1) The Emancipation Proclamation
 - 2) An Improvisation
 - 3) A Peroration
 - 4) I Have a Dream
5. In front of whom does King speak?
 - 1) The civil rights supporters
 - 2) His friends
 - 3) Lincoln
 - 4) The Negroes

► *PASSAGE - 4*

1. Today I Rabindranath Tagore complete eighty years of my life .As I look back on the vast stretch of years that lie behind me and see in clear perspective the history of my early development, I am struck by the change that has taken place both in my own attitude and in the psychology of my countrymen -- a change that carries within it a cause of profound tragedy.
2. Our direct contact with the larger world of men was linked up with the contemporary history of the English people whom we came to know in those earlier days. It was mainly through their mighty literature that we formed our ideas with regard to these newcomers to our Indian shores. In those days the type of learning that was served out to us was neither plentiful nor diverse, nor was the spirit of scientific enquiry very much in evidence. Thus their scope being strictly limited, the educated of those days had recourse to English language and literature. Their days and nights were eloquent with the stately declamations of Burke, with Macaulay's long-rolling sentences; discussions centered upon Shakespeare's drama and Byron's poetry and above all upon the large-hearted liberalism of the nineteenth-century English politics.
3. At the time though tentative attempts were being made to gain our national independence, at heart we had not lost faith in the generosity of the English race. This belief was so firmly rooted in the sentiments of our leaders as to lead them to hope that the victor would of his own grace pave the path of freedom for the vanquished. This belief was based upon the fact that England at the time provided a shelter to all those who had to flee from persecution in their own country. Political martyrs who had suffered for the honor of their people were accorded unreserved welcome at the hands of the English.
4. I was impressed by this evidence of liberal humanity in the character of the English and thus I was led to set them on the pedestal of my highest respect. This generosity in their national character had not yet been vitiated by imperialist pride. About this time, as a boy in England, I had the opportunity of listening to the speeches of John Bright, both in and outside Parliament. The large-hearted, radical liberalism of those speeches, overflowing all narrow national bounds, had made so deep an impression on my mind that something of it lingers even today, even in these days of graceless disillusionment.

Required

1. From the first paragraph, give a synonym for 'deep':
Perspective
 - 1) Profound
 - 2) Tragedy
 - 3) Psychology
2. What helped the Indians to conceive of a notion of the Englishmen?
 - 1) Their advanced weaponry
 - 2) Their literature
 - 3) Their orders
 - 4) Their administration
3. Who could read and gain from English literature?
 - 1) The educated Indians
 - 2) All the Indians
 - 3) Only writers such as Rabindranath Tagore
 - 4) None of the above
4. From the third paragraph, give an antonym for 'victorious'
 - 1) Victor
 - 2) Vanquished
 - 3) Belief
 - 4) Persecution

5. Whose speeches did Tagore listen to, as a boy?
 - 1) Shakespeare
 - 2) Byron
 - 3) John Bright
 - 4) Macaulay

► **PASSAGE – 5**

1. Sportsmanship can be conceptualized as an enduring and relatively stable characteristic or disposition such that individuals differ in the way they are generally expected to behave in sports situations. In general, sportsmanship refers to virtues such as fairness, self-control, courage, and persistence, and has been associated with interpersonal concepts of treating others and being treated fairly, maintaining self-control if dealing with others, and respect for both authority and opponents. Sportsmanship is also looked at as being the way one reacts to a sport/game/player.
2. The four elements of sportsmanship are often shown being good form, the will to win, equity and fairness. All four elements are critical and a balance must be found among all four for true sportsmanship to be illustrated. These elements may also cause conflict, as a person may desire to win more than play in equity and fairness and thus resulting in a clash within the aspects of sportsmanship. This will cause problems as the person believes they are being a good sportsman, but they are defeating the purpose of this idea as they are ignoring two key components of being sportsman like. When athletes become too self-centred, the idea of sportsmanship is dismissed.
3. Today's sporting culture, in particular the base of elite sport, places great importance on the idea of competition and winning and thus sportsmanship takes a back seat as a result. In most, if not all sports, sportsmen at the elite level make the standards on sportsmanship and no matter whether they like it or not, they are seen as leaders and role models in society.
4. Since every sport is rule driven, the most common offence of bad sportsmanship is the act of cheating or breaking the rules to gain an unfair advantage. A competitor who exhibits poor sportsmanship after losing a game or contest is often called a "sore loser", while a competitor who exhibits poor sportsmanship after winning is typically called a "bad winner". Sore loser behavior includes blaming others for the loss, not accepting responsibility for personal actions that contributed to the defeat, reacting to the loss in an immature or improper fashion, making excuses for the defeat, and citing unfavorable conditions or other petty issues as reasons for the defeat. A bad winner acts in a shallow fashion after his or her victory, such as by gloating about his or her win, rubbing the win in the face(s) of the opponent(s), and lowering the opponent(s)'s self-esteem by constantly reminding the opponent(s) of "poor" performance in comparison (even if the opponent(s) competed well). Not showing respect to the other team is considered to being a bad sportsman and could lead to demoralizing effects; as Leslie Howe describes: "If a pitcher in baseball decides to pitch not to his maximum ability suggest that the batter is not at an adequate level, [it] could lead to the batter to have low self-confidence or worth."

Required

1. Is it necessary to strike a balance between all the four elements of sportsmanship?
 - 1) No
 - 2) Yes
 - 3) Any 2 can be balanced
 - 4) Only 1 is sufficient
2. Why has sportsmanship taken a backseat today?
 - 1) Due to lack of balance between the elements
 - 2) Due to the emphasis on winning
 - 3) Due to drug abuse
 - 4) None of the above

3. If one does not accept responsibility for one's defeat, one is called a:
 - 1) Sore loser
 - 2) Bad winner
 - 3) Good sportsman
 - 4) Prudent sportsman
4. From the last paragraph, give the opposite of the word 'deep':
 - 1) Competitor
 - 2) Pitch
 - 3) Immature
 - 4) Shallow
5. When does the spirit of sportsmanship die?
 - 1) When the sportsman becomes too self-centered
 - 2) When the player loses the will to play
 - 3) When the sportsman behaves badly
 - 4) None of the above

► *PASSAGE - 6*

Title : A message from the past

1. The idea of throwing a message in a bottle into the sea and hoping someone from far will read it one day is exciting. Where it will land? Who will find it? When? One Australian family found the answer to these questions while on a day out on a remote beach near the city of Perth.
2. Tonya Illman and her family has all been swimming. While her husband was packing the car, she was picking up some rubbish when she saw an old bottle sticking out of the sand. She thought it would look nice on her book shelf so she showed it to her son, who commented that it looked like one they had in their living room. They noticed something inside that looked like an old cigarette. Tonya took it out and realized it was rolled up piece of paper, tied with string of protection. Although not much water had got in, the paper was still damp. Tonya was tempted to unroll it and let it dry in hot sun, but decided to take it home and put it in a cool oven instead.
3. Later when she opened up the paper, Tonya was astonished that it was a form printed in German. The bottle's thick glass meant the form had avoided exposure to the weather. She was really excited when she saw the date that had been filled in – 12 June 1886. The family looked online and found that the oldest message in a bottle dated from 1906 and was found in 2015. Tonya's message was 20 years old, which was new world record.
4. The information on the form stated that the bottle had been thrown from a ship called Paula that was originally from Germany. It was heading from Wales to its destination in Indonesia. The form requested that anyone finding the bottle should contact the nearest German Embassy with details of their discovery. Tonya's family weren't sure whether the form was genuine so they decided to take the bottle and its contents to the western Australian Museum.
5. After carefully examining the form, the museum staff told the family that it was in good condition for its age. They believed it had been buried in the sand for over a century, which had kept it safe, until a huge storm has most likely uncovered it.
6. The museum contacted experts in Germany, who were able to check the captain's diary from the ship Paula. The diary describes the ship's location when the bottle was thrown into the sea. Amazingly, this corresponded exactly with the location given on the form in the bottle! The diary had been handwritten by the captain, who gives his name as captain O Diekmann. Even more exciting was the fact that although there was no name given, the captain handwriting in the diary was identical to the handwriting on the form. This was final proof that the message in the bottle was indeed genuine.

7. The museum explained that in the nineteenth century, German ships were conducting tests to study the movement of ocean currents. In order to do this, hundreds of bottles were thrown into the ocean. Each bottle contained a form with the ship's name, the date, and the place where the bottle was dropped, with the hope that someone would report where it was found. The experiment lasted 69 years, and 662 bottles have been returned so far. Tonya's bottle was the oldest—at least until the next one is discovered.
- What was Tonya Illman doing when she found the bottle.
She was picking up rubbish from the beach.
 - Where did Tonya plan to display the bottle when she got home.
On the book shelf.
 - How did Tonya dry the piece of Paper.
Placing it in the cool oven.
 - What year was written on the form.
12 June 1886
 - Where was the ship travelling to?
From Wales to Indonesia.
 - What was the person who found the form asked to do?
Contact the nearest German Embassy.
 - Which two details the ships' matched those on the form.
Location where the bottle was dropped and the captain's hand writing.
 - What was the purpose of the German ship experiment.
Movement of ocean currents.

► *PASSAGE - 7*

Read the articles about three people who live in very different environments. Then answer the questions.

What is like where you live?

A. Suraya

Everyone in my city knows the problems that the rainy season brings, like being trapped at school by floods or falling over in the heavy rain. At times like this, I wouldn't recommend driving and I tend to use trains instead. They might be late and crowded, but at least you are safer with other people around. Plus, you can usually find shelter at stations if you have to phone your family or wait for the rain to stop. Another problem that bothers me is mosquitoes, which are everywhere in the rainy season! It is definitely advisable to cover up your arms to avoid being bitten when you go outside. Hot, humid weather can also easily upset your stomach so I try to stick to light food and keep away from anything that's too oily. To be honest I didn't like the rainy season but I now other people see the positives, like the dramatic colors of storm clouds.

B. Vincent

Where I live, I noticed that the fierce desert heat does sometimes get people down. You can't do anything about it, so for a happy life it's essential to change your attitude towards it. Instead of seeing the heat as your enemy, try to appreciate the things it can offer like the beautiful wild landscapes and the strange looking desert plants. Yes, it's true that the life here can be difficult, but you soon learn ways to cope. For example, it might look a bit odd, but I now always keep a towel inside my car so I can use to hold the steering wheel when it becomes too hot to touch. And before any long car journey, I always check that my mobile phone is fully charged as the battery runs out quickly inside a hot car. I must admit though, one thing I never do is wear long sleeved shirts to keep the sun off my skin. They are far too hot! I'd rather stay in shade instead.

C. Harmony

Average weather temperature here are around minus 10 degrees Celsius but it can get as cold as minus 30 some days, so I guess everyday life is a bit different to that in other countries. One difference is that teenagers in other countries seem to text or take photos outside with their friends every five minutes. We definitely don't do that here – your fingers would freeze and your phone would stop working! I've also noticed that people here generally worry less about the latest trends – that's certainly the case for me. People here have come up with lots of ways to cope with the cold. For example, every Saturday morning I get together with my neighbors to help clear the snow from the pavement in our street. It's quite hard work but it really warms me up.

For each question write the correct letter A, B or C.

Which person

- Warns against using a mobile phone outdoors?
- Recommends wearing long sleeves for protection.
- Mention a way for people to benefit both themselves and their local community.
- Avoid eating certain things because of the effect on their body.
- Suggest that the way they use a common object could seem surprising.
- Explain their reasons for using a certain type of transport.
- Is unconcerned about keeping up with fashion.
- Believes that it's important to think positively.

► PASSAGE - 8

A new sports Centre has recently opened in your town. Last week, you went there with a group of your friends. You have decided to write a review of the sports Centre for your school magazine.

Here are some comments from your friends:

I wasn't impressed by the food in the café.

The staff gave us a really good tour of the sports Centre.

There are some problems with the changing rooms.

I liked the choice of activities and classes.

Write a review of your school magazine, giving your opinion

The comments above may give you some ideas, and you can also use some ideas of your own.

Your review should be between 100 and 150 words long.

► *PASSAGE - 9*

Your teacher is going to make a video to advertise your school. The teacher needs students to help and there will be a meeting to discuss plans for the video.

Write an email to a friend in another class about this

In your email you should:

- Explain why you should both take part.
- Describe what you think should be included in the video.
- Give your friend some information about the meeting.

The picture above may give you some ideas of your own

Your email should be 100 and 150 words long.

You will receive 6 marks for the content of your email, and up to 6 marks for the language used.

► *PASSAGE 10*

Title: Rebecca, The Maasai Changemaker

1. In the land of the Maasai, in Southwest Kenya, there is a girl named Rebecca. Rebecca lives near a large national park, where there are golden lions, and big grey elephants. Rebecca's family keep cattle, sheep and goats and depend on farming the land for food for their animals. Rebecca goes to school and helps her family care for the animals when she is home.
2. One very hot day, Rebecca finds her mama crying. "Our crops have been bad this year," she says. "Now our goats and sheep might die." At school, Rebecca asks her teacher why there has been so little rain this year. "We have had many days without rain," says her teacher. "When we have no rain, plants cannot grow. Without plants to eat and water to drink, our animals die." Everyone in the class is quiet. They are worried for their families, their animals, and their community.
3. At the school library, Rebecca searches for information about rain. What she learns is difficult. The whole world is getting hotter, and there is less rain. She learns a new term: "Climate Change." Cars, buses and airplanes are making the air dirty. Trees are being cut down, and used to make buildings. And trash is buried in the ground. All these things are harming nature.
4. For the whole day Rebecca feels sad. What can just one girl do to help the whole world? Rebecca decides to talk to her teacher about what she has learned. "It is a big problem for the earth," her teacher explains. "But there are some things we can do to help, like planting trees to make nature stronger."
5. As Rebecca walks home, it is hot and she stops to drink from her water bottle. She can't stop thinking about the lack of rain, and how she can help her community. Then she has an idea. "I've learned so much about climate change," she thinks. "It would help if everyone knew about this problem!"
6. The next day Rebecca asks her teacher to give a lesson about the world's changing weather, and the damage humans are doing to nature. At the end of the class, Rebecca stands up. She asks everyone in her class to go home, and teach their parents about what they have learned. In just a few days, everyone is talking about how humans are harming nature.

7. One day, the Elders hold a meeting to talk with Rebecca about what can be done to help nature. The Elders' Shukas are bright red, and they have many bracelets on their heads and wrists. The problem they face is so big. And most of the harm to nature is happening in big cities, far away from their community. "Let's write a letter to the President of Kenya," one Elder says. "He needs to know that we cannot live with no rain. Then maybe he will make changes to our laws to stop harming nature."
8. Rebecca takes the letter and shares it with her classmates. They each ask their families to sign their name at the bottom to show their support.
9. In Nairobi, the President reads the letter from the Maasai community. He has had many other letters, from other parts of the country. "I need to help Kenya protect nature," he thinks. In the Maasai community, everyone agrees to plant a tree outside their home. Rebecca and her Mother dig the hole together, and put the seedlings in the soil.
10. At Rebecca's school, the head teacher talks to all the students. They ask Rebecca to stand at the front. "Protecting the environment is a big job - and everyone in the world has to help." The Principal says, "But we would like to thank Rebecca especially, for helping us learn and make a change. Imagine if we all helped our community!" Rebecca is so happy. She already is thinking about what she and her friends can do next to help nature and her community.

REQUIRED

1. What was the livelihood of Rebecca's family? (any two)
 - i) Rebecca's family keep cattle, sheep and goats
 - ii) farming the land for food for their animals.
 - iii) Running a school
 - iv) All of the above.
2. Why was Rebecca's mother upset? (any two)
 - i) lack of rain
 - ii) The people will fall sick.
 - iii) their cattle may die.
 - iv) Weather will get hotter
3. What is causing climate change?
 - i) tree cutting
 - ii) Emissions from cars and planes.
 - iii) Lack of rain
 - iv) All of above.
4. What was not the response of the teacher when Rebecca discussed the issue with her.
 - i) there is nothing they can do to help.
 - ii) Educate people about the issue.
 - iii) plant trees to make nature stronger.
 - iv) None of the above.
5. What did the elders decide to in their meeting.
 - i) The decided to write a letter to the people in the area to help them in their objectives.
 - ii) The decided to write a letter to the President to help them in their objectives.
 - iii) Government may change the laws for enviorenmental protection.
 - iv) Stop the people from throwing the trash.
6. What was the response of the President letter from the Maasai community?
 - i) He ordered to change the laws.
 - ii) He decided not to interefere as it is a local area issue
 - iii) He decided to help the community.
 - iv) To plant a tree.

► PASSAGE - 11

To Clean a Creek

1. The Araguaia River is one of the biggest rivers in Brazil. It is the home to thousands of animals, like bright blue and yellow Macaws. River dolphins swim and play in the water, and there are many different colored fish.
2. In one town, a 13-year-old boy named Rhenan walks along the river every day. But looking at the river makes him worry because there is trash everywhere. He sees plastic bottles, old clothing, and empty food packages. The water looks dark and ugly.
3. At school, Rhenan asks about the dirty river. "You wouldn't want trash in your house," says his teacher. "Think about the poor animals!" For days, Rhenan couldn't stop thinking about the river. It doesn't seem right to him that this big, powerful river is filled with trash. "It's hurting the animals in my area," he thinks. "And it's also hurting the families who live here." Then Rhenan has an idea.
4. The next morning, Rhenan talks to his mother about his plan for the river. He wants to go around his town and ask for everyone's help. Maybe if they all work together, they could clean up the river! Rhenan's mother loves his idea, "I believe the most important thing for you, Rhenan, is learning how to change things that you care about. That will stay with you forever." She tells him she will help him all along the way.
5. The next day, Rhenan goes to the police department. And then he goes to the Mayor's office. He visits other schools, and offices, and businesses. Soon he has a very big group of people who like his idea! They all decide to meet at the river the next week. On the day of the river cleanup, Rhenan is excited - but he is also nervous. What if no one shows up? But when he and his mother arrive, there are almost a hundred people there, including many of Rhenan's friends.
6. Over an entire day, they all work together to clean up the trash. They pick it up off the shore of the bank and pull it out of the water. When they are done, they have picked up almost a ton of trash - that's the same weight as a car! As they work, Rhenan notices how everyone is laughing and smiling. "It feels good to help our community," he thinks.
7. Once they have finished cleaning, they all talk in a big group. "We want to stop this problem from happening again," says one woman. The town decides to start with education. They want to teach everyone why throwing trash in the river is harmful. They also plan to help the river by planting more trees along the riverbank for birds and insects to live in.
8. At the end of the day, everyone starts to applaud. They're proud of the change that they've made - and the river rushes along beside them, clean and clear. "We wouldn't have done it without you," they say to Rhenan. "Thank you for inspiring us to create change! What should we do together next?"

REQUIRED

1. River Araguaia River known for?
 - i) For trash everywhere.
 - ii) It is the home to wild life.
 - iii) Families who live the
 - iv) All of the above.
2. What was the worry of Rehanan?
 - i) He was worried about trash in the river.
 - ii) Wild life
 - iii) Families in the area
 - iv) All of the above.
3. Which was not Rehanan's teacher response on the issue.
 - i) We don't trash in your house
 - ii) We should throw it in the river to clean the area.
 - iii) We should be thinking about animals.
 - iv) All of the above.

4. Which was not Rehanan's mother response when he talked to her about the plan.
 - i) She will not be able to help him.
 - ii) That task is very difficult.
 - iii) He should go and ask for help.
 - iv) All of the above.
5. What sort of response Rehanan received when he visited various people to discuss his plan?
 - i) They all responded positively
 - ii) turned in good numbers to his call to clear the trash from the river.
 - iii) His friends didn't turn up.
 - iv) They were all nervous.
6. What was the decision taken to stop the problem from happening again.
 - i) Educate people why throwing trash in the river is harmful.
 - ii) Planting more trees along the riverbank for birds and insects to live in.
 - iii) What should we do together next.
 - iv) All of the above.

► **PASSAGE - 12**

1. Artificial intelligence (AI), sometimes called machine intelligence, is intelligence demonstrated by machines, in contrast to the natural intelligence displayed by humans and other animals. In computer science AI research is defined as the study of "intelligent agents": any device that perceives its environment and takes actions that maximize its chance of successfully achieving its goals. Colloquially, the term "artificial intelligence" is applied when a machine mimics "cognitive" functions that humans associate with other human minds, such as "learning" and "problem solving".
2. The scope of AI is disputed: as machines become increasingly capable, tasks considered as requiring "intelligence" are often removed from the definition, a phenomenon known as the AI effect, leading to the quip, "AI is whatever hasn't been done yet." For instance, optical character recognition is frequently excluded from "artificial intelligence", having become a routine technology. Capabilities generally classified as AI as of 2017 include successfully understanding human speech, competing at the highest level in strategic game systems (such as chess and Go), autonomous cars, intelligent routing in content delivery network and military simulations.
3. Artificial intelligence was founded as an academic discipline in 1956, and in the years since has experienced several waves of optimism, followed by disappointment and the loss of funding (known as an "AI winter"), followed by new approaches, success and renewed funding. For most of its history, AI research has been divided into subfields that often fail to communicate with each other. These subfields are based on technical considerations, such as particular goals (e.g. "robotics" or "machine learning"), the use of particular tools ("logic" or artificial neural networks), or deep philosophical differences. Subfields have also been based on social factors (particular institutions or the work of particular researchers).
4. The traditional problems (or goals) of AI research include reasoning, knowledge representation, planning, learning, natural language processing, perception and the ability to move and manipulate objects. General intelligence is among the field's long-term goals. Approaches include statistical methods, computational intelligence, and traditional symbolic AI. Many tools are used in AI, including versions of search and mathematical optimization, artificial neural networks, and methods based on statistics, probability and economics. The AI field draws upon computer science, mathematics, psychology, linguistics, philosophy and many others.

REQUIRED

1. What is the AI winter?
 - 1) Loss of funding for AI projects
 - 2) Non-functioning AI systems
 - 3) Absence of research labs
 - 4) None of the above

2. Are sub-fields based only on social factors?
 - 1) No
 - 2) Yes
 - 3) They are based on machine learning
 - 4) None of the above
3. Learning and problem solving by machines is a colloquial way of understanding artificial intelligence?
 - 1) Yes
 - 2) No
 - 3) Artificial intelligence means acquiring knowledge through books
 - 4) It cannot be defined colloquially
4. Are autonomous cars an example of AI?
 - 1) Yes
 - 2) No
 - 3) As of 2017, they are
 - 4) None of the above
5. Does AI only draw on technology and mathematics?
 - 1) Yes
 - 2) No
 - 3) It also draws upon psychology
 - 4) It only draws upon linguistics

► *PASSAGE – 13*

1. Like their ancient toga-wearing counterparts, modern philosophers continue to disagree on the nature of freewill. Do we really have any control over the choices we make and the things we desire, and if so, to what degree?
2. Theories of freewill vary, but the ancient words of Plato still line up with our modern perceptions of temptation and willpower. The revered Greek philosopher argued that the human experience is one of constant struggle between the intellect and the body, between rationality and desire. Along these lines, true freedom is only achievable when willpower unchains us from bodily, emotional, instinctual slavery.
3. You can find similar sentiments throughout world religions, most of which offer a particular and often difficult path to rise above our darker natures.
4. And science? Well, science mostly agrees with all of this. Willpower is all about overcoming your natural impulses to eat cupcakes, skip your morning workout, flirt with the waiter, hit the snooze alarm and check your e-mail during a funeral.
5. Your willpower, however, is limited. If life were a video game, you'd see a glowing "willpower" or "ego" meter at the top of the screen next to your "life" meter. Successfully resist one temptation, and the meter depletes a little. The next temptation depletes the "willpower" meter even more, until there's nothing left at all.
6. Our modern scientific understanding of willpower in large part stems from a 1996 research experiment involving chocolate and radishes. Psychologist Roy Baumeister led a study in which 67 test subjects were presented with tempting chocolate chip cookies and other chocolate-flavored treats before a persistence-testing puzzle. Here's the catch: The researchers asked some of the participants to abstain from sweets and snack on radishes instead.
7. Baumeister's results told a fascinating story. The test subjects who resisted the sweet stuff in favor of radishes performed poorly on the persistence test. They simply didn't have the willpower left to resist slacking off.
8. The resulting paper, "Ego Depletion: Is the Active Self a Limited Resource?" inspired more than a thousand additional studies discussing everything from the influence of positive messages to the ego-sapping power of daily decisions

9. Studies also show that cognitive capacity also affects our ability to hold out against temptation. Cognitive capacity is essentially your working memory, which you employ when resisting a temptation ... or holding a string of numbers in your head. A 1999 study from the University of Iowa professor Baba Shiv found that people tasked with remembering a two-digit number held out better than people remembering a seven-digit number when tempted with chocolate cake.

REQUIRED

1. What do you understand by 'freewill'?
 - 1) The choices we make and the things we desire
 - 2) The choices that philosophers force us to make
 - 3) Our perception of temptation
 - 4) Our ego
2. According to Plato, when is true freedom available?
 - 1) When there is a struggle between the intellect and the body
 - 2) When our willpower helps us to overcome our base instincts
 - 3) When we desire that which we cannot achieve
 - 4) When we have no control over our ego
3. In the second paragraph, what does the expression 'line up' signify?
 - 1) Align with
 - 2) disagree with
 - 3) Differ from
 - 4) In discussion with
4. What is meant by 'cognitive capacity'?
 - 1) Willpower
 - 2) Our ego
 - 3) Our ability to overcome temptation
 - 4) The desire to give in to temptation
5. From the RC given above, find a synonym for 'respected'
 - 1) Cognitive
 - 2) Temptation
 - 3) Desire
 - 4) Revered

► PASSAGE – 14

1. People do not always do the things we want them to do. No matter how reasonable or minimal our expectations may be, there are times when we are let down. Naturally, we feel upset and hurt when our expectations are not met. We dread confrontations because they are unpleasant and can damage relationships. Yet not confronting a person does not solve the problem because unresolved issues also affect relationships in an adverse way. Actually, the real problem lies in our style of confrontation, not in the issue. Typically, we use character-based confrontations. They help in venting our anger and hurt, but that is the only thing they do. They lead to angry show-downs and bring all discussions to a grinding halt.
2. It is important to remember that self-image is the most important possession of all human beings. It is the way we view and regard ourselves in our own eyes and in the eyes of others. As self-conscious beings, we are acutely aware of our image and constantly work towards protecting it from any damage. We also seek approval from others about our own self-image. We feel distraught if we sense that there is even a slight threat to our self-image, because our character is the essence of our lives.

3. To ensure a rational dialogue over dashed expectations, we need to deploy issue-based confrontations. They involve an explanation of which actions have bothered us, in what manner and what changes we would like from the other person.

Multiple choice questions:

1. What might affect a relation.
 - i) Confrontation.
 - ii) The issue behind confrontation.
 - iii) Style of confrontation.
 - iv) Avoiding confrontation.
2. Which one can effect a relationship:
 - i) issue based confrontation.
 - ii) Character based confrontation.
 - iii) Confrontation
 - iv) All of the above.
3. Self-conscious is the way we view and regard ourselves in our own eyes and in the eyes of others. (true/false)
4. Which one of the following is not true for self image:
 - i) image is the most important possession of all human beings
 - ii) It is the way others view us
 - iii) We do not seek approval from others about our own self-image.
 - iv) We feel distressed if we sense that there is even a slight threat to our self-image
4. Not confronting a person:
 - i) Will help to avoid problem.
 - ii) Will not solve the problem
 - iii) Improve relationship
 - iv) Will help to understand the problem.

► *PASSAGE - 15*

1. "A principal fruit of friendship," Francis Bacon wrote in his timeless meditation on the subject, "is the ease and discharge of the fulness and swellings of the heart, which passions of all kinds do cause and induce." For Thoreau, friendship was one of life's great rewards. But in today's cultural landscape of muddled relationships scattered across various platforms for connecting, amidst constant debates about whether our Facebook "friendships" are making us more or less happy, it pays to consider what friendship actually is. That's precisely what CUNY philosophy professor Massimo Pigliucci explores in *Answers for Aristotle: How Science and Philosophy Can Lead Us to A More Meaningful Life* (public library), which also gave us this provocative read on the science of what we call "intuition."
2. Philosophers and cognitive scientists agree that friendship is an essential ingredient of human happiness. But beyond the dry academic definitions — like, say, "voluntary interdependence between two persons over time, which is intended to facilitate socio-emotional goals of the participants, and may involve varying types and degrees of companionship, intimacy, affection and mutual assistance" — lies a body of compelling research that sheds light on how, precisely, friendship augments happiness.
3. The way friendship enhances well-being, it turns out, has nothing to do with quantity and everything to do with quality — researchers confirm that it isn't the number of friends (or, in the case of Facebook, "friends")

REQUIRED

1. Name one change affected in the present situation which hassled to a re-thinking of the concept of friendship
 - 1) Bacon and Thoreau's theories are no longer available to read
 - 2) The arrival of social media on the scene
 - 3) There is more interest in the sciences
 - 4) Friendships are not possible in the real world anymore, due to over-competition
2. Friendship leads to happiness. Is it true?
 - 1) Yes, researches have proven that friendship does lead to happiness
 - 2) No, there is no relationship between friendship and happiness
 - 3) Friends cannot make each other happy
 - 4) One needs to find one's happiness alone, with peace of mind
3. Did Pigluicci's book discuss intuition too?
 - 1) No, it only discussed friendship
 - 2) It explained science and philosophy
 - 3) It discusses Aristotle's theories
 - 4) Yes
4. Is the quality of friends important?
 - 1) No, it is important to have more number of friends, quality does not matter
 - 2) No, number of comments on social networking sites is important, not the quality of friends
 - 3) Yes, it matters over quantity
 - 4) No, quality comes automatically with quantity
5. As per the first, paragraph what are the debates about?
 - 1) They are centred around whether our Facebook friends are helping us become more or less happy
 - 2) There are no debates around friendship
 - 3) The quality of comments of social media is debatable
 - 4) Thoreau and Aristotle's thinking is at loggerheads

► PASSAGE – 16

1. The art of academic writing is not easy to master. It is a formal skill, which requires precision and accuracy, and is perfected by continuous and dedicated practice. Academic writing is the skillful exposition and explanation of an argument, which the writer has carefully researched and developed over a sustained period of time. It is a time-consuming activity and demands patience and perseverance. But the joy of reading and sharing with others, one's succinctly composed piece of argument, is incomparable.
2. Before beginning to write, the writer must ask himself a few questions – Why am I writing? What is it that I intend to share with others? What purpose will my writing serve? Have I read enough about the topic or theme about which I am going to write? If one is hesitant to answer even one of the aforementioned questions, one better not write at all! Because academic writing is a serious activity – it makes one part of a shared community of readers and writers who wish to disseminate and learn from well-argued pieces of writing.
3. The structure of an argumentative essay should take the form of – Introduction (which should be around ten percent of the entire essay), Body (it should constitute eighty percent of the piece) and the Conclusion (again, ten percent of the essay).

4. The introduction should function as the hook which draws the reader in and holds his attention, the body should include cogent and coherently linked paragraphs and the conclusion should re-state the argument and offer a substantial ending to the piece.

REQUIRED

1. Which of the following is not the feature of academic writing:
 - i) It requires precision and accuracy and is informal in nature.
 - ii) It skillfully summarizes an argument.
 - iii) It is usually spontaneous
 - iv) All of the above.
2. Which question writer may not ask at beginning of writing:
 - i) When I should be writing?
 - ii) What is it that I intend to share with others?
 - iii) What purpose will my writing serve?
 - iv) Have I read enough about the topic or theme about which I am going to write?
3. Which of the following may not be part of an argumentative essay:
 - i) Introduction.
 - ii) Body
 - iii) Summary
 - iv) Conclusion

► PASSAGE – 17

1. Today's world can truly be called a "society of the spectacle", a phrase that the French sociologist and thinker Guy de Bord used decades earlier. Every act of lived experience has today become a spectacle. It would be a little incorrect to say that this craze for spectacularizing everything that occurs around us is a recent phenomenon. If one had watched The Pirates of The Caribbean movies, one would realise that even in the late eighteenth century, executions were public events - a large portion of the populace would gather around the site of the hanging in the city square in order to see justice being meted out in front of their very own eyes. It was also a form of popular entertainment. It was a sort of a collective public blood-letting.
2. The spectacle that the contemporary society has become is an overwhelming experience. One enters into a restaurant, orders an exotic dish – but the proof of having eaten it doesn't exist until tons of photographs are clicked from varied angles and shared on social networking sites, one goes for a holiday to a calm and serene location, but is all the while busy telling the world about it. It as if one has to document every moment of one's existence. When does one live that moment then? Perhaps it is in the documentation that one survives these days!

REQUIRED

1. The Pirates of the Caribbean movies suggest:
 - i) Spectacularizing is a new phenomenon.
 - ii) Spectacularizing is in every society
 - iii) Spectacularizing is an old phenomenon.
 - iv) Spectacularizing does not exist.
2. Social media has:
 - i) Reduced the impact of spectacle.
 - ii) Increased the impact of spectacle
 - iii) Discouraged spectacle.
 - iv) None of the above.

3. Spectacle is a:
 - i) Insignificant.
 - ii) Over powering
 - iii) Clear and obvious
 - iv) Over used
4. Today's world can be called as world of:
 - i) Vision.
 - ii) Events and displays
 - iii) Uncertainty.
 - iv) Fiction.

► *Passage – 18*

1. The Mona Lisa was one of Leonardo da Vinci's favorite paintings, and he carried it around with him until he died. Today it is regarded as the most famous painting in the world, and is viewed by thousands of people annually. Who is this painted figure? Many suggestions have been made, and the most likely candidate is Lisa Gherardini, the wife of a Florentine silk merchant.
2. Another more likely, but popular theory, is that the painting was a self-portrait. There are certainly similarities between the facial features of the Mona Lisa and the artist's self-portrait painted many years later. Could this be the reason for Vinci giving the portrait such an enigmatic smile?
3. Today, the Mona Lisa looks rather somber, in dull shades of brown and yellow. This is due to layer of varnish covering the paint, which has yellowed over the years. It is possible that the painting was once brighter and more colorful than it is now.
4. The Mona Lisa was stolen from the Louvre in 1911, by a former employee who believed that the painting belonged in Italy. The thief walked out of the gallery with the picture underneath his painter's smock. He was apprehended by the police two years later and the painting was returned to the Louvre, where it is placed even today.

► **Multiple choice questions**

State whether the following are true or false:

- Q 1. The Mona Lisa is actually somber. (true/false)
- Q 2. Vinci's self-portrait has an enigmatic smile (true /false)
- Q 3. The varnish has yellowed the painting (true/false)
- Q 4. The painting is still placed in the Louvre, in Italy. (true/false)

► **Answers**

- A 1. False (A layer of varnish, which has now become dull, has given it that appearance)
- A 2. False (The Mona Lisa has an enigmatic smile)
- A 3. True (The varnish has become dull, yellow. Since it covers the painting, it has made its appearance yellow)
- A 4. False. (it is in the Louvre in France)

► *PASSAGE 19*

1. For comic book fans everywhere, the first Saturday in May is one of the most important dates in the calendar. That's free comic book day when comic book shops around the world give away free comic books to any one walking into the store. Getting things for free sounds too good to be true, but for these shops, it's way to attract new customers.
2. Free Comic Book Day is an annual event that was established in 2002 and since then, over 12 million comic books have been given away. Every year, increasing numbers of shops take parts and the day now includes a variety of activities from free writing workshops to book signings by famous writers. One shop that has been involved since the beginning is campion comics. The owner, Abeke Griffith, is a big comic book fan and is convinced that these books offer more than just a fun way to relax. "When I was a kid, I thought reading was difficult and boring, but one day I picked up a comic book. I was fascinated by the pictures and finished it straight away. That was it – I was hooked! I definitely think comics can help struggling readers learn to love reading".
3. According to Abeke, being involved in free comic book day is great publicity for the range of comic books available in her shop. "Many people think comics are only about fights between evil criminals and heroes, but there's more to them than that". Not all the comic books in the store are given away, but there are usually around 50 free ones to choose from. On the day, Abeke also holds unique sales promotions, as do many other comics book shops.
4. Abeke believes that giving away free comic books actually makes good sense. "Every year, it creates a new generation of young comic book fans. In return, we make sure there are plenty of interesting things for them to do on free comic book day. last year we have organized a careers presentation given by a successful young artist working in the comic book industry. That was really popular so we'll be doing it again. Abeke is also involved in the national committee that organizes free comic book day and sees it as a great opportunity to pick up business ideas from other shop owners cross the country.
5. Comic books aren't just attracting the attention of the business world, however, teachers and psychologists are just some of the professionals that are starting to see the potential of comic books, which enable readers young and old explore serious theme in a straight forward way.. recent research was carried out to examine what happens in the brain when people have to process pictures and text at the same time. One finding was that reading comic book actually improves people's ability to understand complex information.
6. So, with all these fantastic things available for free, when the first Saturday in May next comes around, why not check out what's happening in your nearest comic book shop?

REQUIRED

1. What is the primary purpose of Free Comic Book Day for comic book shops?
 - a) To celebrate the anniversary of the comic book industry
 - b) To attract new customers by giving away free comic books
 - c) To showcase rare and valuable comic book collections
 - d) organize comic book conventions and workshops
2. When was Free Comic Book Day established?
 - a) 1998
 - b) 2002
 - c) 2010
 - d) 2015
3. How many comic books have been given away since the establishment of Free Comic Book Day?
 - a) Over 5 million
 - b) Over 8 million
 - c) Over 10 million
 - d) Over 12 million

4. What types of activities are included on Free Comic Book Day besides giving away free comic books?
 - a) Cooking
 - b) Music concerts
 - c) Writing workshops
 - d) Yoga sessions
5. Why does Abeke Griffith, the owner of Champion Comics, believe comic books are beneficial for struggling readers?
 - a) They are short and easy to read
 - b) They combine pictures and text, making reading more engaging
 - c) They always feature exciting superhero stories
 - d) They are available for free on Free Comic Book Day
6. How many free comic books are usually available to choose from on Free Comic Book Day?
 - a) Around 10
 - b) Around 20
 - c) Around 30
 - d) Around 50
7. What additional activities does Abeke organize on Free Comic Book Day to engage attendees?
 - a) Live animal shows
 - b) Magic shows
 - c) Book signings by famous writers
 - d) Gardening workshops
8. According to recent research, what cognitive benefit can reading comic books provide?
 - a) Improved physical fitness
 - b) Enhanced creativity
 - c) Better understanding of complex information
 - d) Reduced stress levels
9. Apart from comic book enthusiasts, who else is starting to recognize the potential of comic books?
 - a) Athletes
 - b) Scientists
 - c) Teachers and psychologists
 - d) Musicians
10. What role does Abeke Griffith play in the organization of Free Comic Book Day?
 - a) She is a comic book artist
 - b) She is a spokesperson for a publishing company
 - c) She is a member of the national committee organizing the event
 - d) She is the creator of Free Comic Book Day

Precis writing

Note for students: All precise must be written in your own words, and should be 1/3 of original passage. Precis is always in one para.

► *Passage 1*

One great defect of our civilization is that it does not know what to do with its knowledge.

Science, as we have seen, has given up powers fit for gods, yet we use them like small children

For example, we do not now how to manage our machines. Machines were made to be man's servants; yet he grown dependent on them they are in affair way to become his masters. Already most men spend most of their lives looking after and waiting upon machines. And the machines are very stern masters. They must be fed with coal, and given petrol to drink, and oil to wash with, and must be kept at right temperature. And if they do not get the meals when they expect them, they grow sulky and refuse to work, or burst with rage and blow up, and spread ruin and destruction all around them. So we have to wait upon them very attentively and do all that we can to keep them in good temper. Already we find it difficult whether to work or play without the machines, and a time may come when they will rule us together, just as we rule the animals. (199 words)

Summary**Title: Men and machines**

We do not know what to do with our knowledge. Science has given us superhuman powers, which we do not use properly. Machines should be fed promptly and waited upon attentively; otherwise, they refuse to work or cause destruction. We already find it difficult to do without machines. In the course of time, they may rule over us altogether. (58 words)

► *Passage - 2*

A stamp is to many people, just a paper that takes a letter from one town or country to another. They are unable to understand why we stamp collectors find so much pleasure in collecting them and we find the time in which to indulge in our hobby. To them it seems a waste of time, a waste of effort and a waste of money. but they do not realize that there are many who do but stamps, many find the effort worthwhile and many who, if they did not spend their time collecting stamps, would spend it less profitably. We all seek something to do in our leisure hours and what better occupation is there to keep us out of mischief than that of collecting stamps? An album, a packet of hinges, a new supply of stamps, and the time passes swiftly and pleasantly.

Stamp collecting has no limits and a collection never has an end; countries are always printing and issuing new stamps to celebrate coronations, great events, anniversaries and deaths. And the fascination of collecting is trying to obtain these stamps before one's rivals. Every sphere of stamp collecting has its fascination-receiving letters from distant countries and discovering old stamps in the leaves of dusty old books. A stamp itself has a fascination all its own. Gazing at its little picture we are transported to the wilds of Congo, the home of the Arabs, and the endless tracks of the Sahara Desert. There is a history in every stamp. The ancient Roman empire and the constitution of America and the allied victory are all conveyed to our mind's eyes by means of stamps. We see famous men, pictures, writers, scientists, soldiers, politicians and famous incidents. Stamps, so small and minute, contain knowledge that is vast and important. (300 words)

Title: Stamp Collecting

To many people a stamp is merely something necessary for ending a letter. they regard stamp collecting as a waste of time effort and money. But there are many people who love buying stamps and find the is hobby worthwhile and more profitable than other leisure pursuits. Collecting stamps helps to pass the time quickly and pleasantly. Stamp collecting is limitless and endless. Countries are always issuing stamps to celebrate important events. It is fascinating to receive letters from distant countries and to discover stamps in old books. Stamp itself has a charm. Stamps show us geographical and historical pictures, famous [people and incidents. These small things contain vast knowledge. (110 words)

► *Passage - 3*

The basic core of evolution – survival, and reproduction- has been proven over and over through our various behavioral patterns. Let's retrograde and explore what are some exciting concepts that have been performed by humans before us and how did it occur.

Almost every organism has the tendency to react to certain stimuli for survival. This reaction to each and every situation has an evolutionary basis of adaptation. The study of human emotions dates back to the 19th century and psychologists have since then discovered many reasons for every emotion, yet these are just theories. The arousal of emotions and their assumed structures is said to occur due to repeated encounters with a situation followed by the adaptation of the encounter. Human emotions have been linked to adaptively regulate emotion-gathering mechanisms. The emotion of fear which is associated with ancient parts of the brain has presumably evolved among our pre-mammal ancestors while the emotion of a mother's love called the 'filial emotion' has seen to evolve among early mammals. Various emotions work as manipulative strategies that favors survival. Feigning emotions by an accused person may help him be saved from the punishment. An exaggerated display of anger is also associated with manipulating or threatening someone.

Despite there being several emotions for various events, ironically the most interesting emotion is the emotion of disgust. Disgust is aroused when the body senses a danger to the immunity or the physiology of the human. The disgusted memory is associated with alerting the brain of a potentially dangerous substance. A few studies have shown that the encoding triggered in adaptive memory for problems is stronger than any other behavior. This makes us instantly have a disgusted expression at the sight of something that makes us uncomfortable or uneasy. These expressions are also closely linked to self-protective communication. (302 words)

Title: Human Evolution and Emotions

The emotions that humans express and react to stimuli in the environment have an evolutionary basis. Emotions are assumed to be a result of repeated encounters with a certain event. According to evolution, emotions like fear, love, feigning, anger, and disgust are results of consistent reactions in particular situations. Some expressions are often built up or adapted as a form of self-protection. (62 words)

SHORT EXERCISES FOR PRECIS WRITING► *Original Passage 1*

Diet plays a significant role in the prevention of many chronic diseases. Consuming a balanced diet rich in fruits, vegetables, whole grains, and lean proteins can help reduce the risk of developing conditions such as heart disease, diabetes, and certain cancers. On the other hand, a diet high in processed and unhealthy foods can increase the risk of these diseases. It's important to be mindful of the types of food we eat and make an effort to include nutrient-rich options in our diet. (124 words)

Title: The Role of Diet in Disease Prevention**Precis:**

A balanced diet can prevent chronic diseases. Unhealthy foods increase the risk of these diseases. It's important to be mindful of the types of food we eat and include nutrient-rich options in our diet. (44 words)

► *Original Passage 2:*

A man in the east gave up all worldly concerns and went to a wood, where he built a hut and lived in it. His only clothing was a piece of cloth that he wore around his waist. But as ill luck would have it, rats were plentiful in the wood; so, he had to keep a cat. The cat requires milk; so he had to keep a cow. The cow required tending, so a cowboy was employed.

The boy required a house to live in. So, a house was built for him. To look after the house a maid had to be engaged. To provide company for the maid a few more houses had to be made, and people were invited to live in them. In this manner, a little township sprang up in the lovely wood. (136 words)

Title – A forest turns into a town

Precis:

A man gave up all worldly things and went to live in a block of lovely wood. Rats troubled him. So he kept a cat. To feed the cat he kept a cow. Then came one by one a cowboy, a maid, and her companions. They needed houses to live in. Thus the forest turned into a town. (58 words)

► *Original Passage 3:*

The noblest deeds that have been done on earth have not been done for gold. It was not for the sake of gold that Lord Jesus came down and died on the cross. The Spartans looked for no reward where they fought and died at Thermopylae. Socrates the wise asked for no pay from his countrymen but lived poor and barefooted all his days only caring to make them good and noble. And there are heroes even in our own days also who do noble deeds but not for gold.

Our discoverers did not go to make themselves rich when they sailed out one after another into the dreary frozen seas: nor did the ladies who went out to drudge in the hospital of the East make themselves poor that they might be rich in noble work. (136 words)

Title – Money should not be the goal of life

Precis:

It is not for money that the noblest deeds have been done by great men. Jesus, Socrates, the Spartans, the explorers, and the nurses in hospitals served mankind purely for the sake of service. (34 words)

► *Original Passage 4:*

Nelson, as a child, was not of a strong body. Yet he gave proof of that resolute heart and nobleness of mind which during the whole of his glorious career so eminently distinguished him. One day he strayed from his grandmother's house in the company of a cowboy. The dinner hour passed; he was absent and could not be found. The alarm of the family became very great, for they feared that he might have been carried off by the gipsies.

At length after a long search, he was discovered sitting composedly by the side of a brook which he could not get over. "I wonder, child," said the old lady, when she saw him, "That hunger and fear did not drive you home", Fear! grandmamma," replied the future hero, "I never saw fear; what is it?" (137 words)

Title – Nelson the fearless boy

Precis:

Nelson gave proof of his fearlessness even in his childhood. One day he strayed away from his grandmother's house and did not return even at dinner time. At last, he was found sitting by a brook. To his grandmother's wonder how even hunger and fear could not drive him home, he said he had never seen fear and did not know either what it was. (65 words)

► *Original Passage 5:*

There is a strong connection between sleep and mental health. Getting enough sleep is essential to maintaining good mental health and can help improve mood, cognitive functioning and overall well-being. On the other hand, lack of sleep can increase the risk of developing mental health conditions such as irritability, difficulty concentrating, and depression and anxiety. Prioritizing sleep and establishing healthy sleep habits are important to support good mental health. (141 words)

Title: The Link Between Sleep and Mental Health**Precis:**

Sleep is essential for good mental health. Lack of sleep increases the risk of irritability, difficulty concentrating and mental health conditions. It is important to prioritize sleep and establish healthy sleep habits. (57 words)

► *Original Passage 6:*

Exercise in nature is very beneficial for both physical and mental health. In addition to the general benefits of exercise, such as improving cardiovascular health and increasing muscle strength, outdoor activities also provide an opportunity to experience the beauty and tranquility of nature. It can increase feelings of well-being and reduce stress and anxiety. It is important to embrace the benefits of outdoor exercise and incorporate it into your regular routine. (141 words)

Title: The Benefits of Outdoor Exercise**Precis:**

Outdoor exercise has benefits for physical and mental health, including increasing well-being and reducing stress and anxiety. It is important to include outdoor exercise in your routine. (56 words)

► *Original Passage 7:*

From the moment we are born, we cannot live alone; we stand in continual need of assistance from all around us, for body and soul and spirit; we need clothes that other men make; houses, which other men build, food, which other men produce; we have to get our livelihood by working for others, while others get their livelihood in return by working for us.

As children we need our parents to be our comforters, and to take care of others: we cannot exist a day without our fellowmen; we require teachers to educate us: books and masters to teach our trade; and when we have learned it and settled ourselves in life, we require laws made by other men who died hundreds of years before we were born, to secure to us our rights and properties, to secure to our comforts in our station; and we need friends to comfort us in sorrow and to share our joy. (161 words)

Title – One cannot live alone**Precis:**

We cannot live alone in this world. We need the help of a host of people-the farmers for food, the weaver for cloth, the mason for houses; for consolation in sorrow, teachers for education, lawyers for property, and above all, parents to bring up in our childhood. (47 words)

► *Original Passage 8:*

One night a holy man, Abu Ben Adhem by name, suddenly woke up from a deep dream of peace and saw in his moonlit room an angel writing something in a book of gold. He did not feel at all frightened. The peaceful face of the angel made Abu bold and he said to the angel, "What are you writing?" The angel looked up and replied in a kind and sweet tone, "I am taking down the names of those who love God." "And is my name one among them?" Asked Abu. But the angel replied, "No, it is not." "I pray thee then," said Abu, "To write me down as one who loves his fellowmen."

The Angel wrote and vanished. The next night the angel came again with a great light which awaked Abu Ben Adhem: and he showed Abu the names of those who had been blessed by the love of God. And behold! the name of Abu was at the top of the list. (166 words)

Precis:

One night Abu Ben Adhem was sleeping in his room. An angel came there and wrote down the names of those who loved God. But Abu's name was not there. At Abu's request, the angel wrote his name as one who loved mankind. The next night it was seen that Abu's name headed the list of whom God loved the most. (60 words)

► *Original Passage 9:*

A plant-based diet, which focuses on foods derived from plants rather than animals, has many health benefits. These foods are generally rich in nutrients such as fiber, vitamins and minerals and are associated with a reduced risk of chronic diseases such as heart disease and diabetes. Plant-based diets are more environmentally sustainable and can lead to a lower carbon footprint. It's important to consider incorporating more plant-based options into your diet for both health and environmental benefits. (150 words)

Title: The Benefits of Plant-Based Eating

Precis:

A plant-based diet has health and environmental benefits, including reduced risk of chronic disease and a lower carbon footprint. It's important to consider including more plant-based options in one's diet. (61 words)

► *Original Passage 10:*

Having a strong support system has many benefits for mental health. Research has shown that people with networks of supportive friends and family members are less likely to experience depression and anxiety and are more likely to have a positive outlook on life. It is important to prioritize building and maintaining social connections, as they can provide a sense of belonging and emotional support in times of need. (128 words)

Title: The Link Between Social Support and Mental Health

Precis:

A strong support system has mental health benefits, including a lower risk of depression and anxiety and a positive outlook on life. Making and maintaining social connections is important. (62 words)

► *Original Passage 11:*

We call beautiful anything that gives us pleasure and that depends on things outside of us. Perhaps most people think the sea is beautiful only when it is blue. If one has been in Italy as a child and has grown up beside the grey North Sea, he will think that grey seas are ugly: and nothing can be so beautiful as the blue Mediterranean.

But suppose a Scotsman who loves Scotland should go to Italy. He might find the blue sea too uninteresting after a while. When he goes home and sees the grey sea again, he will see the sea as beautiful. We are made in different ways, and grey can be as beautiful as blue, just as a baby's cry can be sweeter to someone's ears than the best notes of the greatest singer of all time. Nothing is beautiful or ugly in itself, but thinking makes it so. (172 words)

Title – Test of Beauty**Precis:**

Nothing in this world is beautiful or ugly. Things look beautiful or ugly according to our own idea of beauty. The same thing may look different to people raised in different environments. Generally, most people consider beautiful a thing that gives pleasure. But it depends on our perspective. (56 words)

► *Original Passage 12:*

Humans first appeared on earth a million and a half years ago. He was little more than an animal then. Still, early humans had some advantages over animals. He had a large brain, an erect body with fast-moving hands. He invented a language to communicate with his colleagues.

This ability to speak was of the highest value because it allowed men to share ideas and plan together: speech enabled the transmission of ideas from generation to generation. These special advantages put humans far ahead of all other living creatures. Since that distant time, when he first made his appearance, man has achieved a lot. (110 words)

Title – How Man Makes Himself**Precis:**

From his first animal-like existence man evolved with a large brain and fast-moving hands and the invention of language and speech. He achieved a lot by communicating with others and passing on knowledge to the next generation. (37 words)

► *Original Passage 13:*

Exercise is a natural and effective way to reduce stress and improve mental health. Physical activity has been shown to release endorphins, which are chemicals that act as natural pain relievers and mood lifters. In addition to these mood-boosting effects, exercise can help distract from everyday stress and provide a sense of accomplishment. It's important to find an exercise routine that works for you and make it a regular part of your routine to support stress reduction and mental health. (162 words)

Title: The Link Between Exercise and Stress Reduction**Precis:**

Exercise reduces stress and improves mental health by releasing endorphins and providing a sense of accomplishment. It's important to find an exercise routine that works for a person and make it a regular part of one's routine. (69 words)

► *Original Passage 14:*

Mindfulness is the practice of paying attention to the present moment without judgment. This simple yet powerful practice has been shown to have many benefits for both physical and mental health. Regular mindfulness practice can reduce stress and anxiety, improve sleep, and increase self-awareness and focus. Incorporating mindfulness into daily life is important to reap the numerous benefits of this practice. (141 words)

Title: The Importance of Mindfulness

Precis:

Mindfulness is the practice of paying attention to the present moment without judgment. It has numerous benefits for physical and mental health, including reducing stress and anxiety, improving sleep, and increasing self-awareness and focus. Incorporating mindfulness into daily life is important. (66 words)

► *Original Passage 15:*

Charity is a universal duty, which is in every man's power to be sometimes exercised since every assistance given to another from a right motive is an act of charity; and is seldom in such infirmity that he cannot benefit his neighbour in any case. He who cannot relieve the poor can instruct the ignorant, and he who cannot minister to the sick can restore the wicked.

He who can give little help himself may undertake the duty of alms by inciting the greed of others and recommending petitions that he cannot grant, to those who have more power to give. The widow who puts her mite into her treasury and the poor man who brings a cup of cold water to the thirsty will not lose their reward. (143 words)

Title – Universal Aspect of Charity

Precis:

Charity, a universal duty, must be practiced by all, and can be practiced easily by each according to his ability. Besides money, any help in word or deed, such as nursing, teaching or reforming the wicked, is charity. Failure to do something personally can affect others. (47 words)

► *Original Passage 16:*

There is a growing body of research that indicates that excessive social media use can have a negative impact on mental health. Studies have shown that people who spend a lot of time on social media platforms may have an increased risk of developing conditions such as depression, anxiety and low self-esteem.

It is important to be aware of social media use and take steps to limit time spent on these platforms to support good mental health. (155 words)

Title: The Link Between Social Media Use and Mental Health

Precis:

Excessive social media use can have negative effects on mental health, including increasing the risk of depression, anxiety and low self-esteem. It is important to be aware of the use of social media and limit the time spent on these platforms. (68 words)

► *Original Passage 17:*

Religion seems to me to be based primarily and mainly on fear. It is partly the terror of the unknown and the desire to feel that you have a kind of big brother who will stand by you in all your troubles and conflicts. Fear is the basis of the whole thing – fear of the mysterious, fear of failure, fear of death. Fear is the parent of cruelty and therefore, it is not surprising that cruelty and religion go together.

For fear in this world is the foundation of these two things, that we now understand certain things, and can master them with the help of science, which has forced its way step by step against Christianity: against the churches, and against all the opposition of the old doctrines.

Science can help us overcome this terrible fear that mankind has lived in for generations. Science can no longer teach us to look for allies in the sky but to look below at our own efforts to make this earth a habitable place. (186 words)

Title – Science Versus Religion**Precis:**

Fear of the unknown and the desire to get help from other sources in his plight led men to believe in religion. Science has freed man from these fears. With the help of science, people have overcome the fear of invisible forces. As a result, science has taught man to rely on himself rather than on any spiritual help. (64 words)

► *Original Passage 18:*

Mankind in general is not sufficiently acquainted with the importance of the word justice. It is generally considered to include the performance of duties that society's laws may mandate. This, I allow, is sometimes the importance of the word, and in this sense, justice is distinguished from equity. But justice is still broader and unites all the virtues that can be shown. Justice may be defined as a virtue that urges us to give to every person what is his due.,

In this extended sense of the word, it refers to the practice of every virtue that determines reason or should be expected of society. Our duty to our Creator, to each other and to ourselves is fully answered if we give them what we owe them. Thus, properly speaking, justice is the only virtue in which all the rest have their root. (150 words)

Title – Meaning of Justice**Precis:**

Justice, generally understood, means the fulfillment of duties sanctioned by society and in this sense, it differs from equity. But justice in a broader sense refers to the virtue of giving everyone what they deserve. It includes one's duty to God and society and all other virtues. (47 words)

► *Original passage 19:*

Exercise is essential for maintaining physical health and can have many benefits for mental well-being as well. Regular physical activity can help reduce the risk of developing chronic conditions such as obesity, type 2 diabetes and heart disease. It can improve sleep, increase energy levels, and reduce stress and anxiety. Despite the many benefits of exercise, many people struggle to make it a regular part of their routine.

One reason for this could be that they don't know how to get started or don't have access to resources like a gym or personal trainer. However, there are many easy ways to incorporate exercise into daily life, such as walking or cycling, participating in team sports or trying home workout videos. (246 words)

Title: The Importance of Exercise**Precis:**

Exercise is important for physical and mental health, but many people struggle to make it a regular part of their routine. It can reduce the risk of chronic conditions and improve sleep, energy and mental health. Simple ways to incorporate exercise into daily life include walking, biking, sports, or home workouts. (91 words)

► *Original passage 20:*

Meditation is a practice that focuses the mind on a specific object, thought or activity to train attention and awareness. It has been shown to have many benefits for physical and mental health, including reducing stress and anxiety, improving sleep, and increasing feelings of calmness and relaxation.

Studies have also shown that meditation can have positive effects on the brain, including increasing grey matter density in areas associated with learning and memory and decreasing grey matter density in the amygdala, an area of the brain involved in processing stress. Despite the many benefits of meditation, it can be intimidating for those who have never tried it before.

However, there are many easy and accessible ways to get started, such as finding a guided meditation app or joining a meditation group. (320 words)

Title: The Benefits of Meditation**Precis:**

Meditation involves focusing the mind to improve focus and awareness. It reduces stress and anxiety, improves sleep and promotes calmness and relaxation. It also has positive effects on the brain, including increased gray matter density in areas related to learning and memory and decreased gray matter density in the amygdala, which processes stress and fear. Meditation is accessible through apps or groups for beginners. (123 words)

► *Original passage 21:*

When we survey our lives and efforts, we soon observe that almost the whole of our actions and desires are bound up with the existence of other human beings. We notice that the whole of nature resembles that of social animals. We eat food that others have produced, wear clothes that others have made, and live in houses that others have built. The greater part of our knowledge and beliefs has been passed on to us by other people through the medium of a language that others have created. Without language and mental capacities, we would have been poor indeed comparable to higher animals.

We have therefore to admit that we owe our principal knowledge over the least to the fact of living in human society. The individual if left alone from birth would remain primitive and beast-like in his thoughts and feelings to a degree that we can hardly imagine. The individual is what he is and has the significance that he has not much in virtue of individuality, but rather as a member of a great human community, which directs his material and spiritual existence from the cradle to the grave. (193 words)

TITLE: Man, and society**Precis:**

Human beings have their actions and desires bound up with society as they are social animals. They depend on each other for food and clothes and share their knowledge and beliefs, and use language created by others to communicate, which helps in their mental development. They are superior to beasts because they live in human society. An individual left alone since birth would grow utterly beast-like. Human society guides man's material and spiritual existence. (76 words)

► *Original Passage 22:*

If you will, believe me, you who are young, yours is the golden season of life. As you have heard it called, so it verily is the seed-time of life in which if you do not sow or if you sow tares instead of wheat, you will arrive at little. And in the course of years when you come to look back if you have not done what you have heard from your advisers and among many counsellors there is wisdom you will bitterly repent when it is too late.

The habit of studies acquired at universities is of the highest importance in the afterlife. During the season when you are young in years, the whole mind is, as it were, fluid, and is capable of forming itself into any shape that the owner of the mind pleases to allow it or constrain it, to form itself into. The mind is then in a plastic or fluid state but it hardens gradually to the consistency of rock or iron, and you can not alter the habits of an old man. (180 Words)

Title: Youth: The Quintessence of Life**Precis**

Youth is the golden and seed-time of life. Unless one listens and acts up to the advice of one's superiors then, one must repent in the end. Youth is a fluid state of mind any good habit incurred now will stand in good stead in the afterlife. After that mind hardens and no good habit can be formed. (58 Words)

► *Original Passage 23:*

Variety is the spice of life – is it not? We all practically live and strive for having better food, but food remains insipid without the addition of spices. The only difference between a good curry and a bad curry lies in the presence or absence of spices. The absence of variety makes life drab and monotonous. A man working six hours a week will have his rest on Sunday. A man wearing a coat for five days will like a shawl on the sixth day. If a man lives in Calcutta for six years, he will like to spend a month outside. We hear that Tagore could not live in the same house for a long time.

He used to change his residence pretty often, which shows a poet's longing for novelty. Life is many stringed instruments and we must give proper attention to all the strings. Ever since its creation man has gone on from progress to progress by responding to new circumstances. So, for the development of civilization, new circumstances and a new environment are necessary. (179 Words)

Title: Variety Makes Life Challenging**Precis**

Change and variety add joy to life like the spices of our food. Without variety, life becomes dull and drab. After hard work for hours, a man needs rest and change. Our progress has been due to the response to changes and such changes are necessary for the development of civilization. (51 Words)

► *Original passage 24:*

Everyone has continual control during his life with the variety of experiences known as art. Their experience ranges from the craft level found in the design and execution of the practical things of life to the more imaginative because less material level is required for the enjoyment of music, painting, sculpture, and literature. In the fine arts, human creativity is no longer concerned with producing an object which will be required for use anyhow, whether it is beautiful or not, but with providing a stimulus for the satisfaction of human emotion in its various levels of manifestation.

The majority of human beings since they are culturally underprivileged, are satisfied if their emotions are roused easily and mechanically by the more simple emotional easily identified sentimentalities that easily assimilate emotional reflexes-by dance, and music, by the identified references of cinema organ sentimentalities, by the picture with a story or easily assimilated moral, and by the simple violent plots of the cheap magazine. The culturally privileged demand a more complicated satisfaction. They require because they are educated on the aesthetic aspects of the arts. (180 Words)

Title: Art for the Simple and the Educated**Precis**

Art, whether as a craft expressed in articles of everyday use or as fine art which aims solely to simulate human emotions, affects everybody most people, are culturally underprivileged. Like a simple but violent satisfaction from an easily assimilated form of art. But the culturally privileged demand a deeper satisfaction from more complex art forms. (55 Words)

► *Original passage 25:*

The study of history depends more than any other branch of science or literature on the availability of a large number of books. The history student nowadays is often discouraged or hampered by the lack of them, especially of those older standard works which have gone out of print. Even before the Second World War publishers were not willing to risk reprinting works often running into several big volumes for which the demand, was uncertain and the cost of production high. During the war air raids destroyed over a million books in one district of London alone, and reduced to ashes the entire stock of one firm which had specialized in historical works.

Since the war paper has been costly and scarce; the costs of printing and binding have risen sharply; and the demand, though greater, is still not large enough to make worthwhile the republication of many books which historians regard as essential. The main reason for this insufficient demand is the disappearance of the private library. Private libraries were common in Victorian Times but they no longer exist in modern small houses where there is no room for bookshelves. (190 Words)

Title: The decline of the Study of History**Precis**

The study of history, which requires a large number of books, has suffered at present, especially because older standard works are out of print as publishers fear taking risks of reprinting many-volume books. Air raids during the war destroyed the stock of a publisher's firm specializing in history books. The demand has even lessened in the post-war period with higher production costs and the disappearance of the private libraries-so characteristic of Victorian days. (72 Words)

► *Original passage 26:*

Speech is a great blessing, but it can also be a great curse, for, while it helps us to make our intentions and desires known to our fellows, it can also, if we use it carelessly make our attitude completely misunderstood. A slip of the tongue, the use of an unusual or ambiguous word, and so on, may create an enemy where we had hoped to win a friend.

Again different classes of people use different vocabularies, and the ordinary speech of an educated man may strike an uneducated listener as showing pride; unwittingly we may use a word that bears a different meaning for our listener from what it does to men of our own class. Thus speech is not a gift to use lightly without thought, but one which demands careful handling. Only a fool will express himself alike to all kinds and conditions of men. (148 Words)

Title: Speech: A Blessing or a Curse by Use**Precis**

Speech helps us to communicate with others but it may cause misunderstanding if used carelessly and make enemies instead of friends. The same word means different things to different classes of people. The speech of the educated may be offensive to the uneducated-turning the blessing into a curse. (48 Words)

► *Original passage 27:*

Man is the architect of his own fate. If he makes a proper division of his time and does his duties according he is sure to improve and prosper in life; but if he does otherwise, he is sure to repent, when it is too late and he will have dragged a miserable existence from day to day.

To kill time is as culpable as committing suicide, but our life is nothing but the sum total of hours, days, and years. Youth is the golden season of life. In youth, the mind is pliable and soft and can be moulded in any form you like. If we lose the morning hours of life, we shall have to repent afterwards. It is called the 'seed time of life'. If we sow good seeds, we shall reap a good harvest when we grow up. (142 Words)

Title: Man is the Architect of His own Destiny**Precis**

Man is the maker of his own fate. If he makes the best use of his time, he will prosper and find happiness in life. If he wastes his youth, the seed time of life, he will repent afterwards and will live a miserable life throughout. (46 Words)

► *Original Passage 28*

It is sometimes said that the pleasures of giving are peculiar to the rich, and no doubt the pleasure of giving is one of the greatest and purest that wealth can bestow. Still the poor also may be liberal and generous. The widow's mite, so far as the widow is concerned, counts for as much as the rich man's gold.

Moreover, as regards kindness and sympathy which are far more valuable than money, the poor can give as much as, perhaps even more than the rich. Money is not wealth. A proverb says: "A man's true wealth is the good that he does in the world". When he dies, men will ask what property he has left behind, but Angels will inquire, "What good deeds hast thou sent before thee?" (130 Words)

Title: Helping Others is Universal Virtue**Precis**

The joy of helping others is not the monopoly of the rich. The poor also can help their fellowmen with words of advice and sympathy. This sort of gift is nobler than the money of the rich. A man's wealth consists of the good that he does to the world. (51 Words)

► *Original passage 30:*

The aim of culture and religion is the same. Men are all members of one great whole, and the sympathy which is in human nature will not allow one member to be different from the rest or to have perfect welfare independent of the rest. The expansion of our humanity to suit the idea of perfection that culture forms must be a general expansion. Perfection, as culture conceives it is not possible while the individual remains isolated. He must carry others along with him in his march towards perfection. Culture lays on us the same obligation as religion which says that "to promote the kingdom of God is to increase and hasten one's own happiness.

Culture is a harmonious expansion of all the powers which make the beauty and worth of human nature. Culture is not consistent with the over-development of any power at the expense of the rest. Here it goes beyond religion, as religion is generally conceived by us. (162 Words)

Title: Culture Complements Religion**Precis**

Culture leading towards perfection like religion is complementary rather than competitive to the latter. Like religion culture also professes perfection taking all together leaving none isolated. Culture means the harmonious development of all powers and not the over-development of anyone at the cost of others. Here it transcends religion in insisting on harmonious development. (53 Words)

► *Original passage 31:*

Perseverance is the very hinge of all virtues. On looking over the world, the cause of nine-tenths of the lamentable failures which occur in much of their history lies not in the want of talents, but in the manner of using them, in flying from object to object, in starting away at each little disgust, and thus applying the force which might conquer anyone difficulty to a series of difficulties so large that no human race can conquer them.

The smallest brook on earth by continuing to run has hollowed out for itself a considerable valley to flow in. Commend me, therefore, to the virtue of severance. Without it, all the rest are little better than fairy gold which glitters in your purse, but taken to the market proves to be state or cinders. (134 Words)

Title: Perseverance is the Key to Success**Precis**

The best virtue man can possess is perseverance. 90% of the world's failures can be accounted to a lack of perseverance instead of talent. Perpetual hesitation, want of strong resolution, and failure to tackle difficulties singly adds up to huge ones making it impossible of conquering. Perseverance should therefore be cultivated at all costs. (53 Words)

► *Original passage 32:*

Films should contribute to human understanding and progress rather than hinder them antisocially. The excitement of gangsterdom is permissible so long as the antisocial quality of gangsterdom is not held up as something desirable. Frivolous gaiety may be introduced, but it should not be presented as the be-all and end-all, of living. Life can be made exciting and romantic provided it is not permanently distorted.

For there can never be much human progress if we distort things by pretending the world is very much better than it actually is. Thus the attitude of a film to the grimmer side of life can not be worthwhile if it glosses it over, since that only confirms our backwardness. Nothing bad should be treated approvingly. The introduction of gangsterdom, war, idle luxury; slums unemployment, poverty, and their accompanying misery, crime, and disease, should not leave the audience complacent, but should if anything inspire them with a determination to end them. (159 Words)

Title: Social Purpose of Films

Precis

Films should help human progress by not glorifying antisocial themes. Life can be made exciting without distorting it and suggesting that it is perfect. Films should not avoid the darker sides of life's problems and inspire the audience to get rid of these problems. (44 Words)

ANSWERS TO SELF TEST QUESTIONS

► PASSAGE - 1

Q1-

Ans 1. The first option is correct – their approaches were different and this difference is quite explicitly explained in the fourth paragraph

Q2-

Ans 2. The first option is correct because educationists believe that philosophical abstractions are not suitable for practical application.

Q3-

Ans 3. The first option is correct because the term comes from the root word 'perennial' – which means ceaseless.

Q4-

Ans 4. The second option is correct – Plato's beliefs were democratic but not his suggested practices.

Q5-

Ans 5. The third option is correct – facts do change with the changing times; hence, they are not of the utmost importance when aiming for holistic education.

► PASSAGE – 2

Questions	Answers
1	iv
2	ii
3	iii
4	i

► PASSAGE - 3

Q1-

Ans – The second option is correct, as stated in the passage.

Q2-

Ans- As mentioned in the passage, Mahalia Jackson had prompted him to speak about his dream

Q3-

Ans – The correct answer is 'departed'

Q4-

Ans – As mentioned in the beginning of the comprehension, the fourth answer is correct

Q5-

Ans – As mentioned in the opening paragraph, the first option is correct

► *PASSAGE - 4*

Q1-

Ans – The word ‘profound’ is similar in meaning to ‘deep’

Q2-

Ans – Option 2 As mentioned in the second paragraph, English literature helped Indians to shape their ideas about the Englishmen

Q3-

Ans – Option 1 As stated in the second paragraph, only the educated Indians could understand English literature

Q4-

Ans – ‘Vanquished’ is the antonym, it means defeated

Q5-

Ans – Option 3 Tagore listened to John Bright’s speeches, as stated in the last paragraph

► *PASSAGE – 5*

Q1-

Ans- Option 2 - Yes, all elements need to be balanced, as pointed out in paragraph 2

Q2-

Ans- As per paragraph 3, the stress laid on winning has made sportsmanship take a backseat. Option 2 is correct

Q3-

Ans – Option 1 - Not accepting responsibility characterizes a sore loser

Q4-

Ans – Option 4 is the correct answer

Q5-

Ans – Option 1. According to the second paragraph, this is the correct option

► *PASSAGE 6*

A	She was picking up rubbish from the beach.
B	On the book shelf.
C	Placing it in the cool oven.
D	12 June 1886
E	From Wales to Indonesia.
F	Contact the nearest German Embassy.
G	Location where the bottle was dropped and the captain’s hand writing.
H	Movement of ocean currents.

► *PASSAGE 7*

A	C
B	A
C	C
D	A
E	A
F	A
G	C
H	B

► *PASSAGE 10*

1	i,ii
2	i,iii
3	iv
4	i,ii
5	ii
6	iii

► *PASSAGE 11*

1	ii
2	iv
3	ii
4	iv
5	i
6	iv

► *PASSAGE 12*

Q1-

Ans – The first option is correct – as per paragraph 4

Q2-

Ans. Option 1 is correct – as per paragraph 3

Q3-

Ans – Option 1 is correct, as stated in para 1

Q4-

Ans – The third option is correct, as given in para 2

Q5-

Ans – The second option is correct – as given in the last para – there are other fields too, upon which AI draws.

► *PASSAGE – 13*

Q1-

Ans1. The first option is correct. The answer can be found in the second sentence of the first paragraph, where after stating a general observation on 'freewill', an attempt is made to define it.

Q2-

Ans2. The second option is correct, as is evident from the last line of the second paragraph – once our willpower becomes strong enough to overcome instant gratification, we are truly free.

Q3-

Ans3. The first option is correct, as the second paragraph opens up by relating the fact that although the contemporary philosophers' views vary, they still align with Plato's thoughts.

Q4-

Ans 4. The third option is correct, the last paragraph offers a working definition of 'cognitive capacity'

Q5-

Ans 5. The fourth option is correct, 'revered' also means – to hold in high esteem, to respect.

► *PASSAGE – 14*

1	iii
2	ii
3	True
4	ii, iii
5	B

► *PASSAGE – 15*

Q1-

Ans1) The second part is the correct answer, since the passage mentions 'Facebook' a social networking website

Q2-

Ans2) According to the given paragraph, the first answer is correct (as is mentioned in the second passage of the RC)

Q3-

Ans3) The book does discuss intuition, as stated in the first paragraph. Hence the correct answer is the fourth option

Q4-

Ans4) The third option is correct, as stated in the last paragraph – quality matters over quantity

Q5-

Ans5) The first option is correct, as per the first paragraph in the given RC

► *Passage - 16*

1	iv
2	i
3	iii

► *Passage - 17*

1	iii
2	ii
3	ii
4	ii

► *Passage - 18*

Q1-

Ans1 False (A layer of varnish, which has now become dull, has given it that appearance)

Q2-

Ans2 False (The Mona Lisa has an enigmatic smile)

Q3-

Ans3 True (The varnish has become dull, yellow. Since it covers the painting, it has made its appearance yellow)

Q4-

Ans4 False. (it is in the Louvre in France)

► *PASSAGE 19*

1	B
2	B
3	D
4	C
5	B
6	D
7	C
8	D
9	C
10	C

Precis writing

Note for students: All precise must be written in your own words, and should be 1/3 of original passage. Precis is always in one para.

► *Passage 1***Title: Men and machines**

We do not know what to do with our knowledge. Science has given us superhuman powers, which we do not use properly. Machines should be fed promptly and waited upon attentively; otherwise, they refuse to work or cause destruction. We already find it difficult to do without machines. In the course of time, they may rule over us altogether. (58 words)

► *Passage 2***Title: STAMP COLLECTING**

To many people a stamp is merely something necessary for ending a letter. they regard stamp collecting as a waste of time effort and money. But there are many people who love buying stamps and find the is hobby worthwhile and more profitable than other leisure pursuits. Collecting stamps helps to pass the time quickly and pleasantly. Stamp colleting is limitless and endless. Countries are always issuing stamps to celebrate important events. It is fascinating to receive letters from distant countries and to discover stamps in old books. Stamp itself has a charm. Stamps show us geographical and historical pictures, famous [people and incidents. These small things contain vast knowledge. (110 words)

► *Passage 3***Title: Human Evolution and Emotions**

The emotions that humans express and react to stimuli in the environment have an evolutionary basis. Emotions are assumed to be a result of repeated encounters with a certain eventAccording to evolution, emotions like fear, love, feigning, anger, and disgust are results of consistent reactions in particular situations. Some expressions are often built up or adapted as a form of self-protection. (62 words)

SHORT EXERCISES FOR PRECIS WRITING**Title: The Role of Diet in Disease Prevention****Precis:**

A balanced diet can prevent chronic diseases. Unhealthy foods increase the risk of these diseases. It's important to be mindful of the types of food we eat and include nutrient-rich options in our diet. (44 words)

► *Passage 2:***Title – A forest turns into a town****Precis:**

A man gave up all worldly things and went to live in a block of lovely wood. Rats troubled him. So he kept a cat. To feed the cat he kept a cow. Then came one by one a cowboy, a maid, and her companions. They needed houses to live in. Thus the forest turned into a town. (58 words)

► *Passage 3:***Title – Money should not be the goal of life****Precis:**

It is not for money that the noblest deeds have been done by great men. Jesus, Socrates, the Spartans, the explorers, and the nurses in hospitals served mankind purely for the sake of service. (34 words)

► *Passage 4:***Title – Nelson the fearless boy****Precis:**

Nelson gave proof of his fearlessness even in his childhood. One day he strayed away from his grandmother's house and did not return even at dinner time. At last, he was found sitting by a brook. To his grandmother's wonder how even hunger and fear could not drive him home, he said he had never seen fear and did not know either what it was. (65 words)

► *Passage 5:***Title: The Link Between Sleep and Mental Health****Precis:**

Sleep is essential for good mental health. Lack of sleep increases the risk of irritability, difficulty concentrating and mental health conditions. It is important to prioritize sleep and establish healthy sleep habits. (57 words)

► *Passage 6:***Title: The Benefits of Outdoor Exercise****Precis:**

Outdoor exercise has benefits for physical and mental health, including increasing well-being and reducing stress and anxiety. It is important to include outdoor exercise in your routine. (56 words)

► *Passage 7:***Title – One cannot live alone****Precis:**

We cannot live alone in this world. We need the help of a host of people-the farmers for food, the weaver for cloth, the mason for houses; for consolation in sorrow, teachers for education, lawyers for property, and above all, parents to bring up in our childhood. (47 words)

► *Passage 8:***Precis:**

One night Abu Ben Adhem was sleeping in his room. An angel came there and wrote down the names of those who the loved of God. But Abu's name was not there. At Abu's request, the angel wrote his name as one who loved mankind. The next night it was seen that Abu's name headed the list of whom God loved the most. (60 words)

► *Passage 9:*

Title: The Benefits of Plant-Based Eating

Precis:

A plant-based diet has health and environmental benefits, including reduced risk of chronic disease and a lower carbon footprint. It's important to consider including more plant-based options in one's diet. (61 words)

► *Passage 10:*

Title: The Link Between Social Support and Mental Health

Precis:

A strong support system has mental health benefits, including a lower risk of depression and anxiety and a positive outlook on life. Making and maintaining social connections is important. (62 words)

► *Passage 11:*

Title – Test of Beauty

Precis:

Nothing in this world is beautiful or ugly. Things look beautiful or ugly according to our own idea of beauty. The same thing may look different to people raised in different environments. Generally, most people consider beautiful a thing that gives pleasure. But it depends on our perspective. (56 words)

► *Passage 12:*

Title – How Man Makes Himself

Precis:

From his first animal-like existence man evolved with a large brain and fast-moving hands and the invention of language and speech. He achieved a lot by communicating with others and passing on knowledge to the next generation. (37 words)

► *Passage 13:*

Title: The Link Between Exercise and Stress Reduction

Precis:

Exercise reduces stress and improves mental health by releasing endorphins and providing a sense of accomplishment. It's important to find an exercise routine that works for a person and make it a regular part of one's routine. (69 words)

► *Passage 14:*

Title: The Importance of Mindfulness

Precis:

Mindfulness is the practice of paying attention to the present moment without judgment. It has numerous benefits for physical and mental health, including reducing stress and anxiety, improving sleep, and increasing self-awareness and focus. Incorporating mindfulness into daily life is important. (66 words)

► *Passage 15:*

Title – Universal Aspect of Charity

Precis:

Charity, a universal duty, must be practiced by all, and can be practiced easily by each according to his ability. Besides money, any help in word or deed, such as nursing, teaching or reforming the wicked, is charity. Failure to do something personally can affect others. (47 words)

► *Passage 16:*

Title: The Link Between Social Media Use and Mental Health

Precis:

Excessive social media use can have negative effects on mental health, including increasing the risk of depression, anxiety and low self-esteem. It is important to be aware of the use of social media and limit the time spent on these platforms. (68 words)

► *Passage 17:*

Title – Science Versus Religion

Precis:

Fear of the unknown and the desire to get help from other sources in his plight led men to believe in religion. Science has freed man from these fears. With the help of science, people have overcome the fear of invisible forces. As a result, science has taught man to rely on himself rather than on any spiritual help. (64 words)

► *Passage 18:*

Title – Meaning of Justice

Precis:

Justice, generally understood, means the fulfillment of duties sanctioned by society and in this sense, it differs from equity. But justice in a broader sense refers to the virtue of giving everyone what they deserve. It includes one's duty to God and society and all other virtues. (47 words)

► *Passage 19:*

Title: The Importance of Exercise

Precis:

Exercise is important for physical and mental health, but many people struggle to make it a regular part of their routine. It can reduce the risk of chronic conditions and improve sleep, energy and mental health. Simple ways to incorporate exercise into daily life include walking, biking, sports, or home workouts. (91 words)

► *Original Passage 20:*

Title: The Benefits of Meditation

Precis:

Meditation involves focusing the mind to improve focus and awareness. It reduces stress and anxiety, improves sleep and promotes calmness and relaxation. It also has positive effects on the brain, including increased gray matter density in areas related to learning and memory and decreased gray matter density in the amygdala, which processes stress and fear. Meditation is accessible through apps or groups for beginners. (123 words)

► *Passage 21:***TITLE: Man, and society****Precis:**

Human beings have their actions and desires bound up with society as they are social animals. They depend on each other for food and clothes and share their knowledge and beliefs, and use language created by others to communicate, which helps in their mental development. They are superior to beasts because they live in human society. An individual left alone since birth would grow utterly beast-like. Human society guides man's material and spiritual existence. (76 words)

► *Passage 22:***Title: Youth: The Quintessence of Life****Precis**

Youth is the golden and seed-time of life. Unless one listens and acts up to the advice of one's superiors then, one must repent in the end. Youth is a fluid state of mind any good habit incurred now will stand in good stead in the afterlife. After that mind hardens and no good habit can be formed. (58 Words)

► *Passage 23:***Title: Variety Makes Life Challenging****Precis**

Change and variety add joy to life like the spices of our food. Without variety, life becomes dull and drab. After hard work for hours, a man needs rest and change. Our progress has been due to the response to changes and such changes are necessary for the development of civilization. (51 Words)

► *Passage 24:***Title: Art for the Simple and the Educated****Precis**

Art, whether as a craft expressed in articles of everyday use or as fine art which aims solely to simulate human emotions, affects everybody most people, are culturally underprivileged. Like a simple but violent satisfaction from an easily assimilated form of art. But the culturally privileged demand a deeper satisfaction from more complex art forms. (55 Words)

► *Passage 25:***Title: The decline of the Study of History****Precis**

The study of history, which requires a large number of books, has suffered at present, especially because older standard works are out of print as publishers fear taking risks of reprinting many-volume books. Air raids during the war destroyed the stock of a publisher's firm specializing in history books. The demand has even lessened in the post-war period with higher production costs and the disappearance of the private libraries-so characteristic of Victorian days. (72 Words)

► *Passage 26:***Title: Speech: A Blessing or a Curse by Use****Precis**

Speech helps us to communicate with others but it may cause misunderstanding if used carelessly and make enemies instead of friends. The same word means different things to different classes of people. The speech of the educated may be offensive to the uneducated-turning the blessing into a curse. (48 Words)

► *Passage 27:***Title: Man is the Architect of His own Destiny****Precis**

Man is the maker of his own fate. If he makes the best use of his time, he will prosper and find happiness in life. If he wastes his youth, the seed time of life, he will repent afterwards and will live a miserable life throughout. (46 Words)

► *Passage 28***Title: Helping Others is Universal Virtue****Precis**

The joy of helping others is not the monopoly of the rich. The poor also can help their fellowmen with words of advice and sympathy. This sort of gift is nobler than the money of the rich. A man's wealth consists of the good that he does to the world. (51 Words)

► *Passage 29:***Title: Culture Complements Religion****Precis**

Culture leading towards perfection like religion is complementary rather than competitive to the latter. Like religion culture also professes perfection taking all together leaving none isolated. Culture means the harmonious development of all powers and not the over-development of anyone at the cost of others. Here it transcends religion in insisting on harmonious development. (53 Words)

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Films should help human progress by not glorifying antisocial themes. Life can be made exciting without distorting it and suggesting that it is perfect. Films should not avoid the darker sides of life's problems and inspire the audience to get rid of these problems. (44 Words)

