THE INSTITUTE OF CHARTERED ACCOUNTANTS OF PAKISTAN

Foundation Examinations  Spring 2008

March 6, 2008

FUNCTIONAL ENGLISH (MARKS 100)
Module A (3 hours)

Q.1 (a) Match the words given below with their nearest meanings:

(i) Renounce (a) to accuse of wrongdoing
(ii) Debacle (b) extremely harsh
(iii) Propriety (c) wealthy individual
(iv) Zealot (d) observance of norms
(v) Edict (e) relating to money
(vi) Pecuniary (f) a sudden downfall
(vii) Affluent (g) an order that must be obeyed
(viii) Erratic (h) to give up
(ix) Draconian (i) lacking consistency or regularity
(x) Indict (j) a person who feels extreme passion or devotion towards some cause (05)

(b) Select the meaning which is most close to the idiom:

(i) The thief took to his heels when he saw the policeman.
(a) had some pain in his heels
(b) ran away from the scene
(c) could not decide what to do
(d) surrendered the stolen property

(ii) You cannot have your cake and eat it too.
(a) enjoy without payment
(b) have it both ways
(c) absolve yourself of guilt
(d) win all the time

(iii) Their attempt to get the stolen necklace was a wild goose chase.
(a) useless search
(b) timely action
(c) delayed action
(d) most difficult task

(iv) The enquiry ordered by the court had brought to light some startling facts.
(a) was held in camera
(b) disclosed
(c) was conducted during working hours
(d) conducted transparently (04)

Q.2 (a) Select the correct word in each of the following sentences:

(i) Your action had little (affect/effect) on the decision.
(ii) He was buried in the (symmetry/cemetery) outside the city.
(iii) I was flattered by his (compliments/complements).
(iv) Your agenda is different (from/than) mine.
(v) The (principle/principal) advantage of the word processor is the ability to reproduce material easily.
(vi) There are (fewer/less) mistakes in this transcription. (03)
THE INSTITUTE OF CHARTERED ACCOUNTANTS OF PAKISTAN

Foundation Examinations  Autumn 2008

September 4, 2008

FUNCTIONAL ENGLISH

Module A  (MARKS 100)

(MARKS 100)

(3 hours)

Q.1 Complete the sentences with appropriate idioms.

(i) I wish the doctor would stop _______ and tell me exactly what is wrong with me.
   (a) making a mountain of the mole hill  (b) telling cock and bull stories
   (c) beating around the bush  (d) reading between the lines

(ii) A large contingent of the police was called to the scene, but it was just _______ as all the strikers dispersed peacefully after registering their grievances.
   (a) the calm before the storm  (b) a flash in the pan
   (c) a storm in the tea cup  (d) a rank and file exercise

(iii) Rashid received _______ from the Chief Executive for his excellent presentation to the committee on the new power project.
   (a) flying colours  (b) a pat on the back
   (c) key to success  (d) a feather in his cap

(iv) The recent increase in prices of fuel was _______ for the entire nation.
   (a) bring to book  policy  (b) a sight for sore eyes
   (c) a bolt from the blue  (d) a snake in the grass policy

(v) Sajid was sorrowful over his performance in the one-day cricket match. This was like _______.
   (a) crying wolf  (b) out of sorts
   (c) crying over spilt milk  (d) creating bad blood

Q.2 (a) State whether the following sentences are declarative, imperative, assertive, exclamatory or interrogative. Also place the appropriate punctuation mark at the end of the sentence.

(i) How right you are
(ii) Does he not live near the National School of Arts
(iii) There is no speed limit on this stretch of the highway
(iv) Will you please stop making that disturbing noise
(v) How could you not see that you were being duped by the fraudulent astrologer

(b) Rewrite these sentences by replacing the words in brackets with the appropriate tense of the verb.

(i) The people (flee) from their villages as the volcano erupted.
(ii) The river (flow) through a number of lovely small villages nestling in the valley.
(iii) The football match will be (broadcast) to eighty countries around the world.
(iv) Heavy rain has been (forecast) for tomorrow.
(v) Have you (read) my report yet?
(vi) Since it was founded in 1979, the company has (undergo) several changes of ownership.
Q.3 Change the Voice of the following sentences.

(i) Nobody has lived in this house since ages.
(ii) The unemployed graduates urged the government to create more jobs.
(iii) I counted the money and found that it was correct.
(iv) Why did your supervisor take such a strong disciplinary action when you were innocent?
(v) You will have to demolish the entire structure as you have not complied with the city building regulations.

Q.4 (a) Match the words on the left with their correct antonyms on the right.

<table>
<thead>
<tr>
<th>Words</th>
<th>Antonyms</th>
</tr>
</thead>
<tbody>
<tr>
<td>bitter</td>
<td>dismiss</td>
</tr>
<tr>
<td>theory</td>
<td>weak</td>
</tr>
<tr>
<td>opaque</td>
<td>practice</td>
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<tr>
<td>appoint</td>
<td>sweet</td>
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<tr>
<td>robust</td>
<td>transparent</td>
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</tbody>
</table>

(b) Match the words on the left with their correct synonyms on the right.

<table>
<thead>
<tr>
<th>Words</th>
<th>Synonyms</th>
</tr>
</thead>
<tbody>
<tr>
<td>candid</td>
<td>brave</td>
</tr>
<tr>
<td>frugal</td>
<td>limitless</td>
</tr>
<tr>
<td>infinite</td>
<td>outspoken</td>
</tr>
<tr>
<td>squander</td>
<td>economical</td>
</tr>
<tr>
<td>intrepid</td>
<td>waste</td>
</tr>
</tbody>
</table>

Q.5 From the adverbs given below, make the right selection and insert it in its correct position in the appropriate sentence.

hard       safely       fluently       very often       increasingly

(i) Shahid loved to read books on literature and would walk for miles to borrow a book.
(ii) A number of people in Pakistan speak two or three languages.
(iii) It was a very steep path to the mountain peak but all the climbers reached the top.
(iv) The local Sunday bazar is becoming crowded and dirty.
(v) If you practice, you might become a star cricketer one day.

Q.6 Punctuate the following paragraph:

patriotism in its simplest terms means love of one's country it is an innate and primitive instinct in most human beings in the early days of the human race families clung together to make themselves secure from wild animals later many families joined together to form a tribe which defended itself against other tribes from the tribes came the nation and with national self-consciousness came patriotism we show our patriotism in a variety of small and big gestures for example we wave our national flag when our team wins an international sporting event we are willing to endure considerable hardships and even willing to sacrifice our lives for the integrity and sovereignty of our nation patriotism thus combines a diverse mix of feelings such as unity oneness pride gratitude and security for achievement of common goals of nationhood
Q.7 Consider yourself as the Chairman of the Board of Trustees of Alfalah Primary and Secondary High School, a non-profit educational institution, established in 1998 with the mission to provide free boarding, lodging and schooling facilities to the very young children who had lost their parents in the devastating earthquake in the northern region of the country.

You are required to write a Circular Letter addressed to the leading philanthropists, requesting them for donations. The letter should emphasize the good work that the Trust has done so far and its leading role in the rehabilitation and education of over 5,000 students since its inception. Describe how zealously the Board of Trustees and the entire staff is committed to the mission of the Trust in providing “parental care” and education to the orphaned and displaced children to enable them to recover from their traumatic experience and rebuild their lives. Your letter should appeal to the sense of generosity of the philanthropists and request them to participate in this noble endeavor for rehabilitation and education of the orphaned children.

Assume that your name is Abdul Aleem Khan.

Q.8 Read the following passage and answer the questions given below:

The pressures of being self-employed are inescapable. You may have to work long hours, and there will be times when things get on top of you. You may well get into debt in order to finance the enterprise. You will need to maintain your faith in your business, often in the face of other people’s doubts.

There will be times when you will feel lonely and frustrated. If you employ people, you will need to be positive and show leadership at all the times. There will be times when you need to be tough and be prepared to discipline difficult employees, or make difficult demands of your suppliers. You need to be polite and helpful, even when an awkward customer is giving you a hard time.

Many of those who successfully start their own business have the backing of their family. Working long hours may have adverse impacts on your family life and your family must be prepared for it. Also, you must be sure that your family can accommodate the risks that self-employment can bring, especially in terms of lower income in the initial stages, and the serious implications if the business fails. You must take time to talk to all members of your family who might be affected by your decision to be your own boss.

You need to ask yourself several questions before you intend to start your own business venture. Do you have the financial resources, and can you afford to risk them? For example, you might take a secured loan based on the security of your home; what are your plans if the business fails and you are forced to sell your house? Do you have sufficient experience and technical skills to perform the core functions of your new business? Are you knowledgeable enough with the market conditions to be able to assess its needs and adapt to its changes? Do you have the tenacity and discipline to see through hard times when cash inflows will be short and demands will be heavy from customers, bankers, staff, and, crucially, your family?

(a) Give a suitable title to this passage.
(b) State four types of pressures which are generally faced by individuals who choose to be self-employed vis-à-vis those who seek to work for others.
(c) Name any four qualities which are vital for success of self-employed persons.
(d) List four types of queries which you must ask yourself before you seriously contemplate undertaking a self-employed business proposition.
(e) Write a précis of 100 words in your own words of the above passage. Word count carries marks.
Q.9 (a) Write the superlative form of the following:
(i) healthy  (ii) blind    (iii) good  (iv) many
(v) horizontal (vi) top    (vii) dirty  (viii) bad

(b) Write the noun form of the following words:
(i) beautiful  (ii) devastating  (iii) fluctuate  (iv) affluent
(v) indict    (vi) complacent  (vii) provoke  (viii) charismatic

Q.10 Select the correct word/phrase in each of the following sentences:

(i) The government is making serious effort to help
   - poor  - the poor  - the poor ones
(ii) What’s the weather like in Nathiagali? How often _______ there during the winters?
   - it snow  - does it snows  - it snows  - does it snow
(iii) The trainee driver _______ the red light.
   - saw not  - did not see  - no saw  - did not saw
(iv) All the participants in the seminar shook hands with ________.
   - each other  - one other  - one the other  - themselves
(v) If the shuttle bus to the airport hadn’t been so late, we _______ the plane.
   - caught  - had caught  - would catch  - would have caught
(vi) The tragic accident was seen by most of the people _______ at the bus stop.
   - waited  - waiting  - were waiting  - who waiting
(vii) It was too cold _______ outside in the verandah.
   - the guests sleeping  - for the guests to sleep  - that the guests sleep  - that the guests sleep
(viii) The museum was housed in _______ building near the river.
   - a nice red brick  - a nice brick red  - a brick red nice  - a red nice brick

Q.11 (a) Read the first sentence. Complete the second sentence so that it follows logically from the first sentence. Use the tense specified at the right side of the sentence.

<table>
<thead>
<tr>
<th></th>
<th>The front door is open. Someone _______ it.</th>
<th>Present Perfect</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>The glass door is broken. Shahid _______ it.</td>
<td>Past Perfect</td>
</tr>
<tr>
<td>(ii)</td>
<td>There is no water in the jug. We _______ all the water.</td>
<td>Past Simple</td>
</tr>
<tr>
<td>(iii)</td>
<td>How long did you live in this house? We _______ in this house for twelve years.</td>
<td>Present Continuous</td>
</tr>
<tr>
<td>(iv)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(b) Explain very briefly the following terms and give one appropriate example of each:

(i) Abstract Noun
(ii) Adverb
(iii) Preposition
(iv) Adjective

Q.12 Write an essay of approximately 350 words on any ONE of the following topics. Word count carries marks.

(a) Brain Drain Has Caused Immense Loss to Pakistan
(b) Impact of High Food Prices on Poor People
(c) Conserve Resources and Preserve the Environment – Reduce, Recycle and Reuse   (14)
Q. 13 Azam and Bilal are two friends who are engaged in an intense debate on the subject of panel interviews and discussions with political leaders which are shown on various TV channels.

Azam believes that these interviews serve no useful purpose and are a waste of time of the audience, whereas Bilal is of the opinion that these interviews play an important role in informing the people of the viewpoints of the politicians on vital political, economic and social issues.

You are required to construct a dialogue between Azam and Bilal explaining their respective viewpoints. The dialogue should be based on four logical arguments from each person. (08)

(THE END)
THE INSTITUTE OF CHARTERED ACCOUNTANTS OF PAKISTAN

Foundation Examinations  Spring 2009

March 5, 2009

FUNCTIONAL ENGLISH  (MARKS 100)
Module A  (3 hours)

Q.1  (a) Select the correct verb in each of the following sentences:

(i) Neither the manager nor his subordinates _____ present at the meeting. (was, would, were)
(ii) Either of the two suggested proposals _____ workable to me. (sounds, sounding, sound)
(iii) None of the tenants _____ paid their rent. (have, has, has been)
(iv) The audience _____ returning to their seats after the interval. (had been, is, are)
(v) The major obstacle for smooth flow of traffic _____ frequent pedestrian crossings at places other than the marked intersection. (is, are, would)
(vi) The senior judge said that my book “My Most Interesting Judgments” _____ recommended reading for all would-be judges. (should, are, is)
(vii) Two windows and a door _____ to be repaired. (needs, needing, need)
(viii) Shamim is one of the employees who often _____ at home. (works, working, work)

(b) What are the noun forms of the following words:

(i) foolish  (ii) inform  (iii) deductible
(iv) wealthy  (v) file  (vi) deepen
(vii) enjoy  (viii) swimming  (ix) create
(x) dangerous

Q.2  (a) Insert the correct preposition in each of the following sentences:

(i) My employer has promised an increase in salary, but I haven’t got it _____ writing as yet.
(ii) Sajid’s mobile phone was stolen while he was away _____ a business trip to Lahore.
(iii) Is being a nuclear power a good idea _____ your opinion?
(iv) Can I pay this bill _____ credit card?
(v) Don’t run too fast. I can’t keep _____ with you.
(vi) All the participants left in a hurry _____ the end of the seminar.
(vii) Rashid worked _____ an apprentice in the factory during the summer holidays.
(viii) I did not do it _____ purpose.
(ix) I hope to see you on Thursday _____ 10.30 a.m.
(x) The graduating doctors were advised _____ abide by the code of ethics.

(b) Change the Direct and Indirect Speech of the following sentences:

(i) He said, “I am very happy now.”
(ii) Zafar said to me, “I went to Islamabad last week.”
(iii) He said to me, “Will you always live in this house?”
(iv) My father said, “I was given the wrong key.”
(v) He asked whether the people were not cheated by the scoundrel?
Q.3 Fill in the blanks with the most appropriate word given below:

bunch, team, class, flight, pack, bundle, pile, swarm, truckload, crate

(a) a _____ of grapes  (b) a _____ of books
(c) a _____ of bees    (d) a _____ of players
(e) a _____ of wolves   (f) a _____ of bags of cement
(g) a _____ of stairs   (h) a _____ of sticks
(i) a _____ of students (j) a _____ of bottles

Q.4 Select the meaning which is most close to the idiom:

(a) A Bed of Roses
   (i) a florist’s delight
   (ii) a garland of selected flowers
   (iii) a beautiful countryside
   (iv) a state of very comfortable life

(b) Bird’s Eye-view
   (i) a very close distance
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   (i) order to disgrace an enemy defeated in war
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   (i) to show off one’s knowledge of a subject
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   (i) a closely guarded secret
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(f) To call a spade a spade
   (i) to treat every one equally without any discrimination
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   (iii) to say a thing truthfully in straight and plain language
   (iv) to forcefully defend the rights of farmers

Q.5 The following sentences contain grammatical, logical and presentation errors. Re-write the sentences in their correct versions.

(a) Anjed donated his old car to a charitable trust that no longer ran well.
(b) During the months of July and August last summer, I had a wonderful summer vacation.
(c) Leaves are dropped by trees in autumn.
(d) Someone robbed the bank again.
(e) The award was presented to the actor that was engraved with gold letters.
Q.6 Rapidly increasing environmental pollution has created a deep sense of awareness among the masses of the urgent need to safeguard our habitat. Among the different types of pollution affecting our cities, only air and water pollution have received adequate attention of the environmentalists. The concern for noise pollution, which has reached alarming proportions in a number of important cities of the world, including Karachi, has been minimal. It is because of this apathy that the average noise-level in Karachi far exceeds the safe level of 55-60 decibels. In certain areas of the city, the noise levels during the daytime, have been recorded in excess of 100 decibels.

Empirical studies reveal that excessive noise levels pose a grave threat to human health and cause a number of complications. In a well-researched study on the impact of high noise-levels on human beings, it has been established that consistently high level of noise not only damages the ear drums, but also causes nausea, severe body pains and hypertension which lead to nervous breakdown and ulcers.

The real cost of noise-induced loss to industry is considered to be far greater than that of most other occupational hazards. Declining productivity among workers in certain industries, such as stone crushing, heavy steel and metal stamping and aeronautical engineering is attributable to high noise levels which adversely affect the mental and physical health of the workers. Workers exposed to high intensities of noise for prolonged periods are often found to be irritable and tense and prone to react violently even to minor differences or disagreements. Extended periods of eight hours of daily exposure to high levels of noise can cause life-long deafness.

With growing environmental awareness, some countries in Europe are beginning to take the problems of noise most seriously. In the Netherlands, zoning regulations prohibit the construction of housing projects in areas which have high levels of noise pollution, like main highways or airports. In addition, construction of anti-noise surface-porous asphalt roads reduces traffic noise by up to 5 decibels.

In the major cities of Pakistan, three-wheeler rickshaws and buses plying with defective silencers are the worst offenders. Besides, mechanical workshops in the residential areas also contribute to the menace of noise pollution. The citizens must take serious note of the threats posed by noise pollution and adopt measures and regulations to curb all kinds of noise pollution.

(a) Give a suitable title to the passage. (01)
(b) What are the three types of pollution mentioned in the above paragraphs? (1.5)
(c) Identify four types of dangers posed to human health by noise pollution. (02)
(d) How are industrial workers affected by high levels of noise? (02)
(e) What types of precautionary measures have been taken in the Netherlands to avoid noise pollution? (01)
(f) According to the passage, which types of vehicles and industries create the most noise on the roads and residential areas of Pakistan? (1.5)
(g) Write a précis of 80 words. (06)

Q.7 Determine whether the following sentences are declarative, imperative, interrogative or exclamatory and place the appropriate punctuation mark at the end of the sentence.

(a) What is the balance in my account
(b) Congratulations, you fully deserve the promotion
(c) Ask not what your country can do for you; ask what you can do for your country
(d) The manager wanted to know who authorized the payment
(e) Someone should have asked what they think about it (05)
Q.8 The occurrence of serious accidents on the major highways in the country has reached alarming proportions in recent years.

The loss of 15-20 lives and even a greater number of serious injuries due to tragic road accidents are reported in the media on almost a daily basis. The extremely high rate of losses of valuable lives renders a large number of families completely shattered. The injured are often deprived of the opportunity of leading normal lives and earning their livelihood.

Assume that you are Manzoor Ahmed, a person who has been affected by such a loss. You are required to write a letter to the Director General, National Highway Authority Islamabad apprising him of the factors responsible for the increasing number of road accidents and offering suggestions for instituting measures to curb this menace.

You may apply your imagination to identify the causes of the accidents and offer suggestions to reduce the number of accidents on the highways. (11)

Q.9 Ahmed and Basit are two participants representing their respective colleges in a debate contest. The topic of debate is:

While notable achievements have been made in Pakistan of which we can rightly be proud of, there are glaring issues of serious failures which have brought considerable disgrace and disappointment to the country and its citizens.

Assume that Ahmed is for the motion of achievements and Basit points out the failures and short comings.

You are required to construct a set of arguments advanced by Ahmed and Basit to present their respective viewpoints. The arguments should be based on four logical and distinct points put forth by each participant. (10)

Q.10 Complete the following sentences with the appropriate words:

(a) Your child has made no _____ progress in his performance at school.
   notice noticeable noticeably noticed

(b) I am grateful to you for your _____ assistance.
   value valuation valuable valueless

(c) Do not consider that he is your friend; assess his performance _____.
   object objective objection objectively

(d) The _____ of the wanted dacoit has been published in all the important newspapers.
   describe describing description descriptive

(e) He does not have any _____ of finance.
   know knowing knowledge known

(f) Smoking is not _____ in the new office premises.
   permit permitted permissive permission (06)

Q.11 Write an essay of approximately 350 words on any one of the following topics. Word count carries marks.

(a) Role of Media in creating political awareness.
(b) Economic impact of Shortages of Electric Power in Pakistan.
(c) Problems of Public Transport in major cities of Pakistan.
(d) Accountants play an effective role in financial markets.

THE END (16)
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Foundation Examinations  Spring 2009

March 5, 2009

FUNCTIONAL ENGLISH
Module A  (MARKS 100)

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Q.3 Fill in the blanks with the most appropriate word given below:

bunch, team, class, flight, pack, bundle, pile, swarm, truckload, crate

(a) a ____ of grapes  (b) a ____ of books
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Q.4 Select the meaning which is most close to the idiom:

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   (i) a florist’s delight  (ii) a garland of selected flowers
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Q.6  Rapidly increasing environmental pollution has created a deep sense of awareness among the masses of the urgent need to safeguard our habitat. Among the different types of pollution affecting our cities, only air and water pollution have received adequate attention of the environmentalists. The concern for noise pollution, which has reached alarming proportions in a number of important cities of the world, including Karachi, has been minimal. It is because of this apathy that the average noise-level in Karachi far exceeds the safe level of 55-60 decibels. In certain areas of the city, the noise levels during the daytime, have been recorded in excess of 100 decibels.

Empirical studies reveal that excessive noise levels pose a grave threat to human health and cause a number of complications. In a well-researched study on the impact of high noise levels on human beings, it has been established that consistently high level of noise not only damages the ear drums, but also causes nausea, severe body pains and hypertension which lead to nervous breakdown and ulcers.

The real cost of noise-induced loss to industry is considered to be far greater than that of most other occupational hazards. Declining productivity among workers in certain industries, such as stone crushing, heavy steel and metal stamping and aeronautical engineering is attributable to high noise levels which adversely affect the mental and physical health of the workers. Workers exposed to high intensities of noise for prolonged periods are often found to be irritable and tense and prone to react violently even to minor differences or disagreements. Extended periods of eight hours of daily exposure to high levels of noise can cause life-long deafness.

With growing environmental awareness, some countries in Europe are beginning to take the problems of noise most seriously. In the Netherlands, zoning regulations prohibit the construction of housing projects in areas which have high levels of noise pollution, like main highways or airports. In addition, construction of anti-noise surface-porous asphalt roads reduces traffic noise by up to 5 decibels.

In the major cities of Pakistan, three-wheeler rickshaws and buses plying with defective silencers are the worst offenders. Besides, mechanical workshops in the residential areas also contribute to the menace of noise pollution. The citizens must take serious note of the threats posed by noise pollution and adopt measures and regulations to curb all kinds of noise pollution.

(a) Give a suitable title to the passage.  
(b) What are the three types of pollution mentioned in the above paragraphs? 
(c) Identify four types of dangers posed to human health by noise pollution. 
(d) How are industrial workers affected by high levels of noise? 
(e) What types of precautionary measures have been taken in the Netherlands to avoid noise pollution?  
(f) According to the passage, which types of vehicles and industries create the most noise on the roads and residential areas of Pakistan? 
(g) Write a précis of 80 words.

Q.7  Determine whether the following sentences are declarative, imperative, interrogative or exclamatory and place the appropriate punctuation mark at the end of the sentence.

(a) What is the balance in my account
(b) Congratulations, you fully deserve the promotion
(c) Ask not what your country can do for you; ask what you can do for your country
(d) The manager wanted to know who authorized the payment
(e) Someone should have asked what they think about it
Q.8 The occurrence of serious accidents on the major highways in the country has reached alarming proportions in recent years.

The loss of 15-20 lives and even a greater number of serious injuries due to tragic road accidents are reported in the media on almost a daily basis. The extremely high rate of losses of valuable lives renders a large number of families completely shattered. The injured are often deprived of the opportunity of leading normal lives and earning their livelihood.

Assume that you are Manzoor Ahmed, a person who has been affected by such a loss. You are required to write a letter to the Director General, National Highway Authority Islamabad apprising him of the factors responsible for the increasing number of road accidents and offering suggestions for instituting measures to curb this menace.

You may apply your imagination to identify the causes of the accidents and offer suggestions to reduce the number of accidents on the highways. (11)

Q.9 Ahmed and Basit are two participants representing their respective colleges in a debate contest. The topic of debate is:

While notable achievements have been made in Pakistan of which we can rightly be proud of, there are glaring issues of serious failures which have brought considerable disgrace and disappointment to the country and its citizens.

Assume that Ahmed is for the motion of achievements and Basit points out the failures and shortcomings.

You are required to construct a set of arguments advanced by Ahmed and Basit to present their respective viewpoints. The arguments should be based on four logical and distinct points put forth by each participant. (08)

Q.10 Complete the following sentences with the appropriate words:

(a) Your child has made no ______ progress in his performance at school.
   notice noticeable noticeably noticed

(b) I am grateful to you for your ______ assistance.
   value valuation valuable valueless

(c) Do not consider that he is your friend; assess his performance ______.
   object objective objection objectively

(d) The ______ of the wanted dacoit has been published in all the important newspapers.
   describe describing description descriptive

(e) He does not have any ______ of finance.
   know knowing knowledge known

(f) Smoking is not ______ in the new office premises.
   permit permitted permissive permission (06)

Q.11 Write an essay of approximately 350 words on any one of the following topics. Word count carries marks.

(a) Role of Media in creating political awareness.

(b) Economic impact of Shortages of Electric Power in Pakistan.

(c) Problems of Public Transport in major cities of Pakistan.

(d) Accountants play an effective role in financial markets. (16)

THE END
Q.1 (a) State whether the underlined words in the following sentences are adjectives, adverbs or none of these.

(i) The French town has an interesting history.
(ii) Akram said that he was sincerely sorry for misusing the tax fund.
(iii) He ran fast.
(iv) This is a fast car.
(v) You don’t look well today.
(vi) She performed well.
(vii) Our mission was to save the human race.
(viii) We sometimes get confused.
(ix) She rarely eats a big breakfast.
(x) This is an easy exercise.

(b) Select the correct answer for each of the following sentences.

1. Which kind of word can an adverb describe?
   (i) pronoun (ii) preposition (iii) adjective (iv) conjunction

2. Adverbs are most often used to give more information about.
   (i) subjects (ii) verbs (iii) nouns (iv) prepositions

3. Which of the following contains an adverb?
   (i) full house (ii) was dirty (iii) very funny (iv) early morning

4. Which of the following is not a part of speech?
   (i) article (ii) conjunction (iii) verb (iv) interjection

5. What is the most common ending for adverbs?
   (i) -ive (ii) -ite (iii) -tion (iv) -ly

6. How many adverbs are in “I really woke up too early this morning”?
   (i) 1 (ii) 2 (iii) 3 (iv) 4

Q.2 (a) Complete the following sentences with a suitable reflexive / personal pronoun:

(i) He rewarded ______ with an ice-cream.
(ii) They agreed amongst ______ that they would not tell anyone.
(iii) My uncle works in a factory, ______ says ______ is a noisy place.
(iv) ______ can swim because ______ has webbed feet.
(v) When the dog chased Murad, ______ ran as fast as ______ could.
(2)

(b) Fill in the blanks with the most appropriate conjunctions given below: whereas, or, because, although, even though, unless, so, after, when, while

(i) _______ it was raining, I didn’t get wet.
(ii) Sara got the job _______ she had no experience.
(iii) I saw him leaving an hour _______ two ago.
(iv) _______ my wife likes to travel abroad, I prefer to stay at home for my vacations.
(v) I will be late today, _______ my car has broken down.
(vi) You cannot be a lawyer _______ you have a law degree.
(vii) Use damp strings _______ tying up parcels.
(viii) I often listen to music _______ working.
.ix) We were getting tired _______ we stopped for a rest.
.x) Put this on _______ shaving and you will smell wonderful. (05)

Q.3 Match the words given below with their nearest meanings:

| (i) Exploit | (a) wealth and luxury |
| (ii) Guileful | (b) charge with a crime |
| (iii) Unilateral | (c) easily persuaded to believe something |
| (iv) Frugal | (d) touchable |
| (v) Tangible | (e) economical |
| (vi) Apathy | (f) complete failure |
| (vii) Indict | (g) performed by a single person |
| (viii) Opulence | (h) take advantage of |
|x) Wary | (i) lack of interest or enthusiasm |
|x) Debacle | (j) cautious |

Q.4 Replace the underlined words in the following sentences with the correct synonym:

1. There are many small pieces in the yard.
   (a) provisions (b) edibles (c) bits (d) products

2. Naceem gave a plausible excuse for losing all his money.
   (a) believable (b) unbelievable (c) problematic (d) costly

3. They tend to evade the issues skillfully.
   (a) conquer (b) explore (c) profit (d) avoid

4. He speaks of bare truth when he speaks about man.
   (a) embellished (b) simple (c) decorated (d) mere

5. Raza came out of the boss’s office with a dour expression on his face.
   (a) cheerful (b) sarcastic (c) serious (d) unpredictable (05)

Q.5 (a) Complete the following sentences using the appropriate tense of the verb:

(i) Azam _______ that somebody _______ his younger brother. (guess, advise)
(ii) My guests _______ before I _______. (go, return)
(iii) When he _______ out of cinema house, the rain _______. (come, stop)
(iv) The train _______ before he _______ the station. (leave, reach)
(v) Jamal _______ ill yesterday, so he _______ not _______ the school. (is, can, attend)
(vi) Moazzam _______ simple and _______ easily _______. (is, can, trick) (07)
(b) Write the superlative form of the following:

(i) spicy  (ii) interesting  (iii) northern  (iv) annoying  
(v) far  (vi) wet  (vii) little  (viii) vertical

Q.6 According to the estimates of World Health Organization, there are approximately 1.1 billion smokers in the world, about one-third of the global population aged 15 years and over. Given the gravity of tobacco-related diseases, this represents a massive burden on the world’s healthcare systems. The figures related to the economic and social cost of tobacco abuse do not include the ill-effects suffered by passive smokers, persons inhaling the tobacco smoke from others. Surveys undertaken in Pakistan indicate that there are at least 22 million smokers in the country and countless others who use the substance in hookas, shishas or in the form of chewing tobacco. While the government reportedly earns Rs. 38 billion a year from the tobacco industry, this must be offset by the drain on the country’s healthcare system which is likely to be far greater. The economic costs of tobacco-related illnesses have never been fully tabulated in Pakistan yet they are virtually certain to be colossal. Tobacco use thus puts unnecessary pressure on the subsidized state healthcare system, which is already notoriously overstretched and under-funded. At the same time, tobacco use also leads to a tangible drop in the financial comfort and quality of life of the citizens. Each pack bought as well as the treatment of consequential illness, represents a burden on household incomes.

These factors combine, meanwhile, to significantly affect the productivity levels of the workforce at a time when the country faces grave economic challenges and suffers the knock-on effects of a global recession. Distressingly, the rate of tobacco abuse appears to be growing in Pakistan, even amongst the educated young who are increasingly taking to the habit while in school or college. It is imperative that stricter measures be taken to control this menace. Earlier efforts such as banning smoking on public transport and discouraging the glamorization of the habit in the media had yielded some results. More must be done, however. Tobacco use must be banned in public areas and most importantly, regulations restricting the sale of tobacco to minors must be stringently enforced. Meanwhile, the citizenry must be educated about the dangers of using the substance in any form as there is no safe way of smoking.

(a) Give a suitable title to the passage.  
(b) What does a passive smoker means?  
(c) State four types of measures which can be taken to control the menace of tobacco as mentioned in the above paragraph.  
(d) How much does the government earn annually from tobacco industry?  
(e) How is the use of tobacco affecting our citizenry and health care system?  
(f) Write a précis of 110 - 120 words.

Q.7 Punctuate the following paragraph:

smart managers recognize the needs of free agents by engaging in practices that say I'll meet your needs I expect you to meet mine. Let's work together free agents want flexibility to move through organizational systems without being locked in to one department they want to be recognized and valued for the talents they bring and for results achieved they prefer teams in which they can realize a more self-directed environment than they can in a single job reporting to a supervisor while rewards are important so too are responsibility. Respect, recognition and relationships moreover because of their concern for independence and marketability they have a critical need to protect their reputation they gravitate to assignments that enhance their standing in the estimation of others.
Q.8 It is the height of selfishness for men, who fully appreciate in their own case the great advantage of a good education, to deny these advantages to women. There is no valid argument by which the exclusion of the female sex from the privilege of education can be defended.

Your best friend Akmal is unfortunately allured by the conception that women have their domestic duties to perform, and that, if they were educated, they would bury themselves in their books and have little time for attending to the management of their households. He therefore wants to stop his daughter from pursuing further education.

Being concerned with his prophecy, you are required to write a letter to him, explaining the benefits of women education. Assume that your name is Ilyas.

Q.9 “Food is essential to life. It is a reflection of various factors, including people’s culture, history, socio-economic status and education. Food is eaten primarily to provide the body with nutrients needed to sustain life.”

You are required to construct a dialogue between Kumail and Munaf who are debating on the types of food which should be consumed. The dialogue should comprise of four logical arguments from each person. Assume that Kumail is a vegetarian, whereas Munaf believes that a meat-based diet is important for good health.

Q.10 Change the following from Direct Speech to Indirect Speech:

(i) Karim asked, “Where is Moin?”
(ii) Saeed: “How much pocket money does Raheel get?”
(iii) “The sun rises from the east,” said my teacher.
(iv) “My father is a doctor. My mother is an engineer,” he told us.
(v) He said, “I have eaten my lunch.”
(vi) “Shakir, do you prefer tea or coffee?” she asked.
(vii) She said, “I am doing a degree course at the university.”
(viii) “Have you been shopping?” he asked us.
(ix) “Don’t make so much noise,” he said.
(x) My father said to me, “Don’t waste your money.”
(xi) “Babar, stop smoking,” she said.
(xii) My friend said to me, “Don’t be late tomorrow.”
(xiii) “Meet me at the cinema,” he said.
(xiv) He asked me, “When will the train arrive?”

Q.11 Write an essay of approximately 350 words on any one of the following topics. Word count carries marks.

(a) A friend in need is a friend indeed
(b) Helping the homeless: charity begins at home
(c) Mobilization of wealth is key to economic prosperity

(THE END)
FUNCTIONAL ENGLISH
Suggested Answers
Foundation Examinations – Spring 2010

Ans.1  (a) Replace the underlined words / phrases in the following sentences with the correct synonyms:
   (i) supplanted
   (ii) furious
   (iii) mobile
   (iv) wreckage
   (v) gruesome
   (vi) astonished
   (vii) speculation
   (viii) redundancies

   (b) Write homophones for each of the following words:
      (i) thrown
      (ii) meddle
      (iii) herd
      (iv) tied
      (v) sealing
      (vi) vane / vain

   (c) Select the meaning which is most close to the idiom:
      (i) (c) a violent situation
      (ii) (b) in a straight line
      (iii) (c) react extremely angrily
      (iv) (d) to make peace
      (v) (a) to make a bad situation worse
      (vi) (b) to make progress

Ans.2  (a) Write the Abstract nouns for each of the following words:
   (i) sale
   (ii) fame
   (iii) absence / absenteeism
   (iv) anxiety
   (v) choice
   (vi) justice
   (vii) strength
   (viii) thought

   (b) Write the Plurals of the following words:
      (i) lice
      (ii) furniture
      (iii) crises
      (iv) radi
      (v) navies
      (vi) criteria
      (vii) memoranda
      (viii) media

Ans.3  Complete the following sentences with the appropriate words / phrases:
   (a) those
   (b) will have been
   (c) speak more clearly
   (d) had ever been built
   (e) of whom
   (f) was founded
   (g) quite a time
Ans.4  (a) Insert the correct preposition in each of the following sentences:

(i) of
(ii) up
(iii) against
(iv) from
(v) against
(vi) up
(vii) across
(viii) with
(ix) off
(x) since

(b) Determine whether the following sentences are declarative, imperative, interrogative or exclamatory and place the appropriate punctuation mark at the end of the sentence.

(i) Look, that man has green hair! Exclamatory
(ii) He asked me what my name was. Declarative
(iii) Ask them where they are going! Imperative
(iv) When was Liaquat Ali Khan prime minister? Interrogative
(v) I wonder when Liaquat Ali Khan was the prime minister. Declarative

Ans.5  State whether the following words are nouns, adjectives, or adverbs.

(i) noun
(ii) adjective
(iii) noun
(iv) adverb
(v) adverb
(vi) noun
(vii) adverb
(viii) adjective
(ix) adjective
(x) adjective
(xi) adverb
(xii) adjective
(xiii) adverb
(xiv) noun

Ans.6  (a) The students could offer various titles based on the theme of the Passage.
(b) Colour blindness is most often of genetic nature, but may also occur because of eye, nerve, or brain damage, or exposure to certain chemicals.
(c) The absorption spectra of the cones differ in a way that one is maximally sensitive to short wavelengths, other to medium wavelengths and the third to long wavelengths.
(d) Many of the genes involved in color vision are on the X chromosome. Men only have one while women have two X chromosomes, making color blindness more common in males than in females.
(e) The Ishihara colour test is criticized for containing only numerals and thus not being useful for young children, who have not yet learned to use numerals.
(f) No suggestion can be given, as there can be many ways to write a précis of the given passage.
FUNCTIONAL ENGLISH
Suggested Solution & Marking Key
Foundation Examinations – Spring 2010

Ans. 7 Change the following from Direct Speech to Indirect Speech:
(i) She said that she had been teaching English for seven years.
(ii) Nausheen said that she had seen Laila at the bank on Monday.
(iii) The shop assistant asked if I/he/she was looking for something special.
(iv) Johar asked them/us if Saif was still playing football with them/us.
(v) I asked him/her if I could use his/her phone.
(vi) The gardener said that he always sold all his flowers.
(vii) Javed told Sonia that he had returned the dictionary to the library.
(viii) Parkash said that his wife had gone with him to the show.

Ans. 8 No suggestion is being given.

Ans. 9 No suggestion is being given.

Ans. 10 No suggestion is being given.

(THE END)
The Institute of Chartered Accountants of Pakistan

Functional English

Foundation Examinations – Autumn 2010  
Module A  
September 2, 2010  
100 marks - 3 hours

Q.1  
(a) Complete the following group of sentences by using appropriate form of the underlined words.

(i) **Witty**
   - Ali was known for his great _______.
   - He speaks _______ about many subjects.

(ii) **Act**
   - He _______ participates in charitable works.
   - He takes _______ whenever the need arises.

(iii) **Busily**
   - Akbar’s father remained a _______ man throughout his life.
   - He worked _______ all his life.

(iv) **Rude**
   - The children were punished for their _______.
   - They spoke extremely _______.

(v) **Please**
   - People love her for her _______ personality.
   - It always gives _______ to meet such people.  
     *(05 marks)*

(b) Insert the correct preposition in each of the following sentences.

(i) Though the employee knew every detail of what was done ______ the closed doors, he decided not to disclose it.

(ii) The fire destroyed everything and she had to re-build her business ______ scratch.

(iii) The officers often came ______ fire for mismanagement.

(iv) Most military bases are totally ______ of bounds for reporters.

(v) If you can find a use for this old computer, ______ all means keep it.

(vi) We are running out of time so let’s get over ______ the shopping.

(vii) She was persuaded ______ her judgment to lend him the money and now she is regretting it.

(viii) The terms of this agreement are not acceptable to me so I will not be a party ______ it.

(ix) The heiress will claim her property when she comes ______ age.

(x) We should never look down ______ the poor.  
    *(05 marks)*

Q.2  
Change the gender of the underlined nouns in the following sentences.

(i) The manager is still a bachelor.
(ii) Their queen is a widow.
(iii) The **author** is writing a book about the **emperor**.
(iv) The **manservant** has worked many years for the **duke**.
(v) The **landlord** owns a **stallion** and a **peacock**.  
    *(05 marks)*
Q.3  (a) Fill in the blanks with the most appropriate collective noun given below.

culture, panel, troupe, wad, wreath, dossier, host, bench, groove, chest

(i) a _____ of money  (ii) a _____ of judges
(iii) a _____ of flowers  (iv) a _____ of bacteria
(v) a _____ of documents  (vi) a _____ of experts
(vii) a _____ of trees  (viii) a _____ of angels
(ix) a _____ of drawers  (x) a _____ of performers  (05 marks)

(b) Match the words given below with the correct antonyms.

(1) marvelous  (i) save  
(2) destitute  (ii) dire
(3) squander  (iii) assertive
(4) fiasco  (iv) consistent
(5) timid  (v) solvent
(6) erratic  (vi) success  (03 marks)

Q.4  (a) Complete the following analogies with appropriate words.

(i) Act is to actor as Steal is to ________
(ii) Concede is to concession as Announce is to ________
(iii) Merciful is to merciless as Patient is to ________
(iv) Saw is to seen as Drive is to ________  (04 marks)

(b) Match the words given below with their nearest meanings.

(1) Animated  (a) shrewd
(2) Derive  (b) dormant
(3) Emulate  (c) infuse
(4) Famished  (d) capable of making mistakes
(5) Evoke  (e) divide
(6) Instill  (f) starving
(7) Astute  (g) draw forth
(8) Fallible  (h) lively
(9) Latent  (i) deduce
(10) Furcate  (j) imitate  (05 marks)

Q.5  (a) Write the superlative form of the following,

(i) sleepy  (ii) airworthy  (iii) ample  (iv) goodly
(v) little  (vi) far  (vii) bored  (viii) much

(04 marks)

(b) Change the following sentences into assertive sentences.

(i) Shall I ever forget those happy days?
(ii) How sweet the moonlight sleeps upon the river-bank!
(iii) If only I were young again!
(iv) When can their glory fade?
(v) Who does not know him?
(vi) What a delicious meal!  (06 marks)
Q.6 Change the following from Direct Speech to Indirect Speech.

(a) "We may stay," they said.
(b) "How did you hold on to it?" she asked me.
(c) Mother asked, "How often does he bind his books?"
(d) She said, "I must have a computer to teach English on line."
(e) They said, "The lesson had already started when he arrived."
(f) He said, "I was going to school every day."
(g) Mubarak said, "I am very busy now."
(h) He says, "I have passed the examination." (08 marks)

Q.7 For thousands of years, people have been debating the meaning of happiness and how to find it. From the ancient Greeks and Romans to current day writers and professors, this debate continues. What makes someone happy? In what parts of the world are people the happiest? Why even study happiness? Today, we explore these questions and learn about several new studies on happiness. Aristotle said that a person's highest happiness comes from the use of his or her intelligence. Religious books such as the Koran and Bible discuss faith as a form of happiness. Economists, psychiatrists, and scientists are finding ways of understanding happiness. Positive psychology is the new term for a method of scientific study that tries to examine the things that make life worth living instead of life's problems. Traditional psychology generally studies negative situations like mental suffering and sickness. But positive psychology aims to study the strengths that allow people and communities to do well.

The historian Darrin McMahon examines the development of happiness in his book. He explains how the ancient Greeks thought happiness was linked to luck. He says it was not until the Enlightenment period in eighteenth century Europe that people began to think they had the power to find happiness themselves.

The journalist Eric Weiner traveled to various countries around the world. He also travelled to Iceland because studies show that it is one of the happiest nations. Mr. Weiner at first could not understand why a country with so little sunlight in the winter and so many alcohol drinkers could be so happy. Finally, he was able to conclude that happiness in Iceland is linked to its close community ties, natural beauty and high levels of creativity.

Dan Gilbert who teaches psychology at Harvard University, says about "Impact bias" that events we believe will bring us happiness bring us less happiness than we think. And, events we fear will make us unhappy make us less unhappy than we believe. R. Layard, a British lawmaker believes that public policy should help people by improving the things that lead to happiness such as job security and health.

(a) Give a suitable title to the passage. (01 mark)
(b) Briefly explain the ways by which psychiatrists evaluate happiness. (02 marks)
(c) How the perception of happiness has changed over a period of time? (02 marks)
(d) What is "Impact bias"? (02 marks)
(e) Write a précis of 110 - 120 words. (08 marks)

Q.8 Write an essay of approximately 350 words on any ONE of the following topics. Word count carries marks.

(a) Every man is the architect of his own fortune
(b) Education is an indivisible part of the prosperity of the nation
(c) The pen is mightier than the sword (15 marks)
Q.9 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”. (10 marks)

Q.10 Construct a readable short story of approximately 250 words from the following outline. Also give a suitable title to your story.

Ali Baba, a poor woodcutter in Persia – saw a large band of thieves – came to know of a cave full of gold – the cave opened with the words “Open Simsim” – the cave sealed with the words “Close Simsim” – Ali Baba took some of the treasure – Ali Baba’s rich brother Cassim finds out about the treasure – greedy Cassim is caught by the thieves as he forgets the magical words – Cassim tells the thieves that Ali Baba is taking all the gold – the leader plans to kill Ali Baba – thieves went to Ali Baba’s house and hide in big oil jars – Ali Baba’s maid Marjiana overheard the thieves talking in the jars – Marjiana saves the family.

(THE END)
FUNCTIONAL ENGLISH
Suggested Answers
Foundation Examinations – Autumn 2010

A.1 (a) (i) wit — wittily
     (ii) actively — action
     (iii) busy — busily
     (iv) rudeness — rudely
     (v) pleasant — pleasure

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

(i) behind
(ii) from
(iii) under
(iv) out
(v) By
(vi) with
(vii) against
(viii) To
(ix) Of
(x) upon

A.2 Change the gender of the underlined nouns in the following sentences:

(i) Spinster
(ii) King
(iii) authoress
(iv) maidservant
(v) landlady

widower
empress
duchess
mare

A.3 (a) Fill in the blanks with the most appropriate collective noun given below:

(i) wad
(ii) bench
(iii) wreath
(iv) culture
(v) dossier
(vi) panel
(vii) groove
(viii) host
(ix) chest
(x) troupe

(b) Match the words given below with the correct antonyms:

(i) dire
(ii) solvent
(iii) save
(iv) success
(v) assertive
(vi) consistent

A.4 (a) (i) Act is to actor as Steal is to thief.
(ii) Concede is to concession as Announce is to announcement.
(iii) Merciful is to merciless as Patient is to impatient.
(iv) Saw is to seen as Drive is to driven.
(b) Match the words given below with their nearest meanings:

(i) Animated  (a) lively
(ii) Derive  (b) deduce
(iii) Emulate  (c) imitate
(iv) Famished  (d) starving
(v) Evoke  (e) draw forth
(vi) Instill  (f) infuse
(vii) Astute  (g) shrewd
(viii) Fallible  (h) capable of making mistakes
(ix) Latent  (i) dormant
(x) Furtive  (j) divide

A.5  (a) Write the superlative form of the following:

(i) sleepiest  (ii) Airworthiest / most airworthy  (iii) ampest  (iv) goodliest
(v) least  (vi) Furtthest / farthest  (vii) most bored  (viii) most

(b) Change the following sentences into assertive sentences:

(i) I shall never forget those happy days.
(ii) The moonlight sweetly sleeps upon the river-bank.
(iii) I wish I were young again.
(iv) Their glory can never fade.
(v) Everyone knows him.
(vi) This meal is delicious.

A.6  (a) They said they might stay.
(b) She asked me how I had held on to it.
(c) Mother asked how often he bound his books.
(d) She said she had to have a computer to teach English on line.
(e) They said the lesson had already started when he arrived.
(f) He said (that) he had been going to school every day.
(g) Mubarak said that he was very busy then.
(h) He says that he has passed the examination.

A.7  (a) No suggestion
(b) The psychiatrists try to examine happiness by using both the new as well as traditional method of psychology. Under the new method i.e. “Positive Psychology” they evaluate the strengths which allow people to do well. Instead of emphasizing on life’s problems, they try to examine those things which make one’s life worth living. However, under the traditional method i.e. “Traditional Psychology” they study happiness by means of mental suffering and sickness.
(c) In ancient times, Greeks believed that happiness is related to luck. However, this perception changed in the eighteenth century Europe when people started believing that they themselves have the power to find happiness.
(d) Events we believe will bring us happiness bring us less happiness than we think. And, events we fear will make us unhappy make us less unhappy than we believe. This concept is called “Impact bias”.
(e) No suggestion
FUNCTIONAL ENGLISH
Suggested Answers
Foundation Examinations – Autumn 2010

A.8  No suggestion
A.9  No suggestion
A.10 No suggestion

(THE END)
The Institute of Chartered Accountants of Pakistan

Functional English

Foundation Examination – Spring 2011
Module A

March 10, 2011
100 marks - 3 hours

Q.1 (a) Replace the words in brackets in the following sentences with appropriate antonyms from the list of words given below: (05 marks)

severe, vehemently, gratifying, eradication, engrossed, volatile, alleviate, suave, aversion, audacity

(i) The situation in the city is very _____ (stable) and even a slight controversy can create immense civil commotion.
(ii) It was indeed a _____ (unpleasant) occasion for Mr. and Mrs. Saleem, as their son was awarded the Sword of Honour.
(iii) Therapists often recommend meditation to _____ (aggravate) anxiety problems.
(iv) Rahim was so _____ (distracted) in his studies that he did not hear the phone ring.
(v) The _____ (mild) pain caused by the fracture in his right arm brought tears in his eyes.
(vi) Most women have an innate _____ (liking) towards cockroaches and lizards.
(vii) Advances in medical science have made significant contribution towards _____ (restoration) of the deadly polio disease in most of the developing countries.
(viii) Shahid had the _____ (timidity) to contest the results of the examination in spite of his poor performance.
(ix) The students were impressed by the professor’s deep insight of the subject and also his_____ (rude) manners.
(x) The majority of the members of the parliament had _____ (half-heartedly) opposed the bill for increase in the power tariff.

(b) Identify any twelve adjectives in this description of the hotel. (03 marks)

This comfortable hotel with its attractive gardens is ideal for rich people who want a quiet holiday, yet it is situated at only a short distance from the popular attractions of the area. There are captivating views of the seafront from all the rooms. The environment is most friendly and the staff is always helpful. A holiday here offers good value for money. You can have your meals at the hotel, where the ambiance is lively and the food is delicious or you can, of course, eat at the excellent local restaurants which offer a variety of choices.

(c) Write Homophones for the words given below: (02 marks)

(i) rain (ii) sole (iii) pail (iv) toe

Q.2 (a) Insert the correct preposition in each of the following sentences: (07 marks)

(i) Ali was just _____ time to join us for the dinner.
(ii) I don’t get _____ very well with my neighbour; she is such a show-off.
(iii) I did not wear any warm clothing _____ it was quite chilly.
(iv) I have not met him _____ his marriage in June last year.
(v) What is your opinion _____ the recent political turmoil in Egypt?
(vi) The horse jumped gracefully _____ the fence.
(vii) All the five members of the group must reach consensus _____ themselves for the selection of the project topic.
(viii) The departmental store is situated right _______ the street and I can see it from my bedroom window.
(ix) Some people believe that ghosts can walk _______ concrete walls.
(x) Please bring the cough medicine _______ the chemist’s shop.
(xi) These finely stitched suits are made from virgin wool and are available only _______ our retail outlets.
(xii) Please do not disclose details of the investigation report to anyone; it’s just _______ you and me.
(xiii) Do not throw litter in the room. There is a dust bin _______ the writing table.
(xiv) Mr. Alam lives _______ the fifth floor of the newly constructed residential building situated on the main road.

(b) Fill in the blanks with appropriate pronouns.  

(i) Nobody else is going to help us, so we will have to do it _______.
(ii) Mona slipped on the wet floor and hurt _______ badly.
(iii) The computer _______ was purchased recently does not fully meet our requirements.
(iv) I met your brother _______ informed me of your achievement in the final examination.
(v) _______ bright idea was it to go mountain hiking in this cold weather?
(vi) All the children were enjoying themselves at the circus. _______ was having a wonderful time.

Q.3 (a) Write the appropriate Comparative or Superlative forms of the words listed below to complete the following sentences. Each word should be used only once:  

cheap, beautiful, sad, difficult, modern, far, busy, late, pretty, young

(i) Holding your newborn baby in your hands is without doubt the _____ experience in the world.
(ii) The dress looked _____ after she wore it.
(iii) He usually does not have much work to do, but pretends as if he is the _____ person in the office.
(iv) Many people believe that regular exercise is _____ than dieting.
(v) My father’s death was the _____ day of my life.
(vi) Have you read the _____ edition of Mrs. Khan’s book “Culinary Delights?”
(vii) This laboratory has recently been equipped with the _____ diagnostic facilities in the city.
(viii) Mathaba Estates are located at the _____ end of this road.
(ix) Zahid is the _____ child in the family.
(x) This pair of shoes is more comfortable, although it is _____ than the one I purchased last year.

(b) Briefly describe the following:  

(i) Phrase  
(ii) Sentence
(iii) Declarative Sentence  
(iv) Imperative Sentence
(v) Exclamatory Sentence

Q.4 (a) Punctuate the following sentences:  

(i) i wanted to buy soap tooth paste and shampoo
(ii) although saad was not feeling well he still went to the office to complete his assignment
(iii) do what you can for whom you can with what you have and where you are
(iv) how can we improve the education economic and legal situation in pakistan
(v) the leader was loved by the rich and the poor high and low young and old because of his benevolent attitude towards his countrymen.
(b) Select the meaning which is most appropriate to the idiom:

1. A bone of contention
   (i) a common trait observed in a family
   (ii) a minor discrepancy
   (iii) a cause of disagreement
   (iv) an environment of discontentment and disharmony

2. To harp on the same string
   (i) to be oblivious of the sentiments of others
   (ii) to cite a popular saying
   (iii) to refer repeatedly to the same subject
   (iv) to focus on the main issue without mincing words

3. To let the cat out of the bag
   (i) to announce bad news
   (ii) to show excessive affection towards a pet
   (iii) to disclose a well-kept secret
   (iv) to show intense resentment

4. Spick and span
   (i) neat and clean
   (ii) polite and well-mannered
   (iii) intelligent and hardworking
   (iv) smart and learned

5. The Lion’s share
   (i) display of excessive strength or energy
   (ii) the largest portion
   (iv) a very demanding attitude
   (iv) earnings obtained through unfair means

6. Do not upset the applecart
   (i) to have good relations with neighbours
   (ii) to try not to change the way things are done
   (iii) to go to great lengths to appease somebody
   (iv) to pursue strictly formal relationships in office

7. Heads will roll
   (i) somebody will be assassinated
   (ii) everyone will suffer
   (iii) certain individuals will have to quit their jobs
   (iv) certain individuals will assume positions of lesser importance

8. To live from hand to mouth
   (i) to live a life of extreme affluence
   (ii) to live a life in absolute ignorance
   (iii) to live a life within a very tight budget
   (iv) to depend upon the charity of others

Q.5 Insert the correct tenses of the verbs in the bracket in the following sentences:

(a) I ______ (go) to Paris on holidays last year, it's a beautiful city.
(b) I ______ (think) of buying the latest version of the cell phone since the last six months.
(c) He ______ (have) his lunch when I reached his home.
(d) My son ______ (see) this cartoon so many times that he knows all the rhymes by heart now.
(e) Mrs. Ikrar is extremely conscious about her fitness and only ______ (eat) organic food.
(f) Six months ago no one ______ (hear) about Natasha, but today she is the most popular TV artist in the country.
(g) I ______ (work) on the assignment for the last two days.
(h) At the time of the incident, only a few customers ______ (shop) in the supermarket.
Q.6 Change the following from Direct to Indirect Speech.

(a) “I may go to Swat again,” said Roshan Khan.
(b) Sara asked her brother, “Will you help me complete the report?”
(c) Asad said to me, “Sonia left the town last night.”
(d) “Have you lost a diamond ring?” the waiter asked the young lady.
(e) “Will you give me a ride to college?” I asked my father.
(f) “I have been waiting for you since the last four hours,” he told the doctor.
(g) “I went to bed late last night”, Sameer said to his teacher.
(h) “Did Zeenat call you an hour ago?” Shahida asked Shumaila.

Q.7 Mental illness has carried a deep feeling of stigma in most societies since a long time and mentally handicapped individuals were usually confined to their homes - hidden away from the people. The stigma was attributable to the unfounded perception that mental illness was due to some innate personal weakness which undermined the social standing of the close family members in the eyes of others. So, while medical treatment and care was readily sought for physical illnesses, psychiatric disorder was generally resented and was the reason for not seeking proper treatment and care. Also, people generally avoided proper psychiatric treatment as it was believed that such treatment was needed only for those who were insane and anyone who visited a psychiatrist would be labeled as a mad person.

The reasons for this attitude towards mental illness were illiteracy and ignorance, a perception of family disgrace and stigma associated with mental illness along with the high cost of proper treatment. Even when medical treatment was sought for mental problems, it was usually from those doctors who were not adequately trained to diagnose and treat mental illnesses. In certain illiterate quarters, there still exists a perception that marriage would help the patient to overcome the ill-effects of mental disorder, but it almost always compounds the problems and brings misery and sufferings to another normal person.

In recent times there is a sharp increase in the number of cases of individuals who are suffering from various degrees of mental illnesses and bouts of depressions due to unhealthy living conditions. Rising poverty, social pressures, physical violence and the overall deterioration in the social structure are creating fear and anxiety among the people and a considerable number of patients are undergoing depression and post-traumatic stress syndrome. Gender discrimination, bias and human rights violations are other issues which are responsible for psychological disturbances.

Unfortunately, in our society, a very large proportion of the people still do not seek treatment for mental illness. They usually attribute mental disorders to possession of the human spirit by jinns, evil eye or evil influence, black magic and witchcraft and seek help from sources such as pirs and other faith healers. These healers rely on amulets, holy water, secret potions and prescriptions, etc as their tools for ‘treatment’.

However, this situation is changing gradually and people are now beginning to understand that psychiatric illnesses too have a biological basis and can be treated like any other health disorder. We still have a long way to go to overcome the many deep-rooted misconceptions and biases that people have about mental health.

(a) Give a suitable title to the passage  
(b) Identify the four main theme points that the author intends to convey in this passage.
(c) What are the main solutions offered by pirs for treatment of mental disorders in our society?
(d) List the major causes of increasing mental illness in recent times.
(e) Write a Précis of 110-120 words.
Q.8 Shazia is employed in a commercial bank as a senior officer and has to meet stringent deadlines which entail extended working hours. Adnan, her only son, has recently failed in his quarterly examinations and Shazia attributes his poor performance to the various Cable TV programs which he watches during a substantial part of the evening hours.

Aliya, who is Shazia’s colleague in the bank, strongly differs with Shazia’s viewpoint. She considers that there is no harm in children watching Cable TV if it is done under close parental supervision; in fact she believes that it’s an educational exercise. She also suggests that Shazia should give more care and attention to her child.

You are required to construct a dialogue between Shazia and Aliya expressing their viewpoints on the advantages and disadvantages of Cable Television in the context of the above scenario. The dialogue should contain four logical arguments from each side. (08 marks)

Q.9 The increasing number of beggars in our cities and towns is a matter of deep anxiety and considerable distress for the concerned citizens in our country. This manner of earning one’s livelihood has become a shameful profession, sponsored and supported by organized mafia groups. Hordes of young children, women carrying infants in their arms, old men displaying their mutilated bodies and limbs and retarded individuals are seen begging at traffic signals, petrol pumps, outside shopping malls and even knocking at your residence doors. While shopping for necessities and medicines, a beggar or two would hang on and attempt to touch physically or pull your clothes to draw attention to lodge an appeal for alms. These beggars are not only a public nuisance but at times, indulge in anti-social and criminal activities.

As a concerned citizen, write a letter to the Inspector General Police to bring his attention towards this serious problem. You are required to provide two workable suggestions which would help to control this menace.

Assume that your name is Usman Ali. (11 marks)

Q.10 Write an Essay of approximately 350 words on any one of the topics given below. Word Count carries marks: (15 marks)
(a) Technology – A Blessing or a Curse
(b) The Tuition Syndrome
(c) Wealth Does not Necessarily Bring Happiness
(d) Rising Food Prices and Malnutrition among the Poor Segments of the Population

(The END)
**FUNCTIONAL ENGLISH**

**Suggested Answers**

*Foundation Examinations – Spring 2011*

**Ans. 1**

(a) (i) volatile (ii) gratifying (iii) alleviate
(iv) engrossed (v) severe (vi) aversion
(vii) eradication (viii) audacity (ix) suave
(x) vehemently

(b) (i) comfortable (ii) attractive (iii) ideal
(iv) rich (v) quiet (vi) short
(vii) popular (viii) captivating (ix) friendly
(x) helpful (xi) good (xii) lively
(xiii) delicious (xiv) excellent (xv) local

(c) (i) rein/reign (ii) soul (iii) pale
(iv) tow

**Ans. 2**

(a) (i) in (ii) along (iii) although
(iv) since (v) about (vi) over
(vii) among (viii) across (ix) through
(x) from (xi) at (xii) between
(xiii) under (xiv) on

(b) (i) ourselves (ii) herself (iii) which
(iv) who (v) whose (vi) everyone

**Ans. 3**

(a) (i) most beautiful (ii) prettier (iii) busiest
(iv) more difficult (v) saddest (vi) latest
(vii) most modern (viii) farthest (ix) youngest
(x) cheaper

(b) (i) Phrase is a combination of words that make some sense but not complete sense and usually does not contain a verb.

(ii) Sentence is a combination of words which makes complete sense. A sentence contains a main idea and must have a subject, a verb and a predicate.

(iii) Declarative sentence is one which gives description of a fact whether it is in the affirmative or in the negative.

(iv) Imperative sentence should begin with a verb and convey an order or makes it obligatory for someone to perform a certain act.

(v) Exclamatory sentence expresses or denotes a strong emotion or passion.

**Ans. 4**

(a) (i) I wanted to buy soap, tooth paste and shampoo.

(ii) Although Saad was not feeling well, he still went to the office to complete his assignment.

(iii) Do what you can, for whom you can, with what you have and where you are!

(iv) How can we improve the education, economic and legal situation in Pakistan?

(v) The leader was loved by the rich and the poor, high and low, young and old because of his benevolent attitude towards his countrymen.

(b) 1. A bone of contention (iii) a cause of disagreement
2. To harp on the same string (iii) to refer repeatedly to the same subject
3. To let the cat out of the bag (iii) to disclose a well-kept secret
4. Spick and span (i) neat and clean
5. The Lion’s share (ii) the largest portion
6. Do not upset the applecart (ii) do not change the way things are done
7. Heads will roll (iii) certain individuals will have to quit their jobs
3. To live from hand to mouth (iii) to live a life within a very tight budget

   | Ans.5 | (a) Went                      | (b) have been thinking |
   |       | (c) was having / had had     | (d) has seen          |
   |       | (e) Eats                     | (f) had heard         |
   |       | (g) have been working        | (h) were shopping     |

   | Ans.6 | (a) Roshan Khan said that he might go to Swat again. |
   |       | (b) Sara asked her brother if he would help her complete the report. |
   |       | (c) Asad told/informed me that Sonia had left the town the night before/ last night. |
   |       | (d) The waiter asked the young lady if she had lost a diamond ring. |
   |       | (e) I asked my father if he would give me a ride to college. |
   |       | (f) He told the doctor that he had been waiting for him since the last four hours. |
   |       | (g) Sameer told his teacher that he had gone to bed late the night before/ last night. |
   |       | (h) Shahida asked/inquired from Shumailla if /whether Zeenat had called her an hour ago/earlier. |

   | Ans.7 | (a) No suggestion |
   |       | (b) The main theme points that the author intends to convey in the passage are: |
   |       | (i) Mental illness has carried a deep sense of stigma in most societies. |
   |       | (ii) Psychiatric help is not provided for treatment of mental illness. |
   |       | (iii) Ignorance and illiteracy have prevented the proper treatment of mental illness. |
   |       | (iv) Mental illness is increasing due to tensions and stress in the society. |
   |       | (v) Situation is changing and mental illness is now being increasingly treated as any other health disorder. |

   |       | (c) The solutions offered by pirs for treatment of mental disorders are: |
   |       | (i) amulets |
   |       | (ii) holy water |
   |       | (iii) secret potions / prescriptions |

   |       | (d) The major causes of increasing mental illnesses in recent times are: |
   |       | (i) increasing poverty |
   |       | (ii) unhealthy living conditions |
   |       | (iii) social pressures |
   |       | (iv) physical violence |
   |       | (v) gender discrimination |

   | Ans.8 | No suggestion |
   | Ans.9 | No suggestion |
   | Ans.10| No suggestion |

(THE END)
THE INSTITUTE OF CHARTERED ACCOUNTANTS OF PAKISTAN

EXAMINERS’ COMMENTS

SUBJECT
Functional English

SESSION
Foundation Examination - Spring 2011

General:

The paper was easy and designed to provide fair opportunities to score good marks but it appears that most of the students do not have enough knowledge of the rules of grammar and have limited vocabulary for expression of thoughts in a logical manner. Punctuation is another area where the students are very weak. In general, the performance in this paper was below average. Some students wasted time unnecessarily, for example by repeating the same points in their essays and letters or by reproducing the question i.e. writing the whole sentence instead of only writing the correct preposition etc.

Q.1 (a) Very few students were able to get all correct answers although the sentences did help them to guess the correct antonym.

(b) In finding the adjectives, most of the students performed well. However, some students wrote the whole sentences without identifying the adjective.

(c) The answers were generally correct; however in sub part (iv) a number of students wrongly wrote “two” instead of “tow”. Many of them also wrote “too” instead of “tow”.

Q.2 (a) The question tested prepositions which are a very important part of English language and are used commonly in both writing and speaking. Only a few could get a good score. Most of the students were unable to give the correct answers for parts (i), (ii), (iii), (vi), (vii) and (viii).

(b) It was very surprising to see that the students had very little idea about the usage of pronouns which is usually considered a relatively easy area. Such students must realize that if they are unable to perform well in such easy questions, they stand very little chance in the subsequent stages of the C.A. program.

Q.3 (a) Students could not identify the difference between the comparative and the superlative forms of adjectives. Some of them got confused and wrote both the forms. Many could not spell the word “saddest” correctly.

(b) A poor performance was witnessed in this question and lack of preparation was quite evident. Very few students could display a clear understanding of the different kinds of sentences. The answers were mostly vague or incorrect.
Q.4  (a) The students generally had difficulty in solving this question. Guess work was quiet evident as many students tried to punctuate each and every word and sentence they came across.

(b) This part required selecting the most appropriate meaning of the idiom. The response was average. Most students got half of the idioms correct. Most of the errors were witnessed in Nos. 5, 6 and 7.

Q.5  This question was designed to assess the knowledge of the “tenses”. Use of incorrect “tense” was very much common throughout the paper and this question was also attempted in a poor manner. This weakness is also reflected in other answers where the students are unable to maintain tense consistency. A large number of students spelled “heard” as “heared”.

Q.6  In this question students were required to change direct to indirect speech. A significant number of the answers were correct. Most errors were found in changing sentences which were in the form of question. Another common mistake was the use of incorrect tenses.

Q.7  (a) The title given by students were mostly inappropriate. For example, a large number of students chose the title “Colour Blindness”.

(b) Main theme points were not properly highlighted. Students mentioned lesser important points and ignored the major ones.

(c) This was easy and was mostly answered correctly.

(d) The performance in this part was good but many students copied the whole sentence as the answer instead of listing the causes only.

(e) Précis writing once again contained poor vocabulary, incorrect use of tenses and spelling mistakes. A very large number of the students failed to convey the key points in their précis. Students used the same sentences with a few modifications as given in the passage. There was repetition of the same points and hence all important ideas could not be included. Word count was seldom highlighted.

Q.8  Writing a dialogue requires the ability to frame sentences which are grammatically correct. Most of the students were found lacking in this regard.

There was frequent repetition of the same idea and the language used was very informal without any focus on the tenses.

Use of casual/slang language was observed in the dialogue which should have been avoided.

A vast majority gave inappropriate arguments. Instead of discussing the advantages and disadvantages of cable television, most candidates expressed their views on how parents should supervise their children. Some wrote 10-12 dialogues which were not at all required and were a waste of time.
Examiners’ Comments on Functional English Spring 2011 examinations

Q.9 Students were required to write a letter to the Inspector General Police to draw his attention towards the serious problem of increasing number of beggars.

In most cases the students copied down the details provided in the question without even using any of their own words. This shows total lack of imagination on their part. Very few could give two workable suggestions. In the closing many students wrote, Yours as (your’s). Some students filled 5-6 pages and kept on repeating the same argument. Most of the students used informal language.

Q.10 The most popular topic for the essay was Technology – A Blessing Or A Curse. With a few exceptions, the quality of the essays was very much below the required standard. Limited vocabulary, poor construction of sentences and lack of ability to express one’s thought in a logical manner were the weaknesses which were observed. Those who attempted (c), only stressed that wealth can never bring happiness which is a little unrealistic in these times. They gave a very extreme and rather unreal view. The students who attempted (d) didn’t know much about ‘malnutrition’ and mostly related it to rising food prices and gave no other reasons.

(THE END)
The Institute of Chartered Accountants of Pakistan

Functional English

Foundation Examination 8 September 2011
Autumn 2011 100 marks – 3 hours
Module A Additional reading time – 15 minutes

(All questions are compulsory)

Q. 1 (a) Complete the following sentences with suitable homophones of the words in bold letters.
   (i) It is not fair of the transport companies to increase the _____ thrice in one year.
   (ii) Sara knew that her daughter would like the _____ painting she had bought for her room.
   (iii) All the _____ of the prestigious Law Colleges who attended the symposium were considered to be authorities on principles of Human Rights.
   (iv) The right u-turn immediately after the signal crossing is the root cause of serious accidents on this busy _____.
   (v) Different varieties of the newly packaged _____ were displayed in a serial order.
   (vi) The boat on sale had beautiful sky-blue _____ with the word ‘Winner’ written on it. (03 marks)

(b) Rewrite the following sentences after correcting the structural errors in their construction.
   (i) Zahid wanted to finish his homework, take a walk, and to be in bed by ten o’clock.
   (ii) Afridi’s batting style is certainly more aggressive than Misbah.
   (iii) Salim printed the letter, and next he signed it and left the office.
   (iv) To waste time and missing deadlines is not a desirable trait for an aspiring executive.
   (v) Job interviews are a matter of acting confident and to stay relaxed.
   (vi) We apologise for inconveniencing you due to the repairs of the road. (03 marks)

Q. 2 (a) Change the following nouns into adjectives:
   (i) elegance
   (ii) gold
   (iii) space
   (iv) strength
   (v) youth
   (vi) courage (03 marks)

(b) Complete the given sentences with the most appropriate comparative/superlative forms of the words listed below. Each word should be used once:
   fast, keen, quiet, low, dry, rowdy, handsome, serious, early, clever

   (i) Our company has won this year’s award for offering the _____ tariff rates in the telecommunication business.
   (ii) I’ll try to reach home _____ than usual, so that we can go to the exhibition on time.
   (iii) The hero of this movie appears to be _____ than the one in the previous film of this series.
   (iv) This is the _____ corner of the park. I love to come and read here once in a while.
   (v) Ayan is the _____ kid in the neighbourhood; everyone is sick and tired of his mischief.
   (vi) “His condition is _____ than we had anticipated, he must undergo surgery immediately.” The doctor said.
   (vii) I have heard so much about Mr. Zahid’s financial skills that I was _____ to join his company as a summer intern.
   (viii) I think Shaiesta is not only a helpful person; she is also the _____ girl in our class.
   (ix) Shoaib Akhtar is the _____ bowler in the Pakistan team.
   (x) The Sahara Desert is the _____ desert in the world. (05 marks)
Q.3  (a) Insert the appropriate Articles in each of the following sentences:
(i) There is _____ box of chocolates on _____ table for you.
(ii) Immediately after we reached her home, she went to _____ kitchen to prepare dinner.
(iii) Shahid’s father is employed as ____ electrician in _____ textile mill.
(iv) He is _____ right man for this challenging assignment.  (03 marks)

(b) Give the Plural forms of the following words:
(i) calf
(ii) information
(iii) sister-in-law
(iv) story
(v) sheep
(vi) history  (03 marks)

Q.4  (a) Punctuate the following sentences:
(i) examinations are finally over sharmeen said happily
(ii) shama the neighbour next door told me that the exhibitions of her paintings will be held
     in karachi and islamabad
(iii) weren’t you leaving for malaysias this week saira asked
(iv) where was he born  (05 marks)

(b) Match the words in the left-hand column with the words in the right hand column:
(i) forest
(ii) paddy
(iii) sugarcane
(iv) textile
(v) lion
(vi) nation
sovereign
mill
field
carnivorous
plantation
deciduous

Q.5  (a) Change the following sentences into Indirect Speech:
(i) “We went to the new 3D cinema yesterday.” Sadia said to me.
(ii) “I am thinking of migrating to Canada next year.” Asif said to his brother.
(iii) The teacher said to the class, “We may go for a picnic at the end of this month.”
(iv) Maria said, “I was shopping in the Liberty Market when the downpour started.”
(v) Junaid asked his friend, “Do you think that the beggar was telling the truth?”
(vi) “I will take you to your friend’s house tomorrow.” Said my father.  (06 marks)

(b) Insert the correct prepositions in the following sentences:
(i) As responsible citizens, it is our obligation to abide _____ the decisions of the courts.
(ii) Please place the director’s mail _____ the outward-tray.
(iii) The new financial year begins _____ July 1, 2011.
(iv) He continues to spend money _____ luxuries in spite of his meagre income.
(v) Are you aware _____ your friend’s wedding next month?
(vi) What was she looking _____ in this room?  (03 marks)

Q.6  Match the Idioms given below with their closest meanings:
(a) I do not enjoy small talk and meaningless conversations; it is for this reason that I am usually ______ at marriage parties.
   (i) at their beck and call
   (ii) as cool as a cucumber
   (iii) always on the wanted list
   (iv) a fish out of water
(b) The driver ____ to justify his long leave of absence without the permission of his employer.
   (i) ate the humble pie
   (ii) went back on his words
   (iii) created a cock and bull story
   (iv) put on airs

(c) To preach the virtues of honesty to the scoundrel was like ____.
   (i) running with the hare and hunting with the hound
   (ii) praying for the rain
   (iii) flogging a dead horse
   (iv) creating a storm in a teacup

(d) To eat one’s cake and also to have it means to ____.
   (i) live in a fool’s paradise
   (ii) think of no end of one’s own intelligence
   (iii) be extremely greedy
   (iv) attempt to have the best of all the aspects of a transaction

(e) The health minister ____ while addressing the symposium of the visiting senior surgeons from the foreign countries.
   (i) managed to keep his body and soul together
   (ii) made a laughing stock of himself
   (iii) read the writing on the wall
   (iv) knew which side his bread was buttered

(f) Please do not ____ and come to the point straight away.
   (i) make a mountain of a mole hill
   (ii) pretend to be out of sorts
   (iii) play your trump card
   (iv) strike while the iron is hot

(g) I expect Shahid, my dear friend, to stand with me ____.
   (i) like a turncoat
   (ii) through thick and thin
   (iii) and hold his tongue in his cheek
   (iv) and act as if the butter would not melt in his mouth

(h) The nominees of both the political parties were ____ in spite of their very close family relationships.
   (i) basking in the sunshine
   (ii) between the devil and the deep sea
   (iii) daggers drawn
   (iv) putting the cart before the horse

Q. 7 (a) Change the following sentences from Passive Voice to Active Voice.
   (i) The house was searched by the police and the stolen goods recovered.
   (ii) This alarm switch should not be touched by the children.
   (iii) The new traffic arrangements were strongly resented by the residents.
   (iv) The new austerity measures were authorised by the board of directors.
   (v) The examination results were announced by the Board on July 25, 2011.

(b) Combine the following sentences into a single sentence by using a relative pronoun.
   (i) Manufacturers can offer lower prices. Their costs are lower because of mass production.
   (ii) The candidate lost the election. I voted for the candidate.
   (iii) The position of accountant had already been filled. He had applied for the position of accountant.
   (iv) The artist had painted several award winning paintings. I can’t remember his name.
Q. 8 Private hospitals play a vital role in providing health-care services to a very large proportion of the population in our country. A number of these hospitals are established at prime locations and are equipped with the state-of-the-art facilities.

Rising Sun Hospital (RSH) is one such private hospital in Karachi, where your grandfather was recently hospitalised. During the visits to the hospital you and your family had to face serious problems on account of poor maintenance, besides indifferent attitude of the paramedical and nursing staff. The attitude of the doctors and consultants towards the patients also left much to be desired and was of little consolation to the suffering patients. The standard of medical care and attention were nowhere near the claims made in RSH’s various promotional campaigns.

You are required to write a letter to the Administrator, RSH apprising him of the difficulties that your grandfather and your family had to experience during treatment at the hospital. Impress upon the Administrator the need for improvement in the attitude of the doctors and the ancillary staff so that RSH can provide really good health-care services to the patients that it so proudly proclaims. Assume you are Salahuddin and your grandfather’s name is Kamran Ahmed. (12 marks)

Q. 9 Write an essay of approximately 350 words on any one of the following topics. Word count carries marks.
(a) What type of Political System suits Pakistan Best - Democracy or Dictatorship
(b) An Incident/Event that Changed my Life
(c) The Role that Religious Scholars can play in creating a Peaceful and Harmonious Civil Society in Pakistan
(d) Injustice Anywhere is a Threat to Justice Everywhere (15 marks)

Q. 10 Imagine that you are Jalil Ahmed and have requested Mr. Abdul Sattar Edhi to allow you to work as an internee for 6 months with the Edhi Foundation in Karachi. You intend to pursue advanced studies in Human Psychology in the UK and the experience gained at the Edhi Foundation would provide you deep insight in human behaviour.

Construct a dialogue between Mr. Edhi and yourself illustrating the type of questions which may be asked by Mr. Edhi and your replies to elicit a positive response from Mr. Edhi. The dialogue should be based on four questions by Mr. Edhi and your replies. (eight dialogues in all) (08 marks)

Q. 11 Most of us subscribe to the widely held belief – that “small” is synonymous with inconsequential or insignificant or immaterial or trivial. We believe that our small actions have little bearing on the achievements in our lives. We believe that it is only the big things, the big actions and the big decisions that really matter in our lives. But the lives of all great people show that they had achieved outstanding success through small decisions, small choices and small actions that they performed every day. They transformed their lives by working on their day-to-day behaviours - deliberately, steadfastly and consistently. Their transformation did not occur in one giant leap or in one single spectacular action but by adoption of a step-by-step approach. They inculcated and nurtured their good habits and overcome their weaknesses, one step at a time. It was their everyday endeavours and actions that added up to make tremendous difference in the long run. Indeed, in matters of personal growth and character building, there is no such thing as an overnight turnaround or success.

The founder of this country, Mohammad Ali Jinnah understood this and used it to his advantage. He ‘grew up’ in many small ways in his day-to-day affairs. He did not wake up one day to find himself to be the “Quaid-e-Azam”. He consciously and consistently attempted to change and reform himself and grow in some way, everyday.

Day by day, he accepted risks, explored, experimented and learned from mistakes. In seemingly small and big situations alike, he accepted rather than shirked away from challenges. Mindful of the fact that “a journey of thousand miles begins with the first step”, he seized each day as a challenge and as an opportunity and made it count.
He exhibited a level of self-mastery and discipline that was indeed extraordinary. It would, however, be wrong to assume that these things came easily to him. Many people saw him exhibit his self-mastery, but did not see the years of practice and disciplined training that went into the achievement of such great successes. Very few of his peer group were able to see from close his trials and tribulations, fears and anxieties and his inner efforts to overcome them. They saw the achievements and the final victory, but not the struggles.

Commitment, perseverance and steadfastness are the hallmarks of the lives of all great people. By exercising their choices in small ways, they are able to influence and impact their circumstances and their environment. Each of their small seemingly insignificant decisions and actions accumulate to create profound impact in the long run. By understanding this principle, we can move forward and can achieve ultimate success.

(a) Give a suitable Title to the Passage. 

(01 mark)

(b) The author makes an impassionate appeal that small should be considered:

(i) insignificant 
(ii) of considerable consequence 
(iii) immaterial 
(iv) none of the above

(01 mark)

(c) Mention three distinctive qualities in the lives of all great people which set them apart from the ordinary people.

(1.5 marks)

(d) According to the Author, Quaid-e-Azam Mohammad Ali Jinnah:

(i) never made any mistakes 
(ii) was a risk averter 
(iii) achieved success easily 
(iv) all the above statements are false 
(v) statements (i) and (iii) are false

(01 mark)

(e) Mention three inner challenges which great leaders never show in public. 

(1.5 marks)

(f) All great leaders have achieved success:

(i) by taking big actions 
(ii) by making big decisions 
(iii) by doing big things 
(iv) by overcoming weaknesses step-by-step

(01 mark)

(g) Write a précis of 120 words.

(08 marks)

THE END
A.1  (a) Homophones  
(i) fare  
(ii) new  
(iii) principals  
(iv) route  
(v) cereal  
(vi) sail  

(b) Correction of structural errors in sentences:  
(i) Zahid wanted to finish his homework, take a walk and be in bed by ten o’clock.  
(ii) Afridi’s batting style is certainly more aggressive than Misbah’s batting style.  
(iii) Salim printed the letter, signed it and left the office.  
(iv) Wasting time and missing deadlines is not a desirable trait for an aspiring executive.  
(v) Job interviews are a matter of acting confident and staying relaxed.  
(vi) We apologize for the inconvenience caused to you due to the repairs of the road.

A.2  (a) Adjectives  
(i) elegant  
(ii) golden  
(iii) spacious / spatial  
(iv) strong  
(v) young  
(vi) courageous  

(b) Comparative/Superlative Forms  
(i) lowest  
(ii) earlier  
(iii) more handsome  
(iv) quietest  
(v) rowdiest  
(vi) more serious  
(vii) most keen  
(viii) cleverest  
(ix) fastest  
(x) driest  

A.3  (a) Articles  
(i) a, the  
(ii) the  
(iii) an, a  
(iv) the
(b) Plural
   (i) calves
   (ii) information
   (iii) sisters-in-law
   (iv) stories
   (v) sheep
   (vi) history / histories

A.4 (a) Punctuation
   (i) Examinations are finally over, Sharmen said happily.
   (ii) Shama, the neighbour next door, told me that the exhibitions of her
       paintings will be held in Karachi and Islamabad.
   (iii) Werent you leaving for Malaysia this week, Saira asked?
   (iv) Where was he born?

(b) Matching of nouns with their appropriate applications.
   (i) forest deciduous
   (ii) paddy field
   (iii) sugarcane plantation
   (iv) textile mill
   (v) lion carnivorous
   (vi) nation sovereign

A.5 (a) Indirect Speech:
   (i) Sadia told/(said to) me that they had gone to the new 3D cinema the day
       before.
   (ii) Asif told/informed his brother that he was thinking of migrating to
       Canada next year/ following year.
   (iii) The teacher told the class that they might go for a picnic at the end of
       that/the month.
   (iv) Maria said that she had been shopping in the Liberty Market when the
       downpour started.
   (v) Junaid asked his friend whether/if he thought that the beggar was telling
       the truth.
   (vi) My father said that he would take me to my friend’s house the next
day/day after.

(b) Prepositions
   (i) by
   (ii) in
   (iii) from
   (iv) on
   (v) of
   (vi) for
A.6 (a) (iv) (b) (iii)
   (c) (iii) (d) (iv)
   (e) (ii) (f) (i)
   (g) (ii) (h) (iii)

A.7 (a) Active Voice
   (i) The police searched the house and recovered the stolen goods.
   (ii) The children should not touch this alarm switch.
   (iii) The residents strongly resented the new traffic arrangements.
   (iv) The board of directors authorised the new austerity measures.
   (v) The Board announced the examination results on July 25, 2011.

   (b) Relative Pronouns
   (i) Manufacturers whose costs are lower because of mass production can offer lower prices.
   (ii) The candidate for whom I had voted, lost the election.
   (iii) The position of accountant for which he had applied had already been filled.
   (iv) I can’t remember the name of the artist who had painted several award winning paintings.

A.8 No suggestion
A.9 No suggestion
A.10 No suggestion
A.11 (a) No suggestion
   (b) (ii)
   (c) All great leaders have distinctive qualities of:
      (i) commitment
      (ii) perseverance
      (iii) steadfastness
   (d) (iv)
   (e) Three inner challenges which great leaders never show in public are:
      (i) their trials and tribulations
      (ii) their fears and anxieties
      (iii) their efforts to overcome the challenges
   (f) (iv)
   (g) No suggestion

(THE END)
THE INSTITUTE OF CHARTERED ACCOUNTANTS OF PAKISTAN

EXAMINERS’ COMMENTS

SUBJECT  SESSION
Functional English  Foundation Examination - Autumn 2011

General:
Majority of the students tried to attempt all questions but could not manage the time. They devoted more time to low scoring questions and vice versa. Other major observations are as follows:

- Most students have poor vocabulary. They also tend to use abbreviations and short words which can only be used in mobile text messages.
- Many students lost marks because they did not read the questions properly and started writing whatever they thought was the requirement.
- Capital letters were often written in the middle of a sentence whereas new sentences often started with a small letter.

Q.1  (a)  It appeared that most students who understood or were familiar with the word “homophones” did not have a problem with this question; however many of them spelt “route”, “cereal” and “sail” incorrectly.

(b)  This question was designed to check students’ knowledge of sentence structure. It appeared that most students did not understand how to address this question. Only a handful got 2 - 3 of the sentences correctly. Practice can help resolve this issue.

Q.2  (a)  Here the students had to change nouns into adjectives and many students scored full marks although quite a few didn’t know the adjective for space, strength and youth.

(b)  Surprisingly, a number of students did not understand the meaning of “comparative/superlative”. They filled in the blanks using the same words as were given in the question. Out of those who understood the question, the majority got numbers (i), (ii), (iii), (ix) and (x) right. The others proved difficult.

Q.3  (a)  It was the easiest portion of the paper yet only few students could secure full marks. Many students used “a” instead of “the” and vice versa.

(b)  On the whole the question was well responded but many students got the answers for “information” and “sheep” wrong. In these cases, the singular and plural forms were same.

Q.4  (a)  Most of the students were able to punctuate the given sentences correctly. The exclamation mark being an interjection, and depicting expression was the one mostly missed out. Some students changed the context of the sentences and lost all marks.
Examiners' Comments on Functional English Autumn 2011 examinations

(b) This was hardly attempted correctly by any of the students. Students couldn’t understand the word “deciduous” and therefore matched it with variety of different words except the correct word. “Plantation” and “Field” were tricky choices for students and they used it interchangeably with Sugarcane and Paddy.

Q.5 (a) In this question students were asked to change Direct speech to Indirect speech. It was not very well responded and the students need more practice. It is extremely important to focus on the tenses while changing from one form of speech to another. Moreover, the students need to understand the significance of pronouns in a sentence structure; otherwise the meaning of the sentence gets distorted.

(b) A mixed response was seen; however much better response is expected because it is a very easy topic. More practice, reading and writing is required.

Q.6 Reasonable response was seen in this question. Most students were familiar with part (b) created a cock and bull story, (f) make a mountain of a mole hill, (g) through thick and thin, and (h) daggers drawn. They were less familiar with the remaining idioms. To obtain better marks students need to increase reading and specifically familiarize themselves with idioms. There are plenty of website resources available. Some students wasted time in writing the whole sentence instead of only writing the correct option in their answer.

Q.7 (a) Generally the candidates did not seem to comprehend Active and Passive Voice. Besides routine mistakes many students changed the tense of the verb while others added a helping word like ‘were resented’ which made their sentences incorrect. Students are advised that a lot of practice is needed to have command over this issue.

(b) This question was designed to test the students’ knowledge of relative pronouns and construction of complex sentences. Most students did not have any concept about relative pronouns and performed poorly. A significant number of students got zero marks.

Q.8 Most students were familiar with the format of the letter. However, their letters were simply based on material copied ditto from the question. Such a practice should be avoided. Some students did attempt to elaborate in their own words but their vocabulary seemed limited and the sentences were poorly constructed. Many students used harsh and non-professional language.

Q.9 Major observations in this question on essay writing are as follows:

- Most of those who wrote about an incident that changed their lives wrote about something very trivial, which possibly could not be a life changing experience.

- Idioms, metaphors, quotations etc. were not used. A few students used Urdu proverbs which were unacceptable.
Examiners’ Comments on Functional English Autumn 2011 examinations

- Majority of the candidates wrote very short essays and failed to mention the word count.

- Those writing on Democracy or Dictatorship gave only a one sided view and kept on repeating the same reasons.

- Those few candidates who selected the fourth topic, ‘Injustice Anywhere is a Threat to Justice Everywhere’ wrote very little about the second part of the statement.

- Conclusion of the essay was rarely appropriate. For instance some students wrote a lot about democracy but finally concluded in favour of dictatorship.

Q.10 In this question the students had to write a dialogue with Mr. Edhi in which they were supposed to request Mr. Edhi to allow them to join Edhi Foundation as an internce. Most of them were familiar with the format. However, on the whole, the response was below expectation. The major observations are as follows:

- Many students did not read the question properly as they stated that they had already completed their studies in UK, whereas according to the question, they intended to go to UK.

- Many students used very casual language which was inappropriate in the context.

- Most candidates found it difficult to ask the questions properly. For example they wrote “Why you want to join Edhi” instead of “Why do you want to join the Edhi Foundation?”

- Quite often, full stop was used instead of question mark.

- The dialogues produced by many students looked like informal chats between two people with lot of greetings and compliments.

Q.11 Since the candidates are so weak in English it is not much surprise that the comprehension is another area where scores were low. Some of the key observations are:

(a) Titles given had no relevance to the passage. Some students gave more than one title.

(b) Instead of using own words, majority of the students produced the exact word from the passage. Moreover, various sentences chosen from the passage were combined, irrespective of whether the combination made sense or not.

(c) Word count was quite often missing.

(THE END)
The Institute of Chartered Accountants of Pakistan

Functional English

Foundation Examination
Spring 2012
Module A

8 March 2012
100 marks - 3 hours
Additional reading time - 15 minutes

Q.1 (a) Insert the most appropriate Idiom from the list given below in the following sentences:

not my cup of tea, a piece of cake, the apple of their eyes, like showing a red rag to a bull, take it with a pinch of salt, in the blink of an eye, no use crying over spilt milk, gets on my nerves

(i) "Oh, that advertisement to give very attractive prizes to the winners of the lottery!" I would rather____.
(ii) Mr. and Mrs. Sarwar have three children and everyone knows that the youngest daughter is____.
(iii) You should have kept your valuable necklace in the bank lockers. Now that it is stolen, there is____.
(iv) Painting is____; I can hardly hold the brush straight.
(v) ____ the sea gull dived in the water and caught a beautiful yellow fish.
(vi) My wife’s constant obsession with cleanliness____sometimes.
(vii) It is futile to try to hold a meaningful discussion with Zahid on the political set-up. It’s____.
(viii) Asif completed the math assignment in just one hour; it was____for him. (04 marks)

(b) State the meanings of the following words:

(i) potable (ii) miscreant (iii) reprimand
(iv) autonomous (v) recapitulate (vi) clandestine (03 marks)

Q.2 Identify whether the underlined word in the following sentences is an adverb, a verb or an adjective:

(a) I have almost finished my term report.
(b) You must not hurt your mother’s feelings.
(c) Her ill health does not allow her to leave her apartment.
(d) We regularly visit our grandparents.
(e) This is the shortest way to the grocery market.
(f) I wish I was a star batsman.
(g) This house in the village seems haunted.
(h) I usually don’t interfere in my brother’s business affairs.
(i) She was not dependable, although she was highly intelligent.
(j) The mischievous child in that class is giving the teacher a tough time. (05 marks)

Q.3 Change the following sentences from Direct Speech to Indirect Speech:

(a) "Do you know where Mrs. Ishrat would be staying in Karachi?" Samia asked me.
(b) "We have made major organisational changes and the company is now in a much stronger financial position." Mr. Khoker told the reporters.
(c) "Our neighbours, Mr. and Mrs. Dilawar, have had an accident." My mother said.
(d) "We may start a van service for our office staff very soon." The supervisor told us.
(e) "I worked very hard to earn my master’s degree." Adnan told Kashif.
(f) "Can you work on Saturdays?" the employer asked Shahid.
(g) Jamal said to me, “I went to London last month.” (07 marks)
Q.4 (a) Define the following types of sentences and illustrate each definition with one example:

(i) Simple Sentence   (ii) Compound Sentence   (iii) Complex Sentence

(b) Insert appropriate preposition in the following sentences:

(i) The thieves entered the house ______ the broken window.
(ii) I must complete this assignment ______ my supervisor returns from his vacations.
(iii) We are familiar and satisfied ______ your company’s products.
(iv) ______ the beginning of a book, there is often a table of contents.
(v) The dinner served at the wedding was fit ______ a king.
(vi) I can’t put ______ with his aggressive attitude anymore.
(vii) In the past few years there has been a marked increase ______ the cost ______ living in the country.

(06 marks)

Q.5 (a) Insert the correct tense of the verb in each of the following sentences:

(i) The bus ______ very fast when the driver lost control and it overturned in the mountainous region. (travel)
(ii) The recent widespread floods ______ in loss of valuable human lives in the low lying areas. (result)
(iii) He ______ prize-winning Raoool variety of mangoes since the past several years. (grow)
(iv) You can call me in my office at 8 a.m. tomorrow. I ______ the office by then (reach).
(v) My brother has passed the driving test today and an international driving license ______ to him within the next four working days. (issue)
(vi) Look at the dark clouds! Most probably it ______ to rain. (go)
(vii) I ______ in my office all day tomorrow. (work)
(viii) The accident on the motorway ______ three weeks ago. (happen)
(ix) If wishes were horses, everyone ______ them. (ride)
(x) This time last Thursday, I ______ in the examination hall. (sit)

(05 marks)

(b) Convert the following Adjectives into Nouns:

(i) long   (ii) deep   (iii) vacant
(iv) wise   (v) poor   (vi) sane

(03 marks)

(c) State the Superlative form of the following words:

(i) good   (ii) courageous   (iii) fat
(iv) less   (v) difficult   (vi) proud

(03 marks)

Q.6 (a) Rewrite the following sentences after making necessary corrections:

(i) The trial was postponed and put off to a future date because of lack of sufficient evidence.
(ii) Mr. Fawad is presently hiring managers, programmers and people who work in accounting.
(iii) The President, as well as his staff, were not able to attend the meeting.
(iv) All our highly trained drivers are given instructions to drive slow.
(v) The finance manager undertook implementation of the rules most seriously.
(vi) We are of the conviction that written communication skills are important.

(06 marks)

(b) Punctuate the following sentences:

(i) the forest is on fire
(ii) look i have two tickets for the one day cricket match
(iii) this is rashid’s cellphone
(iv) one must put in ones best efforts if one wishes to succeed in the examinations
(v) adnan said aimal didn’t eat the cake

(05 marks)
Q. 7 The trend of acquiring vehicles and consumer durable products on instalments/lease financing has become popular in recent years. The nominal down payments and aggressive promotional schemes have tempted many consumers to acquire different products to ‘improve their life styles.’

Shiraz and Kifayat are close friends. Shiraz is in favour of acquiring vehicles and consumer durable products under financing arrangements, whereas Kifayat is of the viewpoint that these trends are harmful both for the individual availing the financial facility as well as the society as a whole.

Write a dialogue of four arguments from each of these individuals articulating their respective viewpoints of the merits and demerits of acquiring assets on instalments/lease financing basis.

(08 marks)

Q. 8 Write a letter to the Editor of the Newspaper ‘Dawn’ stating the problems and difficulties being experienced by the various stakeholders due to the imposition and collection of Parking Charges by the authorities in the commercial and shopping areas of Karachi. Describe the nature of the problems and request that the levy of Parking Charges may be discontinued, more so as the amount of revenues received by the authorities is insignificant as compared to the inconveniences and resentment it causes among the general public.

Assume that your name is Khalil Ahmed.

(11 marks)

Q. 9 In its widest sense, government means the framework and rules by which decisions that affect a community as a whole are arrived at and carried out. In a narrower sense, however, government is a person or body of persons giving effect to the framework or rules. There are different forms of governments depending on the manner in which a government is run such as monarchies, military dictatorships, civilian dictatorships and democracies. Monarchs, military men and civilian dictators often wield unlimited power which might result into tyranny and despotism. A democratically elected government exercises power and authority granted by the constitution and traditions.

A government is good, if it aims for the good of the people. The primary objectives for which such a government comes into existence are to maintain the rule of law, look after its citizens without discrimination and fulfil their needs and work towards the establishment of welfare programmes for the people. Only a government that has come into existence as an expression of the will of the people and adopts policies for the welfare of the people will have popular support. For this reason, a democratically elected government is certainly preferable to a benevolent dictatorship.

In the real world there are three important qualities which citizens look for in their governments. The first is that the government should be representative; the second, that it should provide a reasonable degree of stability; and the third that it should look after the well being of its citizens.

The citizens of a country may sometimes demand policies that are short-sighted and disastrous in the long run. This is often seen in regard to economic policies. A good government is one that formulates and implements policies that are beneficial for the citizens and also ensure future prosperity of the country. That is to say, a good government should be expected to think for the future as well as act for the present requirements - about defence, economic development, education and employment.

A good government should rise above the narrow views of the people and take measures, however unpopular and repugnant they may be when they are taken, to solve present problems and ensure a bright future. It must be prepared to accept constructive criticism and enter into a dialogue with dissident groups with a view to making its policies and measures acceptable. It always aims at the good of the people. The men and women forming such a government are persons who have the support of the people with them in good or bad times.
To conclude, it may be said that a representative government i.e. a democratically elected government which is stable and which can act with circumspection and vision for the prosperity and welfare of its citizens as well as for the future of the nation as a whole is to be considered a good government. A good government should therefore take cognisance of what years ago Jean-Paul Rousseau wrote in his *Du Contract Social* about the ultimate source of authority of a good government. According to him the government is only an agent of the people in whom vests the ultimate source of authority and for whom the government is functioning.

(a) Give a suitable Title to the Passage. 

(b) State the four objectives that a good government should achieve at all times.

(c) Identify three important qualities which citizens normally expect from their government.

(d) What are the various forms of governments?

(e) State the present and future requirements of citizens which a good government should strive to meet.

(f) According to Rousseau, the ultimate source of authority vests in:
   (i) a representative government
   (ii) the people
   (iii) a benevolent dictator
   (iv) two of the above are true

(g) Write a précis of 200 words. *(Word count carries mark)*

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

(a) Environmental Pollution in our Main Cities
(b) Importance of Time Management for Nation Building
(c) Mass Advertising Campaigns - Their Positive and Negative Implications
(d) Sound Primary and Secondary Education - Essential for a Progressive Country

*(Word count carries mark)*

(THE END)
FUNCTIONAL ENGLISH
Suggested Answers
Foundation Examination - Spring 2012

A.1 (a) (i) take it with a pinch of salt (ii) the apple of their eyes
   (iii) no use crying over spilt milk (iv) not my cup of tea
   (v) in the blink of an eye (vi) gets on my nerves
   (vii) like showing a red rag to a bull (viii) a piece of cake

(b) (i) potable anything that is drinkable
    (ii) miscreant an evil person
    (iii) reprimand to warn someone officially that something wrong has been done
    (iv) autonomous an organization/territory which is free to function independently
    (v) recapitulate to repeat something in concise form
    (vi) clandestine anything that is secret or hidden

A.2 (a) adverb (f) verb
   (b) verb (g) adjective
   (c) adjective (h) adverb
   (d) adverb (i) adverb
   (e) adjective (j) verb

A.3 Conversion of Sentences from Direct Speech to Indirect Speech.
(a) Samia inquired/(asked me) if I knew where Mrs. Ishrat would be staying in Karachi.
(b) Mr. Khoker told/informed the reporters that they had made major organisational changes
    and the company was in a much stronger financial position then.
(c) My mother told/informed me that our neighbours Mr. and Mrs. Bilawar had had an accident.
(d) The supervisor told us that they might start a van service for their office staff very soon.
(e) Adnan told Kashif that he had worked very hard to earn his master's degree.
(f) The employer asked/(inquired from) Shahid if/whether he could work on Saturdays.
(g) Jamal told/(said to) me that he had gone to London last month.

A.4 (a) (i) Simple Sentence: A simple sentence is composed of one subject, one predicate and a verb.
   Example: We had a wonderful time in Murree last September.

(ii) Compound Sentence: A compound sentence is composed of two or more independent clauses which may be connected by a coordinating conjunction.
   Example: We visited Lahore in October, but my brother went to China on a business assignment.

(iii) Complex Sentence: A complex sentence is composed of one independent clause (the main clause) and one or more dependent clause(s).
   Example: While we were shopping in the Liberty Market, we suddenly met our former neighbour Ahsan and his family.

(b) Insert appropriate prepositions in the following sentences:
   (i) through (ii) before (iii) with (iv) at
   (v) for (vi) up (vii) in, of
A.5 (a) (i) was traveling  
(ii) have resulted  
(iii) has been growing  
(iv) shall/should/will/would have reached  
(v) will be issued  
(vi) is going  
(vii) will be working/will work  
(viii) happened/had happened  
(ix) would ride  
(x) was sitting

(b) Convert the following Adjectives into Nouns:

(i) long  
(ii) deep  
(iii) vacant  
(iv) wise  
(v) poor  
(vi) sane  
(length)  
(depth)  
(vacancy)  
(wisdom)  
(poverty)  
(sanity)

(c) State the Superlative form of the following words:

(i) good  
(ii) courageous  
(iii) fat  
(iv) less  
(v) difficult  
(vi) proud  
(best)  
(most courageous)  
(fattest)  
(least)  
(most difficult)  
(proudest)

A.6 (a) Re-write the following sentences after making necessary corrections:

(i) The trial was postponed to a future date because of lack of sufficient evidence.
(ii) Mr. Fawad is presently hiring managers, programmers and accountants.
(iii) The President, as well as his staff, was not able to attend the meeting.
(iv) All our highly trained drivers are given instructions to drive slowly.
(v) The finance manager implemented the rules most seriously.
(vi) We are convinced that written communication skills are important.

(b) Punctuate the following sentences:

(i) The forest is on fire.
(ii) I looked for two tickets for the one day cricket match.
(iii) This is Faisal's cellphone.
(iv) One must put in one's best efforts if one wishes to succeed in the examinations.
(v) Adnan said, Faisal didn't eat the cake.

A.7 No Suggestion
A.8 No Suggestion
A.9 (a) No Suggestion

(b) A good government should achieve the following objectives at all times:

(i) it should maintain rule of law
(ii) it should look after its citizens without discrimination
(iii) it should fulfill their needs
(iv) it should work towards establishment of welfare programs for the people.
(c) The important qualities which citizens normally expect from their government are:

(i) it should be representative
(ii) it should provide a reasonable degree of stability
(iii) it should look after the well-being of its citizens.

(d) The various forms of governments stated in the passage are:

(i) monarchies
(ii) military dictatorships
(iii) civilian dictators
(iv) democracies.

(e) A good government should strive to meet the following present and future requirements of its citizens:

(i) defence requirements
(ii) economic development requirements
(iii) education requirements
(iv) employment requirements.

(f) (ii) the people

(g) No Suggestion

A.10 No Suggestion

(THE END)
# EXAMINERS’ COMMENTS

**SUBJECT**  
Functional English  

**SESSION**  
Foundation Examination - Spring 2012

## General:

Although the paper was designed to provide fair opportunities to score high marks, the results were unsatisfactory. It is evident from the answers that students are not exposed to quality reading material and have weak writing skills. They have a poor sentence sense and do not have command over the rules of grammar. This alongwith a limited vocabulary makes it difficult for them to express their thoughts in a logical and coherent manner.

## Question-wise comments are as under:

### Q.1
(a) This part of the question required insertion of idioms from a given list, in the given sentences. A good number of students were able to obtain full marks, as most of the idioms were those which are in common use.

(b) It was extremely disappointing to see that the majority of students did not know the meanings of the given words. Most of these words are frequently used in daily newspaper reports etc. The only way to address this problem is for students to increase their reading of texts: newspapers, magazines, books and to look up the dictionary when they come across a new word. The teachers should encourage the students to read good texts.

### Q.2
This question of identifying the underlined word as either adverb, verb or adjective was rather easy and most of the students scored well.

### Q.3
This was a challenging question. Students are generally weak at changing sentences from direct speech to indirect speech. A good command on this topic requires a lot of practice as well as familiarity with the applicable rules. Most of the students could not score more than 3 marks whereas even the students who performed well in other questions were not able to secure more than 5 marks as most of them made errors in parts (a) and (b).

### Q.4
(a) This question required students to define and give one example each of a simple, a compound and a complex sentence. This area was tested after a long time and the students seemed to have ignored it on account of selective studies. The definitions were seldom given. Though the examples were quite often correct, many students were confused between compound and complex sentences.

(b) Students failed to insert even the simplest of prepositions. This depicts a weak grammatical base and understanding provided to the students at the basic levels.
Examiners’ Comments on Functional English Spring 2012 Examinations

Q. 5 (a) Many students scored well in this part of the question and earned full marks. Those who could not score well in this part of the question need to seriously consider whether it is worthwhile for them to invest time and efforts in appearing at this level of examination.

(b) This was a high scoring question and many students got full marks. Some students lost marks due to incorrect spellings. Depth was spelt as depth and wisdom as wisdom etc. Some interesting mistakes were seen. Vacant was converted into vacation and sane into insane.

(c) This question tested the students’ knowledge of superlative degree of adjectives and majority scored full marks. However, as in part (b) students lost marks due to incorrect spellings. Fattest was spelt as fatest and proudest as proudest. A lot of students changed the given words into nouns. Some students gave two answers and since this is not acceptable, both had to be rejected.

Q. 6 (a) Six (06) sentences were to be re-written after making corrections. A common observation in this part of the question was that that to the majority, all sentences appeared to be correct but for the sake of correction they moved some words here and there.

(b) Five sentences were required to be punctuated. An important point which many students failed to understand is that they cannot add unnecessary punctuations because that also is an error. For example, in the first sentence ‘the forest is on fire’ the students had to just add a full stop in the end and convert the first letter ‘t’ into capital letter. Students added unnecessary commas which were not required.

Q. 7 This question required writing a dialogue between two friends on the benefits and drawbacks of obtaining consumer goods on credit. Most students got the marks for the format but generally the arguments were weak and illogical and expression was poor. Nobody was able to talk about the impact of high indebtedness of individuals on the society as a whole.

There were inherent mistakes of grammar, spellings, sentence structure, and vocabulary. Some of the dialogues were repetitive. Moreover, the question clearly stated that four arguments were to be given on behalf of each participant whereas almost half the examinees ignored this instruction and extended the dialogue to a number of statements.

Q. 8 This question required the students to write a letter to the editor of Dawn newspaper stating the problems faced due to imposition of parking charges. Some of the main observations are as follows:

- The question statement contained two words; “stakeholders” and “authorities”. The letters written by the students gave the impression that majority of them were not able to grasp the meaning of the above terms.
- Majority of the students copied exactly the same words as were appearing in the question.
- The quality of text was very poor in terms of grammar, spellings, sentence formation, etc.

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Examiners’ Comments on Functional English Spring 2012 examinations

- Surprisingly, some students could not understand the difference between the letters to the Editor Section and the Editorial. They requested the Editor to include their letter in the Editorial. Some of them asked the Editor to solve the problem.

Q.9 This was a standard question where a passage was given and the students were asked to answer the related questions and write a precis. The comprehension part was well attempted by most of the students. Except for the title, the rest of the questions were answered correctly. However, the precis left much to be desired. The main issues were as follows:

- Majority of the students were unable to cover many important points because they tried to reproduce the same words from the text and consumed their quota of words while discussing few of the important issues only. Many of them far exceeded the limit of 200 words.
- Many students copied the extracts from the given passage without fully comprehending the meaning, as the next sentence written by them contradicted what had earlier been copied from the passage.
- Majority of the examinees did not mention the word count and lost one easy mark.

Q.10 Of the four topics given for essay writing, almost 90 percent students wrote on “Environmental pollution in our main cities”. The students mostly talked about different kinds of pollutions, their causes and the solutions but did not relate it to “our main cities”. Most of the remaining 10 percent, wrote on either (b) or (d). Only few students chose the topic (c).

As has been mentioned in the previous question also, majority of the students could not organise and express their thoughts and ideas in a logical and coherent manner. Mistakes of grammar, spellings, sentence structure and vocabulary further compounded the situation.

Some of the other observations are as follows:

- Many students did not bother to organize the text into paragraphs and wrote the whole essay in one or at the most two paragraphs.
- Punctuations needs to be stressed. Many students did not bother to use any full stops, commas, etc.
- The same ideas were repeated in different ways. Saying the same thing over and over again does not add any value to the answer. Specially in English language paper, it often results in adding more mistakes i.e. those of spelling, grammar, etc.
- It seemed that many students had practised writing on the topic of education during their exam preparations. However, very few of them made efforts to change their thoughts according to the given topic “Sound Primary and Secondary Education — Essential for a Progressive Country”. Students should develop the ability to adapt their knowledge according to the demands of the question.

(THE END)
Q.1 (a) Select the most appropriate word to complete each of the sentences given below: (03 marks)

1. Sadia’s _____ personality helps her in being a successful media professional; she always knows what to say and how to say it without offending others.
   (i) dominant (ii) attentive (iii) tactful (iv) impressive

2. “Your Honour, I have substantial evidence that the statement submitted by the defendant is _____.“ The prosecutor pleaded.
   (i) anonymous (ii) abridged (iii) fabricated (iv) destructive

3. “Do not worry Mr Bashir, the accident has caused no harm to your daughter; her injuries are _____ and will heal very soon.” The doctor said.
   (i) artificial (ii) surgical (iii) malignant (iv) superficial

4. After boarding the bus, the elderly man gave a _____ glance inside to find a vacant seat.
   (i) complacent (ii) humble (iii) cursory (iv) complete

5. Houses in the rural villages in our country are generally made of mud walls and are often _____ with dried cakes of dung.
   (i) grinded (ii) cemented (iii) plastered (iv) coloured

6. Development in medical science has made significant _____ towards eradication of polio in most of the developing countries.
   (i) efforts (ii) contribution (iii) advances (iv) reduction

(b) Choose the Antonym of the words given below: (04 marks)

1. resemble 2. lax 3. duress 4. sacrosanct
   (i) resume (i) daring (i) dwarf (i) foolish
   (ii) disperse (ii) careful (ii) binding (ii) religious
   (iii) ample (iii) confused (iii) freely (iii) trivial
   (iv) different (iv) pleasant (iv) closed (iv) bold

5. shallow 6. abundant 7. abscond 8. exorbitant
   (i) distant (i) sufficient (i) abdicate (i) exclusive
   (ii) near (ii) death (ii) abandon (ii) steep
   (iii) thin (iii) vacant (iii) return (iii) reasonable
   (iv) deep (iv) surge (iv) imprison (iv) distant

Q.2 Structure the following sentences in their logical sequence: (06 marks)

(a) Shahzeb/and/how/have/been/long/Shazia/married
(b) this/playing/she/has/Nadia/been/since/was/four/piano
(c) all/feeling/is/tired/Romana/been/had/because/day/she/working
(d) early/go/are/a/next/week/party/have/we/to
Q.3 (a) Apply the rules of Punctuation to the following sentences: (05 marks)

(i) welcome home uncle and aunts cheered the enthusiastic crowd
(ii) where all think alike no one thinks very much
(iii) i wish i could stay a little longer but it's already too late
(iv) the tourists invariably asked if the glacier was still advancing
(v) my neighbor who is very optimistic says we will win five gold medals

(b) What are Acronyms? Give one example of an Acronym. (02 marks)

Q.4 Change the following sentences into Reported/Indirect Speech: (06 marks)

(a) “Mr. Sajid will join our office from tomorrow.” Mr. Sarwar told the marketing department.
(b) “We wish we didn’t have to take exams,” said the children.
(c) My teacher said, “Honesty is the best policy.”
(d) “I have been spending a lot more time with the children since you left.” Moin told his wife.
(e) The police officer said, “Five to ten persons are dying each day from target killing.”
(f) The director said, “My team is sitting late every day to complete this project in time”.

Q.5 Insert the most appropriate word to complete each of the following sentences and state its Homophone: (05 marks)

(a) Aftab looked really weak and _______ after his long illness.
(b) The research student was given complete _______ to the confidential files.
(c) The _______ department is interviewing four candidates for recruitment in the library.
(d) All the children are coming _______ Faiza.
(e) The former _______ had made great efforts to induct and retain a cadre of competent faculty in the school.

Q.6 Frame appropriate Questions to obtain the responses given in the following sentences. (03 marks)

(a) Yes, I am waiting here for my mother.
(b) No, I do not know where the Grand Hotel is.
(c) I do not know if it will rain tomorrow.
(d) I did not work on Tuesday because I had a severe headache.
(e) The pharmacists will hold their next annual conference in Bhurban.

Q.7 (a) Put the correct Conjunctions given below at their appropriate places in the text: (05 marks)

although, and, and, and, because, when, because, before, so, until, although

Saied wasn't a bright student at school, _______ he left _______ he was sixteen _______ got a job in a travel agency. He didn't stay there very long, _______ he liked the work. He decided to move _______ the pay was very low _______ the hours were too long. His next job was in an import-export company. He liked that much better, _______ he travelled frequently to distant countries _______ the work was financially rewarding. He worked there for three years, _______ he really learnt the ropes of the business; then he started his own company. Now he is doing very well, _______ the work is sometimes very demanding. He says he wants to earn enough money to retire _______ he reaches fifty years.

(b) Write the Past Participle of the following Infinitives: (03 marks)

(i) to eat (ii) to understand (iii) to swim
(iv) to dig (v) to build (vi) to stand
Q.8 Shahzeb and Samad have recently qualified as doctors and have divergent viewpoints on issues of ethics of the medical profession. Dr. Shahzeb is very much concerned about the unethical behavior of the doctors who resort to strikes to seek raise in their salaries and benefits and condemns the actions of the doctors who go on strikes. Dr. Samad, on the other hand, is of the opinion that the doctors must be compensated satisfactorily for the highly demanding nature of their professional services. He considers that they are justified in resorting to slowdowns and strikes for their reasonable demands.

Write a dialogue of four arguments from each of these individuals expressing their respective viewpoints with logical reasons against and in support of the doctors’ strike. (08 marks)

Q.9 (a) Insert the appropriate Articles in each of the following sentences: (04 marks)

(i) _____ Pakistani, _____ Indian, _____ Sri Lankan and _____ Englishman went together to see the One Day Cricket match in Dubai.
(ii) _____ tiger is _____ ferocious animal.
(iii) _____ rich should help _____ poor.
(iv) _____ bird in hand is worth two in _____ bush.
(v) _____ girl in _____ pink dress is _____ student of mine.
(vi) _____ black car and _____ red motorcycle both belong to the gentleman who lives across the street.
(vii) Would you like to have sugar in your tea? Yes, _____ little please.

(b) Fill in the blanks with appropriate pronouns. (04 marks)

(i) Aisha did all the cooking _____.
(ii) You always take _____ too seriously.
(iii) _____ are my favourite pair of shoes.
(iv) The shopkeeper from _____ I bought the suitcase has closed his business.
(v) All those tenants _____ rents have been increased arbitrarily can file an appeal to the rent controller.
(vi) The ladder on _____ I was standing slipped and I fell down.
(vii) It was your friend in Dubai _____ told me of your accident.
(viii) The house _____ is rather small, but the garden is really spacious.

Q.10 Write an informal letter to Nasir Ahmed, your former college friend, who is presently living in the United Kingdom, asking him to visit Pakistan for a 10-day mountaineering expedition in Gilgit. Also request Nasir Ahmed to persuade Sultan Khan, a close common friend also living in the UK, to participate in the expedition (all of you have keen interest in mountaineering and had previously gone together on several expeditions). You have not seen your friends for the past 3 years and it would be real fun to spend some time together and re-live old fond memories.

You should make your letter appealing to convince your friends to accept the invitation.

Assume you are Rashid Ahmed and are living in Islamabad and your friend Nasir Ahmad lives at 264, Larson Building, Vista Avenue, London, United Kingdom. (10 marks)

Q.11 Exercise is a powerful activity people can do regularly to improve health. Exercise plays an important part in reducing weight, improving pulse rate, increasing lung capacity and maintaining equilibrium in blood pressure.

Psychological benefits of exercise are impressive for mentally healthy individuals, but are even stronger for mentally challenged persons. Although benefits of exercise towards good mental health are less recognized, recent research supports the existence of lasting relationship between regular exercise and mental health. Evidence shows that regular exercise can prevent dementia later in life.
Thirty minutes of exercise, e.g., swimming, walking or jogging and other aerobic exercises, 3-5 times a week, improves mood and can prevent depression in both mentally fit as well as mentally-challenged individuals. Persons doing 3 or more hours of sports a week are 30 percent less likely to experience depression than those who do not engage in sports activities. Benefits of exercise are more apparent if one pursues the program for four months and more.

Regular exercise by busy executives helps to:
- divert attention from stress and worry
- improve self-esteem and induce a sense of mastery which overcomes depression
- elevate body temperature which reduces muscle stiffness similar to the effects of saunas and steam baths
- increase level of alertness and concentration.

Mentally-challenged persons have reported that exercise reduces anxiety, lifts their moods and increases their self-esteem.

Tiredness, busy work schedule and lack of motivation are usual reasons and laziness is often the cause for not exercising.

Group exercise activities are particularly useful for those who are socially isolated. Outdoor activity in pleasant settings enhances the beneficial effects of exercise.

An exercise regime should be of an activity that one enjoys. Millions of people who jog regularly are aware of the physical and psychological benefits of running. Approximately 40,000 people a year run in each of the Marathons in London and New York and this is a fraction of those who apply to participate in these events.

(a) Give a suitable title to the Passage. (01 mark)

(b) Exercise can play a vital role in: (Select the appropriate option(s) given below) (01 mark)
- improving your pulse rate
- increasing your blood pressure
- reducing your weight
- increasing your lung capacity
- all of the above are correct
- only three of the above are correct

(c) Identify three advantages of exercise for mentally-challenged persons. (1.5 marks)

(d) A substantial number of persons who are interested in jogging participate in the annual Marathons in London and New York. True/False (0.5 mark)

(e) According to the author the advantages of exercise are more impressive for mentally healthy persons than for those who are mentally challenged. True/False (0.5 mark)

(f) According to the author, a good regime of exercise should be: (01 mark)
- at the most for a period of four months
- daily at least for 30 minutes
- undertaken 12-20 times in a month
- two of the above are correct
- one of the above is correct

(g) Give three reasons why people do not engage in exercise activities. (1.5 marks)

(h) Why is it important for busy executives to do exercise? (01 mark)

(i) Write a Précis of 120-130 words (07 marks)

Q.12 Write an Essay of approximately 350 words on any one of the following topics:

(a) Widespread use of Cellular Telephones – A Blessing or A Curse
(b) Unrestrained increase in population is responsible for our economic problems
(c) A strong democracy is essential for the prosperity of the country
(d) Measures to check the rising rates of traffic accidents in our major cities

(Word count carries mark) (15 marks)

(THE END)
A.1 (a) Most appropriate word:

1. tactful  
2. fabricated  
3. superficial  
4. cursory  
5. plastered  
6. contribution

(b) Antonyms

1. different  
2. careful  
3. freely  
4. trivial  
5. deep  
6. dearth  
7. return  
8. reasonable

A.2 Structure the following sentences in their logical sequence:

(a) How long have Shahzeb and Shazia been married?
(b) Nadia has been playing this piano since she was four.
(c) Romana is feeling tired because she had been working all day.
(d) We are going to have a party early next week.

A.3 (a) Punctuations

(i) “Welcome home uncle and aunty!” Cheered the enthusiastic crowd.
(ii) Where all think alike, no one thinks very much.
(iii) I wish I could stay a little longer, but it’s already too late.
(iv) The tourists invariably asked if the glacier was still advancing.
(v) My neighbor, who is very optimistic, says we will win five gold medals.

(b) Acronyms are a special kind of abbreviations and are formed from the first letter(s) of a series of words but are pronounced as if they are words themselves.

Examples of Acronyms - WAPDA, NADRA, FBR, ICAP, KPT, KESC, LASER (light amplification by stimulated emission of radiation).

A.4 Reported/Indirect Speech

(a) Mr. Sarwar (announced to)/told the marketing department that Mr. Sajid would join/ would be joining their office from the next day/the following day.
(b) The children said they wished they didn’t have to take exams.
(c) My teacher said that honesty is the best policy.
(d) Mom said to/told his wife that he had been spending a lot more time with the children since she left/had left.
(e) The police officer said/informed that five to ten people were dying each day from target killing.
(f) The director remarked/informed that his team was sitting late every day to complete that project in time.

A.5 Insert the appropriate word and its Homophone:
A.6 Framing of appropriate Questions

(a) Are you waiting for somebody here?
(b) Do you know where is the Grand Hotel?
(c) (Will it)/(Is it going to) rain tomorrow?
(d) Why did you not work on Tuesday?
(e) Where/(Do you know where) will the pharmacists hold their next annual conference?

A.7 (a) Conjunctions

so, when, and, although, because, and, because, and, until, although, before

(b) Past Participles

(i) eaten  (ii) understood  (iii) swum
(iv) dug  (v) built  (vi) stood

A.8 Dialogues

No Suggestion

A.9 (a) Articles

(i) a, an, a, an  (ii) the, a  (iii) the, the
(iv) a, the  (v) the, the, a  (vi) the, the
(vii) a

(b) Pronouns

(i) herself  (ii) yourself/this/it/him/her  (iii) these/those
(iv) whom  (v) whose  (vi) which
(vii) who  (viii) itself

A.10 Informal Letter

No Suggestion
A.11  Comprehension and Précis

(a) No Suggestion
(b) (vi) only three of the above are correct
(c) Three advantages of exercise for mentally challenged persons are:
   (i) reduces anxiety
   (ii) increases self-esteem
   (iii) lifts their moods
(d) False
(e) False
(f) (v) one of the above is correct
(g) Three reasons for not doing any exercise are:
   (i) tiredness
   (ii) busy work schedule
   (iii) lack of motivation
(h) (i) to divert attention from stress and worry
   (ii) to improve self esteem and overcome depression
   (iii) to elevate body temperature and reduce muscles stiffness
   (iv) to increase level of alertness and concentration
(i) Précis

No Suggestion

A.12  Essay

No Suggestion

(The END)
General:

This comprehensive paper was designed to test a variety of aspects of grammar, sentence structure, comprehension and composition and provided fair opportunities to students to score high marks. The performance was below average as the students did not have a grip on the language and most of them had little knowledge about the rules of grammar and sentence structure. Limited vocabulary, poor expression and inability to string thoughts together were evident in writings of a number of students.

It is advised that the students should read a wide variety of books, converse in English and watch and listen to programs in English to increase their exposure to the language. They should also widen their imagination and learn to organize their thoughts.

Question-wise comments are as under:

Q.1  (a)  This question tested the students’ knowledge of some of the commonly used words as they were required to choose one out of four words to fill in the blanks. Most students failed miserably and it was quite evident that most of them tried their luck by filling the blanks randomly.

(b)  The students were required to identify the Antonym from the four choices given against each word. Limited vocabulary was a hindrance in this part of the question also and on average, most students got 2 or 3 correct answers out of 8.

Q.2  The candidates were required to put the given words in the correct order, to form a sentence. Most students got part ‘a’ and ‘b’ correct but the majority got ‘c’ and ‘d’ wrong. The most common score was 1.5 out of 6. The first sentence (part ‘a’) was a question but very few students placed a question mark at the end.

Q.3  (a)  Punctuation is the basic part of grammar but surprisingly many students did not know the obvious rules for example, capital letters and inverted commas. Some students added too many commas unnecessarily and lost marks.

(b)  Only about 20% students knew what an acronym is and were able to either give part of the definition correctly or give a good example. All the others had no idea whatsoever.

Q.4  Students are generally weak at changing sentences from direct speech to indirect speech. However, this time the performance was far better except for the second sentence where almost everybody made one mistake or the other. Students must realize that lot of improvement can be brought about in every area provided they work hard. In English language a lot of practice is required and in this case the students seemed to have followed this advice.

Q.5  In this question, the students had to fill in the appropriate word and write its homophone as well. Most students got ‘a’ correct and some got ‘b’ and ‘e’ correct too. Majority of the students fared poorly in this question. Spellings errors were quite common.
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Q.6  In this question students had to frame questions which would get the given responses. It was disappointing to find that simple questions could not be formed by a large number of students.

Q.7  (a) This question required the students to choose the correct conjunction to fill the blanks. Some students got all of them correct, whereas most others managed to get a passing score as the list of conjunctions was given.

(b) Many students knew the past participles of the infinitives but made the error of adding ‘to’ before them, for example, ‘to eaten’ or ‘to understood’.

Q.8  This question required students to write a dialogue on medical ethics regarding doctors going on strikes to seek raise in their salaries. Most answers reflected poor expression, limited imagination, disorganized thoughts and inadequate grammar and punctuation skills. Some students wrote more than four pairs of dialogue, whereas many of them counted ‘Hello’, ‘Hi’ and ‘Salaam’ as a dialogue. Only those dialogues should be counted from where the arguments start.

Q.9  A simple question which tested the knowledge of articles and pronouns and most students got high marks. However, some students could not even insert the articles correctly. They even left some spaces blank.

Q.10  This question required the students to write a letter to a friend living in U.K.

Some of the main observations are as follows:

- Majority of the students copied exactly the same words as were appearing in the question.
- The quality of the text was quite weak in terms of grammar, spellings and sentence formation.
- Surprisingly, some students were not conversant with the format of the letter.

Q.11  The passage for comprehension and précis was a simple one to understand and the questions were quite direct and easy too. Most students were able to get a passing score in this question and quite a few obtained high scores. In Precis writing, word count was neither focused nor mentioned. It was either too long or too short. Many students did not use their own words and tried to copy exactly from the given passage. Majority of them did not mention the word count and lost one easy mark.

Q.12  Four topics were given for writing an essay and all of them were easy and on common issues. Most students wrote on Cellular Telephones and Democracy. The main issues noted were as follows:

- Majority of the students could not organize their thoughts and ideas in a logical and coherent manner.
- The text was not organized into paragraphs.
- Majority of the students did not mention the word count and lost an easy mark.

THE END
Functional English

Foundation Examination 7 March 2013
Spring 2013 100 marks - 3 hours
Module A Additional reading time - 15 minutes

Q.1 (a) Re-write each of the following sentences by placing the word in brackets in its correct position.

(i) Love, hate and fear are abstract words. (all)
(ii) We plan to visit Murree in the summer. (later)
(iii) One more thing I must tell you about Jamshed’s batting performance today. (just)
(iv) It was so foggy in the morning! We could see the signs on the motorway. (hardly)
(v) How can you consider such a foolish suggestion? (possibly)

(b) Read the Answers to the Questions. Insert an appropriate word to complete each of the Questions for matching with their Answers.

<table>
<thead>
<tr>
<th>Answers</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) I kept it on your desk.</td>
<td>_____ did you keep my auditing manual?</td>
</tr>
<tr>
<td>(ii) He left last Friday.</td>
<td>_____ did Manzoor leave for Dubai?</td>
</tr>
<tr>
<td>(iii) My friend Samad will help me.</td>
<td>_____ is going to help you with your lessons?</td>
</tr>
<tr>
<td>(iv) Nothing very significant.</td>
<td>_____ did the new councillor tell you?</td>
</tr>
<tr>
<td>(v) She selected the pink dress.</td>
<td>_____ dress did your wife finally select?</td>
</tr>
<tr>
<td>(vi) I need the money to pay my college fees.</td>
<td>_____ do you need the money urgently?</td>
</tr>
<tr>
<td>(vii) I don’t know, it’s not my car.</td>
<td>_____ car is parked in front of my house?</td>
</tr>
<tr>
<td>(viii) I have no idea. You should ask the chef.</td>
<td>_____ do they prepare the baked fish dish we had at the restaurant today?</td>
</tr>
</tbody>
</table>

Q.2 Write the correct tense of the verb in brackets in the following sentences:

(a) Past Continuous Tense
   (i) Sami ______ his breakfast when I went to his home this morning. (have)
   (ii) All the five bidders ______ purchase of that prime property for quite some time. (consider)

(b) Present Continuous Tense
   (i) The students ______ to the visiting professor’s speech most attentively. (listen)
   (ii) Mr. Sohail ______ in a seminar in Islamabad today. (participate)

(c) Future Continuous Tense
   (i) We ______ for you near the supermarket when you return from office at 5:30 p.m. (wait)
   (ii) I ______ Junaid to finalise the proposals on fiscal incentives to be presented to the industrialists next Monday. (help)
Q.3 (a) Change the Direct Speech in the following sentences to Indirect Speech.
   
   (i) “Your health will improve very quickly,” the doctor said to me.
   (ii) Imran said to his staff, “I have to leave the office at 3 p.m. today as I have to attend the board meeting.”
   (iii) “Can I help you to find the book you are looking for?” The librarian asked the young lady.
   
   (b) Change the Indirect Speech in the following sentences to Direct Speech.
   
   (i) Aslam said that he was very glad to be there that evening.
   (ii) He said that he was tired and wanted to get some rest.
   (iii) He advised his sons not to fight after his death and remain united.
   
   (c) Re-write the following sentences by changing to Active Voice.
   
   (i) All the three packages were opened by my secretary.
   (ii) The truck is being loaded with cement by the labourers now.
   (iii) The audience was really surprised by the speaker’s rude attitude.
   (iv) Both these magnificent buildings have been built by the new construction company.

Q.4 (a) Match the appropriate Synonyms of the words given below:

<table>
<thead>
<tr>
<th>Word</th>
<th>Synonym</th>
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<tbody>
<tr>
<td>(i) caustic</td>
<td>recede</td>
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<tr>
<td>(ii) foreigner</td>
<td>blue</td>
</tr>
<tr>
<td>(iii) azure</td>
<td>flawless</td>
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<td>(iv) immaculate</td>
<td>sarcastic</td>
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<td>(v) ebb</td>
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<td>(vi) nefarious</td>
<td>tasteless</td>
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<tr>
<td>(vii) clemency</td>
<td>alien</td>
</tr>
<tr>
<td>(viii) insipid</td>
<td>mercy</td>
</tr>
</tbody>
</table>

(b) Identify the types of the following Nouns:

(i) crowd
(ii) honesty
(iii) school
(iv) childhood
(v) nation
(vi) National Stadium Karachi

Q.5 (a) Use the word ‘difference’ in sentences as (i) a verb (ii) an adjective and (iii) an adverb. Indicate the part of speech used in the sentence.

(b) Insert the correct preposition in each of the following sentences.

(i) There is such a large crowd. You will not be able to find your friend ______ all the people.
(ii) The customers had to stand ______ a queue to be served.
(iii) The chicken got out ______ the hole in the fence.
(iv) How can the buses run ______ time with all these traffic jams!
(c) Write the appropriate Comparative or Superlative forms of the words listed below to complete the following sentences:

beautiful, fat, fast, famous, noisy, cold, low, narrow

(i) Because of his eating junk food and adopting an inactive lifestyle, he is the ______ boy in his class.
(ii) The weather is ______ today than it was yesterday.
(iii) Of all the paintings we have seen in the art gallery, this painting of Sadquein is the ______.
(iv) The valley at this point is the ______ in the entire mountain range.
(v) The small shops in the Sunday Bazaar charge ______ prices than the shops located in the fancy malls.
(vi) Although she is quite pretty, she is ______ for her singing talents than for her looks.
(vii) The active commercial cities in the world are usually the ______ as well.
(viii) Emails are the ______ mode of written communication.

Q. 6 (a) Punctuate the following sentences:

(i) just between you and me i dont think he is telling the whole truth
(ii) how can salim shazia and i ever thank you enough for your generous support
(iii) pass the fruit tray please
(iv) its a really good cell phone but i cant afford it
(v) one of the assigned readings is michael porters five forces model

(b) Explain the term Phrase.

Q. 7 Select the meaning which is most relevant to the following Idioms.

(i) It’s no use splitting hairs.
   (a) having a hair transplant
   (b) wearing a wig
   (c) entering in serious discussions over petty or meaningless issues
   (d) showing off one’s knowledge to impress others.

(ii) To be in hot water.
   (a) to survive in extremely adverse circumstances
   (b) in deep trouble
   (c) show frustration when the circumstances are not favourable
   (d) to be accident prone.

(iii) He really knows his ropes.
   (a) an individual who is very knowledgeable about his job
   (b) an individual who is articulate and can convince others with arguments
   (c) an individual who is very manipulative in his dealings with others
   (d) an individual who strictly follows the rules and regulations.

(iv) Cry over spilt milk.
   (a) raise unnecessary hue and cry to obtain sympathy from others
   (b) worry excessively about trivial matters
   (c) express sorrow over a loss which cannot be repaired
   (d) mourn over a substantial financial loss.

(v) Nip it in the bud.
   (a) plant a seed whose flower blossoms in early spring
   (b) an evil which should be stopped in its inception stage
   (c) a childhood friend who has defrauded you
   (d) an individual who has a passion for gardening.
Q. 8 Happiness is conducive to good health. Happy people are healthy people and healthy people are happy people. Happiness is a state of mind achieved by imbibing healthy affirmative thoughts, ideas and feelings. With negative thoughts one cannot be in a happy frame of mind. A prolonged state of unhappy mind leads to poor mental health.

Many people live the greater part of their lives on the deferred payment plan. They expect that occurrence of a future event or arrival of some individual in their lives would bring a sea change in their circumstances and give them lasting happiness. Only you can decide how happy or unhappy you are to be. Waiting for a future event or person to come and bring you life's greatest gift of happiness will cause disappointment.

A state of happiness is prerequisite to experience the rewards of well-being. The word disease signifies a state of unhappiness – ‘dis ease’ – and causes most psychosomatic illnesses. You can become happy by neutralizing all negative thoughts festering in your mind. If you lose faith in your own self, feel lonely, distressed or sorry for yourself, then you are creating a pattern of unhappiness and setting yourself up for mental and physical illnesses. Happiness is a natural state and therefore it should be experienced far more times than an unhappy or unnatural state. It may not be possible to be happy all the time, but you should make up your mind to be happy most of the time.

Marriages are more successful when both husband and wife are happy. Cheerful businessmen are more successful than pessimistic ones. A happy person thinks better, performs better, sees and observes better, hears and feels better and has a relaxed mind and body. Stomach, liver, heart, indeed all internal organs function better when you are happy.

Practice happy thinking and release yourself from distorted thinking which draws unhappiness towards you. You have the innate capability to manage and overcome the pressures of worry, fear, anxiety and frustration before they overwhelm you and lead to emotional and physical illness. Happiness and good health go hand in hand and can be achieved by practicing happy thinking habits.

(a) Give a suitable title to the Passage. (01)

(b) According to the author, diseases of liver and heart have only superficial relevance with an individual's mindset and occur primarily from physical ailments and malfunctioning of the human body. True/False (0.5)

(c) The passage seeks to demonstrate that a life of happiness and good health are mutually exclusive for most people. True/False (0.5)

(d) Feelings of unhappiness and negative mental outlook can best be avoided by:

- creating faith in one's own self
- waiting hopefully for occurrence of a favourable event
- adopting a cheerful lifestyle and thinking beyond one's own self
- developing a strong defensive sense of self-pity

(i) one of the above is correct
(ii) two of the above are correct
(iii) three of the above are correct
(iv) all the above are correct. (02)

(e) Identify four distinctive characteristics of truly healthy individuals. (01)

(f) List four human concerns whose poor management and handling are responsible for the problems of mental and physical illness in the world. (01)

(g) List four main causes of Psychosomatic Illnesses stated in the Passage. (01)

(h) Write a Précis of 110-120 words of the above passage. (Word count carries marks) (07)
Q.9 Aggressive advertisement campaigns launched in the media by sellers of different products and services have far-reaching influence on our life-styles and the manner in which we, as consumers, spend our incomes. The role of advertisements is often a contentious issue and both the proponents and opponents offer convincing arguments to justify their respective viewpoints.

Khalid and Wahid are consumer rights protection activists and have strong opinions on the uses and abuses of advertisements and the manner in which they affect the different members of the society.

Write a dialogue of four arguments each from Khalid who is in favour of the role of advertisements and Wahid who feels that advertisements impact our lives negatively. (08)

Q.10 Write a letter on behalf of Mega Electronics Company, a leading distributor of electronic products, to Mr Abdul Khaliq informing him that his request for replacement of an under warranty cell cannot be accepted as the immersion of his cell phone in water has resulted in loss of warranty rights.

Mr Abdul Khaliq is a prominent businessman and, therefore, the letter should be worded politely. However, the letter should state the position of Mega Electronics Company with clarity.

Assume your name is Saadullah Khan and you are the Customer Services Manager of Mega Electronics Company. (10)

Q.11 Write an Essay of approximately 350 words on any one of the following topics:

(a) Adverse Impact of traffic jams in our important cities
(b) Good Education is essential for prosperity of the nation
(c) Wealth does not necessarily bring happiness
(d) Political Activism – Good or bad for the country

(Word count carries mark) (15)

THE END
FUNCTIONAL ENGLISH
Suggested Answers
Foundation Examinations – Spring 2013

A.1  (a)  Rewriting of sentences by placing the words in brackets in their correct position

(i)  Love, hate and fear are all abstract words.
(ii)  We plan to visit Murree later in the summer.
(iii)  Just one more thing I must tell you about Jamshed’s batting performance today.
(iv)  It was so foggy in the morning! We could hardly see the signs on the motorway.
(v)  How can you possibly consider such a foolish suggestion?

(b)  Insertion of appropriate words in the questions to match with their answers

(i)  Where (ii)  When (iii)  Who
(iv)  What (v)  Which (vi)  Why
(vii)  Whose (viii)  How

A.2  Tense of verbs
(a)  Past Continuous Tense

(i)  Sami was having his breakfast when I went to his home this morning.
(ii)  All the five bidders were considering purchase of that prime property for quite some time.

(b)  Present Continuous Tense

(i)  The students are listening to the visiting professor’s speech most attentively.
(ii)  Mr Sohail is participating in a seminar in Islamabad today.

(c)  Future Continuous Tense

(i)  We will/shall be waiting for you near the supermarket when you return from office at 5:30 p.m.
(ii)  I will/shall be helping Junaid to finalise the proposals on fiscal incentives to be presented to the industrialists next Monday.

A.3  Direct/Indirect speech
(a)  The doctor told me that my health would improve very quickly.

(ii)  Imran told his staff that he had to leave the office at 3 p.m. on that day as he had to attend the board meeting.
(iii)  The librarian asked the young lady if he could help her to find the book she was looking for.

(b)  Aslam said/exclaimed, “I am very glad to be here this evening.”

(ii)  He said, “I am tired and want to get some rest.”
(iii)  He said to his sons, “Do not fight after my death and remain united.”

(c)  Change from passive voice to active voice

(i)  My secretary opened all the three packages.
(ii)  The labourers are loading the truck with cement now.

(iii)  The speaker’s rude attitude really surprised the audience.
(iv)  The new construction company has built both these magnificent buildings.
A.4 (a) **Synonyms**

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</table>

(b) **Types of Nouns**

<table>
<thead>
<tr>
<th>(i) collective noun</th>
<th>(ii) abstract noun</th>
<th>(iii) common noun</th>
</tr>
</thead>
<tbody>
<tr>
<td>(iv) abstract noun</td>
<td>(v) collective noun</td>
<td>(vi) proper noun</td>
</tr>
</tbody>
</table>

A.5 (a) (i) Sound judgment requires that we must differentiate between right and wrong. *(Verb)*

(ii) Purpose of the variety program was to show the different cultures in the country. *(Adjective)*

(iii) This house in Lahore has been constructed differently from the one in Nathiagali. *(Adverb)*

(b) **Prepositions**

| (i) among | (ii) in | (iii) through | (iv) on |

(c) **Comparative or Superlative forms of the words**

| (i) fattest | (ii) colder | (iii) most beautiful |
| (iv) narrowest | (v) lower | (vi) more famous |
| (vii) noisiest | (viii) fastest |

A.6 (a) **Punctuations**

(i) Just between you and me, I don’t think he is telling the whole truth.

(ii) How can Salim, Shazia and I ever thank you enough for your generous support!

(iii) Pass the fruit tray, please.

(iv) It’s a really good cell phone, but I can’t afford it.

(v) One of the assigned readings is Michael Porter’s “Five Forces Model”.

(b) **Phrase**

A phrase is a group of related words that conveys some meaning but not a complete thought or meaning. A phrase does not contain a subject and a predicate or a finite verb. A phrase cannot stand alone and must either precede, follow or be placed within an independent clause.

A.7 **Idioms**

(i) (c) entering in serious discussions over petty or meaningless issues

(ii) (b) in deep trouble

(iii) (a) an individual who is very knowledgeable about his job

(iv) (c) express sorrow over a loss which cannot be repaired

(v) (b) an evil which should be stopped in its inception stage

A.8 **Comprehension**

(a) No Suggestion

(b) False

(c) False

(d) (ii) two of the above are correct
(e) The distinctive characteristics of truly healthy individuals are:
   (i) they think better   (ii) they perform better
   (iii) they see and observe better   (iv) they hear better
   (v) they feel better   (vi) they have a relaxed mind and body

(f) (i) worry   (ii) fear   (iii) anxiety
   (iv) frustration

(g) (i) negative thoughts/ideas/feelings   (ii) being distressed/sorry for one’s self
   (iii) loss of faith in one’s self   (iv) prolonged state of unhappiness
   (v) feeling of loneliness

(h) Précis
   No Suggestion

A.9 Dialogue
   No Suggestion

A.10 Business Letter
   No Suggestion

A.11 Essay
   No Suggestion

(The END)
General:

Comments received from all the paper markers are unanimous in their opinion that the paper was rather easy and provided ample opportunities to the students to score high marks. This can also be substantiated by the fact that 53 percent of the candidates were able to secure passing grades. Although replies to the questions pertaining to the grammar portion of the paper were generally satisfactory, the performance in the questions designed to test the comprehension and writing skills was much below expectations. Writing skills which comprise of the ability to select appropriate vocabulary and the ability to express one’s thoughts in a coherent and lucid manner can be achieved through reading of quality material and sustained writing practice.

Comments on the performance in the individual questions are given below:

**Question 1 (a)**

Ability to frame properly structured sentences was tested in this question as the designated word was required to be placed in the right position in the given sentence. In sub-part (i) many candidates positioned the word ‘all’ before the verb which changed the context of the sentence. In sub-part (ii) some candidates placed the word ‘later’ at the beginning of the sentence which was incorrect as it also materially distorted the meaning of the sentence.

**Question 1 (b)**

Replies to this question which required insertion of the right words to complete the questions, were generally satisfactory. However, in (viii), a number of students incorrectly stated ‘Why’ instead of ‘How’.

**Question 2**

This question related to the understanding of the past, present and future continuous tenses of verbs. A significant number of students were able to score well in this six marks question.

**Question 3 (a & b)**

Questions on direct and indirect speech are tested frequently in this paper. However, it appears that the preparations on this topic were not adequate. While converting between direct/indirect speech, many candidates changed the meaning of the sentences. Correct pronouns, right tenses and adherence to the original construction of the sentences are of critical importance in conversion between direct and indirect speech.
Question 3 (c)

The question on conversion of sentences from passive voice to active voice elicited satisfactory replies. In part (iv) however, several replies incorrectly stated, ‘The new construction company have built both these magnificent buildings.’ The correct verb in this sentence should be ‘has’ and not ‘have’ as the subject has a singular characteristic.

Question 4 (a)

A large number of students performed very poorly in this question on synonyms: the answers were more of guesswork and showed complete lack of understanding of the meanings of the words. Once again, the observation regarding poor reading habits was evident from the replies. Only synonyms of ‘foreigner’ and ‘azure’ were able to elicit correct replies in majority of the cases.

Question 4 (b)

Most of the students were able to identify correctly that the words, school and National Stadium, Karachi were common noun and proper noun respectively. It appears that a number of students were not familiar with the concepts of collective nouns and abstract nouns.

Question 5 (a)

The word ‘difference’ was required to be used in sentences as a verb, an adjective and as an adverb. The performance was not satisfactory and a number of students were not able to frame appropriate sentences. Many students who framed correct sentences did not mention the part of speech used in the sentences.

Question 5 (b)

The replies to the questions on prepositions were generally satisfactory. However, in part (iii), a number of students stated ... “from the hole”... whereas the correct answer is ... “through the hole”...

Question 5 (c)

Comparative and Superlative forms of the given words had to be used in the given sentences. Replies were generally satisfactory. The words fattest and narrowest were misspelled in quite a few instances. In (vii), the correct superlative form was ‘noisiest’ whereas many candidates mentioned ‘noisier’.

Question 6

The question on Punctuations continues to pose difficulties for a large number of students as was apparent from their unsatisfactory performance. It appears that the students are not well-versed with the rules of punctuations and resort to guesswork. Incorrect placement of proper punctuation marks and lack of care in the usage of capital letters result in loss of valuable marks. In part (ii), an exclamation mark was required to be placed at the end of the sentence and not a question mark. This sentence expressed deep feelings of gratitude and did not ask a question in the conventional sense. ‘Pass the fruit tray, please.’ is the correct answer in Part (iii). A number of the students did not place the comma at the right position and also erroneously wrote please with a capital P.
Examiners’ Comments on Functional English Spring 2013 examinations

Question 7

The performance in this question on idioms was quite satisfactory except for point (ii). The idiom ‘... knows his ropes...’ means an individual who is very knowledgeable about his job. Quite a number of students erroneously interpreted this idiom to mean very manipulative in dealings with others.

Question 8

The question required writing the précis of a passage and answering six questions on the same passage. Answers to questions were mostly correct except for part (c), where a number of students did not know the meaning of ‘mutually exclusive’ and therefore wrongly marked the sentence as True.

The performance in the précis which carried seven marks, was substandard. Reproduction of the phrases and sentences contained in the original passage, tense inconsistencies, poor vocabulary and inability to draw the distinction between the key issues and the illustrative points were observed in so many replies. A number of the students did not give the word count figure.

Question 9

The requirement of the question was to write a dialogue in favour of and against the role/impact of advertising. Aggressive advertisement campaigns are witnessed daily in all media channels which invariably touch our lives in different ways. Therefore, highly divergent opinions on the role of advertising are held by individuals in our society. Dearth of convincing and logical arguments, poor vocabulary and the inability to express one’s ideas clearly were a common feature in the replies to this question. Moreover, about ten per cent of the students did not attempt this eight mark question.

Question 10

Business letters are an essential feature of the paper on Functional English. Clear understanding of the format of a business letter; correct positioning of the sender’s and recipient’s address, date, salutation, complimentary close and name and signatures of the writer are the ingredients of a quality business letter. Appropriate and precisely chosen vocabulary depending on the context and circumstances of the situation not only reveal the quality and depth of understanding of the writer but also enable the recipient(s) to understand and grasp the issues involved and offer suitable feedback/comments. The language and tone of some of the letters was either rude and indiscreet or alternatively extremely apologetic and defensive. Students must devote sufficient efforts and study the formats and examples of different types of letters illustrated in standard books on business communications to acquire business letter writing skills.

Question 11

In this question on essay also, lack of firm grasp of rules of grammar, inadequate vocabulary and poorly constructed sentences were observed. The candidates also failed to express their ideas and views in a logical order. Consequently, even those students who showed understanding of the issues involved and had worthwhile ideas, were not able to express themselves in a convincing manner.

(THE END)
Functional English

Foundation Examination
Autumn 2013
Module A

5 September 2013
100 marks - 3 hours

Additional reading time - 15 minutes

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

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

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

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

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

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

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<tbody>
<tr>
<td>(i)</td>
<td>superfluous</td>
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<td>(ii)</td>
<td>scion</td>
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<tr>
<td>(iii)</td>
<td>nocturnal</td>
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<td>(iv)</td>
<td>interminable</td>
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<td>(v)</td>
<td>charisma</td>
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<td>(vi)</td>
<td>empirical</td>
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<td>(viii)</td>
<td>intangible</td>
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<tr>
<td>(ix)</td>
<td>ecstatic</td>
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<tr>
<td>(x)</td>
<td>impunity</td>
</tr>
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(05)
Q.2  Apply the Rules of Punctuation to the following sentences:

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

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

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

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

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

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

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

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

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

Q.6 (a) Identify the tense of the following sentences.
(i) I shall be working in my office all day tomorrow.
(ii) Salman has been driving the cab for the last four hours.
(iii) I had written that article about six months back.
(iv) I have lived in Lahore all my life.
(v) When she had finished her part of the play, she asked for a glass of water.
(vi) He is going back to Dubai next week.
(vii) Jamil suddenly realised that he was travelling in the wrong bus.
(viii) The guests will be arriving any minute now.
(ix) By the end of this month I will have worked here for 9 years.
(x) When does the next train leave for Peshawar?

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

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

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

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

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

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

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

Address the letter to:

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

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

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

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

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

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

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

(a) Give a suitable title to the Passage. (01)

(b) Individuals try to project their high level of competence by:
   - volunteering to accept challenges
   - working for fixed hours and relaxing to recoup their energy
   - realising the necessity of inspiring a deep sense of trustworthiness among others
   - presenting innovative ideas in meetings

   (i) one of the above is correct
   (ii) two of the above are correct
   (iii) all the above are correct
   (iv) none of the above is correct. (1.5)

(c) According to the passage demonstrating competence is imperative for a leader to elicit absolute positive response and commitment from the followers. True/False (01)

(d) Identify four positive responses which can be achieved in an organisation in which the combination of warmth-competence-trust dynamics are mixed in the right proportions. (02)
(e) Radiating trust, warmth, competence and internal strength are sufficient qualities for:
   • achieving optimal results in situations of deep crises
   • instilling a deep sense of commitment in colleagues and subordinates
   • seeking compliance and whole-hearted acceptance of decisions from people
   • promoting an environment of mutual cooperation and shared values

   (i) one of the above is correct
   (ii) two of the above are correct
   (iii) all the above are correct
   (iv) none of the above is correct. (1.5)

(f) Write a Précis of 120-130 words of the above passage. (Word count carries marks) (08)

Q.10 Write an Essay of approximately 350 words on any one of the following topics:
   (a) Significance of time management
   (b) War on terror has contributed towards erosion of human rights
   (c) Measures to resolve the problem of load shedding
   (d) Menace of population explosion in the country
      (Word count carries marks) (15)

(THE END)
A. 1  (a) **Idioms**
(i) one slip of the tongue can get us in trouble
(ii) draw the line
(iii) burn our boats
(iv) call a spade a spade
(v) through thick and thin
(vi) the last straw that broke the camel’s back

(b) **Insertion of the correct word**
(i) The visit of the President to the tomb of the unknown soldier was a *historic* event.
(ii) Herbs used in the preparation of cough syrups have *medicinal* properties.
(iii) Copying a large *number* of files from one drive to another may cause the system to crash.
(iv) The team’s manager stated that he was *dissatisfied* with the standard of umpiring in the final match.

(c) **Matching of words with the appropriate meanings**
(i) more than necessary
(ii) heir of a wealthy family
(iii) occurring at night
(iv) not able to end
(v) personal magnetism
(vi) by practical experience or observation
(vii) highly perceptive
(viii) without material shape or form
(ix) state of extreme happiness
(x) exemption from punishment

A. 2  **Punctuation**
(a) Available in white, green, yellow and blue this paint is sold by dealers all over the country.
(b) “If we work hard,” he said, “we will achieve this year’s sales targets.”
(c) I'll fulfil my part of the commitment, if they do theirs.
(d) The new contract provides salary increase; the previous year’s contract offered better fringe benefits.
(e) All sizes and varieties of men’s shoes are available at the store in the Vista Shopping Mall.

A. 3  (a) **Making sentences of words as nouns and verbs**
(i) bargain
The carpet was an attractive bargain at the discounted price. *Noun*
It was a small amount and I did not bargain with the fruit seller. *Verb*

(ii) exhibit
The graphic exhibit is presented at the end of the report. *Noun*
The policeman exhibited extraordinary bravery to capture the armed dacoits. *Verb*

(iii) progress
Rapid progress in agriculture is attributable to the training provided to the farmers by the recently established agricultural institute. *Noun*
The program allows the physically challenged children to progress at their own pace. *Verb*
(b) Changing of adjectives into nouns
(i) strength
(ii) tenacity
(iii) mystery
(iv) youth
(v) fool
(vi) provocation

A.4 (a) Identification of parts of speech
(i) adverb
(ii) conjunction
(iii) adjective
(iv) adverb
(v) preposition
(vi) noun
(vii) adjective
(viii) pronoun
(ix) verb
(x) preposition

(b) Prepositions
(i) Naheed was reprimanded by the teacher for speaking on the cell during the lecture.
(ii) The national cricket team’s victory against/over their arch rivals was against/beyond everyone’s expectations, so it was celebrated throughout/in the country with great enthusiasm.
(iii) Highly successful businessmen keep their focus on their goals, despite the obstacles.
(iv) You can keep your weight under control by eating smart and avoiding junk food from your lifestyle.

A.5 (a) Identification of words as nouns, verbs, adverbs and adjectives

| (i) | exercise | noun | (ii) | very | adverb |
| (iii) | indulge | verb | (iv) | simply | adverb |
| (v) | walks | noun | (vi) | modern | adjective |
| (vii) | educational | adjective | (viii) | bluntly | adverb |
| (ix) | inactivity | noun | (x) | causes | verb |

(b) (i) **Consonants** – Consonants are all the letters in the alphabet, excluding the vowels.

(ii) **Conjunctions** – Conjunctions are words that are used to connect different words, phrases and clauses.

(iii) **Interjections** – Interjections are short sounds, words or phrases spoken suddenly to express emotions without any grammatical connection.

(iv) **Collective Nouns** – Collective nouns are nouns used to describe more than one thing, object, person or animal as a single group.

A.6 (a) **Tenses**
(i) future continuous tense
(ii) present continuous tense
(iii) past perfect tense
(iv) present perfect tense
(v) past perfect tense
(vi) present continuous tense
(vii) past continuous tense
(viii) future continuous tense
(ix) future perfect
(x) present tense
(b) **Change of Direct Speech to Indirect Speech**

(i) Sajid said that they needed an overhead bridge to cross that busy road.
(ii) The tenant said that he would vacate that shop as soon as he could find a suitable premises for his business.
(iii) Ahmed requested his father to allow him to pursue his dream of becoming a journalist although he knew that medicine was a highly rewarding profession.
(iv) Salim told his brother to wait for him there till he returned from the class.
(v) He said that he had just received a message and would leave for office.

A.7 **Dialogue**

No Suggestion

A.8 **Informal Letter**

No Suggestion

A.9 **Comprehension**

(a) No Suggestion
(b) (ii) two of the above are correct
(c) False
(d) (i) increased information sharing, openness and cooperation
     (ii) trust in employees to fulfill their commitments
     (iii) tasks of planning, coordination and implementation become much easier
     (iv) facilitation of exchange and acceptance of ideas
     (v) boost in quality and quantity of ideas in the organisation
     (vi) change in ideas and beliefs of people
(e) (iii) all of the above are correct
(f) **Précis**

No Suggestion

A.10 **Essay**

No Suggestion

(THE END)
THE INSTITUTE OF CHARTERED ACCOUNTANTS OF PAKISTAN

EXAMINERS' COMMENTS

SUBJECT
Functional English

SESSION
Foundation Examination - Autumn 2013

General:

In spite of the observations by all the examiners that the Paper was rather easy, the performance did not measure up to the expectations. Questions which are designed to test the abilities to express ideas and thoughts in grammatically correct and coherent manner continue to pose difficulties for the students due to insufficient writing practice and limited vocabulary. In this paper, inadequate preparations and lack of knowledge of the basic principles of grammar were also apparent.

Comments on the replies to the individual questions are given below:

Q.1 (a) In this question, the students were required to select the appropriate idioms from the given list and match them with the relevant sentences. Due to insufficient exposure to good reading material and lack of understanding of the inherent meaning of the idioms, quite a number of students resorted to guesswork. Idioms such as - draw the line, burn our boats, call a spade a spade - are widely used and students are expected to score high marks.

(b) The performance in this question regarding replacing of the incorrect words was disappointing.

(i) historical means a series of past events - the correct word is historic which means an event of great consequence or significance.

(ii) medical refers to the field of knowledge relating to the discipline of medicine - correct choice is medicinal which signifies that the ingredients have curing properties.

(iii) amount is usually used to quantify money matters and its use in the context of computer files is incorrect – should be number of files

(iv) unsatisfied means a state in which the need(s)/desires still remains unfulfilled – the correct choice is dissatisfied which means that the individual is unhappy or disappointed with someone or with the state of affairs.

(c) Limitations of vocabulary were apparent in this question. Meanings of the words charisma and impunity were stated correctly by a significant number of students. Guesswork in the matching of the remaining words was observed in most of the other replies.

Q.2 Punctuations posed problems for many students. Besides lack of understanding of the principles of punctuations, there were numerous instances of carelessness like failure to place a full stop at the end of a sentence. Such lapses are indicative of a casual attitude.

Page 1 of 3
Examiners' Comments on Functional English Autumn 2013 examinations

In part (b) the inverted commas were not placed at the beginning and end of the direct quotes.

In part (c) an apostrophe is not required in the word theirs as it is a plural pronoun and does not bear a possessive connotation.

In part (d) after the word increase, a semi-colon should be inserted to separate two sentences which have a strong relationship with each other.

A good understanding of the rules of punctuation is essential not only for scoring marks in the examinations but also for developing good writing skills.

Q.3  (a) The words bargain, exhibit and progress were required to be used as nouns and verbs in sentences. The performance was average as quite often, the students wrote the sentences correctly but did not mention the part of speech, in spite of specific instructions.

(b) This question required changing of adjectives into nouns. Correct answers were stated by a good number of students. However, the nouns tenacity and provocation were misspelled in several replies.

Q.4  (a) In this question regarding identification of Parts of Speech, which carried five marks, a large number of students were able to give the correct replies. However, in a few cases, the students were not able to differentiate between conjunctions and prepositions.

(b) In this question, the students were required to insert the appropriate prepositions in the blanks in the sentences. Although the replies were generally correct, there was confusion in replies to parts (ii) and (iii) of the question.

Q.5  (a) Majority of the students were able to identify correctly the parts of speech and scored 3-4 marks in this 5 mark question.

(b) An overwhelming number of students were able to state the correct meanings of the grammatical terms and obtained full marks.

Q.6  (a) The students were required to identify the correct tenses in the given sentences. In this question, which carried five marks, the replies were generally correct. However, in a number of cases, the students wrote more than one tense and therefore the answer was considered to be incorrect.

(b) Questions pertaining to Direct and Indirect Speech are asked regularly in this paper. Students must, therefore, be well-prepared to respond to the questions on this topic. It is, however, observed that the students flounder frequently and write incorrect answers. It is essential that the students develop sound understanding of the basic concepts of changes in pronouns, tenses of verbs and adjectives due to conversions from direct to indirect speech and vice versa.
Examiners’ Comments on Functional English Autumn 2013 examinations

Q.7 This question pertained to writing of a dialogue between two friends on the problems of unrestrained increase in the number of men, women and children seeking alms and charities on the streets of our cities. It was observed that the arguments offered by the students were generally not convincing, incoherent and lacked direction. Inadequate vocabulary, tense inconsistencies and grammatical errors all contributed to the rather unsatisfactory performance and loss of opportunity to score high marks.

Q.8 This letter to a school class friend required expression of the right degree of warmth and cordiality mixed with some measure of restraint as the writer had not spoken to the President of Pearl Bank for the past 10 years. The format of the letter was not correct in several replies. The street address of Pearl Bank was not written with capital letters and the closing salutations of ‘Yours faithfully’ and ‘Yours affectionately’ were both inappropriate. Yours faithfully is not the appropriate salutation for an old friend, nor is Yours affectionately for a friend whom one has not met for the past 10 years. Yours truly and Yours sincerely are the recommended salutations. Incorrect construction of sentences and inadequate vocabulary were apparent in many answers. More dedicated efforts are required to improve the writing skills.

Q.9 This question on comprehension and précis was important as it carried 15 vital marks and was designed to test the level of grasping and understanding abilities of the students by reading the given passage. In part (b) and (c) majority of the students were not able to discern between the correct and incorrect statements.

A number of Précis of the passage missed the key points and only a few replies were written in one’s own words in grammatically correct sentences. A number of students reproduced the words from the given passage. In spite of the explicit instructions that word count carries marks, a large number of students did not state the word count and consequently lost marks.

Q.10 In the essay question, Measures to resolve the problem of load shedding and Menace of population explosion in the country were the popular topics among the students. The thread of poorly constructed sentences, grammatical errors and inappropriate punctuations were apparent in a large number of essays. Concerted efforts are essential to improve writing skills among the students. In the essay on measures to resolve the problem of load shedding some of the ideas were, indeed, really good, but could not carry the thrust due to inadequate vocabulary and lack of writing skills. Concerted efforts are essential for developing good writing skills. Instructions regarding word count were ignored by a large number of students.

(The END)
The Institute of Chartered Accountants of Pakistan

Functional English

Foundation Examination
Spring 2014
Module A

6 March 2014
100 marks - 3 hours

Additional reading time - 15 minutes

Q.1  (a) Match the appropriate antonyms of the words given below:

<table>
<thead>
<tr>
<th>Word</th>
<th>Antonym</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) attractive</td>
<td>sad</td>
</tr>
<tr>
<td>(ii) dismal</td>
<td>arrogant</td>
</tr>
<tr>
<td>(iii) intentional</td>
<td>stout</td>
</tr>
<tr>
<td>(iv) merry</td>
<td>spicy</td>
</tr>
<tr>
<td>(v) bland</td>
<td>repulsive</td>
</tr>
<tr>
<td>(vi) humble</td>
<td>accidental</td>
</tr>
<tr>
<td>(vii) candid</td>
<td>cheerful</td>
</tr>
</tbody>
</table>
| (viii) slim    | secretive | (04)

(b) Complete the given sentences with the most appropriate clause listed below:

**Sentences**
(i) The sooner we get started ________.
(ii) If you don't want to be late for your school ________.
(iii) However hard she tried, she ________.
(iv) Although these lotteries are a waste of money ________.
(v) Concerns about your weak financial resourcefulness ________.
(vi) A sound system of elementary education ________.

**Clauses**
- could not make both the ends meet
- had to pay through the nose
- should be nipped in the bud
- you'd better leave immediately
- plays a vital role in the building of a nation
- they are very popular with the gullible people
- the earlier we will reach our destination
- would adversely affect your business

(c) Structure the following sentences in their logical sequence:
(i) the/worry/reach/will/time/I/don't/on/office
(ii) a /record/proven/with/a/good/ offer/franchise /track/should /product /a
(iii) every/in/it/highly/expect/perfect/way/someone/be/is/unreasonable/to/to

Q.2  (a) Punctuate the following sentences:
(i) some are born great some achieve greatness and some have greatness thrust upon them
(ii) you can bake them or fry them or steam them there are various options
(iii) she answered dont be ridiculous
(iv) the following tools are required a hammer a phillips screwdriver and a wrench
(v) would you be good enough to leave my office immediately

(b) Insert the correct word in the blank space from the words given in the brackets.
(i) ________ people place ________ or the importance of ________ wealth above everything else in their dealings with others. (material, materialism, materialistic) (1.5)
(ii) The two friends ________ strongly on many issues. They have ________ interests in sports and music and literary pursuits but these ________ have not affected their friendship in any manner whatsoever. (differences, differ, different) (1.5)
(c) Mention the difference, if any, in the meanings of the following sentences:

(i) If you tried again you might succeed.
(ii) If you tried again you would succeed. (03)

Q. 3 (a) Identify the tense in each of the following sentences:

(i) I have been to Peshawar recently.
(ii) The children were watching TV all evening.
(iii) The room in the hotel offered a wonderful view of the mountains.
(iv) I will have completed the report by tomorrow.
(v) I had been waiting for Shahzeb for 2 hours when he arrived.
(vi) They have been building this bridge for several months.
(vii) I am thinking of writing a book on music.
(viii) When do I start to work?
(ix) I had never seen so many different varieties of fishes in an aquarium.
(x) By the end of February this year, I will have been working here for ten years. (05)

(b) Construct a sentence using the word ‘Environment’ as:

(i) a noun (ii) an adjective (03)

(c) Insert the correct verb in each of the following sentences:

(i) Fifteen thousand rupees ______ a lot of money to spend on a dress shirt.
(ii) After taking courses in meditation, his understanding and attention span ______ improved considerably.
(iii) Driving and speaking on cell phone ______ a crime in several countries.
(iv) Every invoice and purchase order ______ to be approved by the internal auditor.
(v) Neither her parents nor her sister ______ his new friend.
(vi) The most important criterion for admission to the program ______ leadership abilities. (03)

Q. 4 (a) Insert appropriate Pronouns in the following sentences:

(i) Thank you for inviting Junaid and ______, but we both have to attend our alumni reunion dinner that night.
(ii) ______ are you trying to fool by offering this lucrative bait!
(iii) ______ car is parked in front of the main office entrance?
(iv) Saulat’s family isn’t that supportive, but ______ helped him this time in his hour of need.
(v) Either Humayun or Habib will bring ______ laptop.
(vi) Did you finish the whole cake ______! (03)

(b) Insert the most appropriate conjunction in each of the following sentences:

(i) How can you expect your children to be truthful ______ you yourself tell lies.
   
   (since, because, when, as)
(ii) ______ a married person, he has to take care of his family.
   
   (like, because, moreover, as)
(iii) I can’t travel next week because I will be busy. ______ my passport has expired.
   
   (furthermore, moreover, however, besides)
(iv) Do not leave the house ______ I return from the office.
   
   (when, soon, until, before) (04)

(c) Fill in the blanks with the most appropriate collective noun given below:

panel, wad, bench, chest, bunch, herd

(i) a ______ of new currency notes (iv) a ______ of experts
(ii) a ______ of judges (v) a ______ of cows
(iii) a ______ of flowers (vi) a ______ of drawers (03)
Q.5 Convert the following sentences into Direct and Indirect form of speech as applicable.

(i) He said, “What a wonderful time we have had during our school days.”
(ii) He said that they would examine the report the following day.
(iii) I said, “I am very happy today.”
(iv) Rashid insisted that they had plenty of time.
(v) “I am going away,” she said “and I am not coming back.”
(vi) Rehan said that he had been waiting for that opportunity for several years.

Q.6 Distance learning is a mode of education in which the instructor and the students are not physically present in a traditional classroom setting. It is a recent phenomenon and offers internet based online learning opportunities to prospective students.

Sameer, an accountant in a textile mill, intends to seek enrolment in a distance learning program in Financial Management. However, Basit, his colleague, advises him against pursuing studies in the distance learning program.

Write a dialogue of four arguments each between Sameer who is in favour of the distance learning courses and Basit who is of the opinion that such courses are not worth the time, money and effort expended on these programs.

Q.7 Diligent Bank Limited has offered you a position of Controller in their Treasury Division. Competition for the position was intense and you have received the letter of appointment after careful consideration of your credentials by the management. You have been asked to report to the Director Human Relations on 20 March 2014 and assume responsibilities. However, it would not be possible for you to report on the stated date as you have to attend to certain personal matters.

Write a letter to the Director Human Relations stating that you may be allowed to report on 05 April 2014 and cite reasons for your request. The letter should carry a polite tone and the reason for your request should be significant to elicit a positive response.

Assume that your name is Saeed Ahmed.

Q.8 Some people treat money as virtual extension of their lives. This feeling may be obsessional to the point that money is considered to guarantee a paradise on earth. Of course, they are wrong. The rich are also vulnerable to sickness, accidents and other exigencies like the poor.

In a life of inner peace, money has only symbolic significance: it is the means to purchase necessities of life. Reconciled people do not have to create ‘synthetic-alienvness’ by inciting envy in others. For synthetically-alive people, money is power to compete for love, prestige, and to promote a punishment/reward system. Accumulation of money by such people creates a fortress mentality: it is considered as the bulwark against incursions and also to project a sense of superiority or a kind of self-conferred nobility. Money is used for self-aggrandizement, vindictiveness, besides friendship and charity.

We have become a possessions-oriented society rather than a people-oriented society. Personal possessions include palatial houses, latest model cars, designer clothes, club memberships, etc. This calls for constant action – dependency on always doing something – a habit which we also unfortunately inculcate in our children. Enticing advertisements constantly increase our appetite for more things. Goals are created to get something ‘worth living for’ but we feel an almost immediate emptiness soon after the thing is acquired. So we think of still newer things: this obviously requires money.

As it is highly malignant, ‘money sickness’ kills. Of course it isn’t money that kills, rather the people who kill. Money obsessiveness is ruthless, destructive and dehumanizing – people are seen as properties with money making potential.

Belief that money has power to provide a secure, happy and healthy existence is a delusion. Appropriate priorities can create the realization that people and relationships take precedence over things.
(a) Give a suitable title to the Passage. 

(b) Accumulation of money by ‘synthetically-alive’ individuals confers on them:
   - a genuine aura of nobility and superiority over other people
   - a life of inner peace with healthy relationships with other people
   - a life which is substantially free from anger, resentment and envy
   - an assurance that they themselves and their progeny will enjoy a life of satisfaction and contentment
   (i) one of the above is correct
   (ii) two of the above are correct
   (iii) three of the above are correct
   (iv) all of the above are correct
   (v) none of the above is correct

(c) According to the author, moneyed individuals:
   - are immune from sickness and other exigencies
   - do not suffer from effects of delusion
   - seldom experience feelings of dissatisfaction and pangs of wants as they possess the amenities that they need
   - at times resort to use of money to promote friendship and for purposes of charity
   (i) one of the above is correct
   (ii) two of the above are correct
   (iii) three of the above are correct
   (iv) all of the above are correct
   (v) none of the above is correct

(d) The passage highlights that the principal target of aggressive advertisements are:
   - the reconciled—people who have several unmet needs
   - the people-oriented segments of the society who are keen to demonstrate their acceptance and authority to others
   - the possessions-oriented members of the society who have an insatiable appetite for acquisition of newer products
   - those people who use money to show their importance and acceptance in the society
   (i) one of the above is correct
   (ii) two of the above are correct
   (iii) three of the above are correct
   (iv) all of the above are correct
   (v) none of the above is correct

(e) Both the reconciled and the synthetically-alive individuals use money to compete for love and prestige and to implement a self-satisfying reward system. True/False

(f) Money is a malignant sickness which is pervasive in our society and leads people to commit brutal acts. True/False

(g) Write a Precis of 120 words of the above Passage. (Word count carries marks)

Q.9 Write an Essay of approximately 350 words on any one of the following topics:
   (a) Fear of consequences of failure inhibits human creativity
   (b) Aggressiveness in competitive sports – good or bad
   (c) Justice delayed is justice denied
   (d) A sound system of mass public transport is essential for our growing cities

(Word count carries marks)

THE END
FUNCTIONAL ENGLISH
Suggested Answers
Foundation Examinations – Spring 2014

Ans. 1 (a) Antonyms
(i) repulsive
(ii) cheerful
(iii) accidental
(iv) sad
(v) spicy
(vi) arrogant
(vii) secretive
(viii) stout

(b) Complete the given sentences with the most appropriate clause listed below:
(i) The sooner we get started, the earlier we will reach our destination.
(ii) If you don’t want to be late for your school, you’d better leave immediately.
(iii) However hard she tried, she could not make both ends meet.
(iv) Although these lotteries are a waste of money, they are very popular with the gullible people.
(v) Concerns about your weak financial resourcefulness would adversely affect your business.
(vi) A sound system of elementary education plays a vital role in the building of a nation.

(c) Structure the following sentences in their logical sequence:
(i) Don’t worry, I will reach the office on time.
(ii) A good franchise should offer a product with a proven track record.
(iii) It is highly unreasonable to expect someone to be perfect in every way.

Ans. 2 (a) Punctuation
(i) Some are born great, some achieve greatness and some have greatness thrust upon them.
(ii) You can bake them or fry them or steam them; there are various options.
(iii) She answered, “Don’t be ridiculous.”
(iv) The following tools are required: a hammer, a Phillips screwdriver and a wrench.
(v) Would you be good enough to leave my office immediately.

(b) Insertion of correct words in sentences:
(i) Materialistic materialism material
(ii) differ different differences

(c) Mention the difference, if any, between the following two sentences:
(i) There is an element of doubt or uncertainty of achieving success in the first sentence.
(ii) In the second sentence achievement of success is certain.

Ans. 3 (a) Tenses
(i) Present perfect tense
(ii) Past continuous/progressive tense
(iii) Past tense
(iv) Future perfect tense
(v) Past perfect continuous/progressive tense
(vi) Present perfect continuous/progressive tense
(vii) Present continuous/progressive tense
(viii) Present tense
(ix) Past perfect tense
(x) Future perfect continuous/progressive tense

(b) (i) Business environment in Dubai is conducive for investment in real estate development. Noun
(ii) The local government has been asked to address the pressing environmental issues affecting the old city areas. Adjective

(c) **Verbs**

(i) is  
(ii) have/had  
(iii) is  
(iv) has/had  
(v) likes/knows/knew  
(vi) is/was

Ans.4 (a) **Pronouns**

(i) me  
(ii) whom  
(iii) whose  
(iv) it  
(v) that/their  
(vi) yourself

(b) **Conjunctions:**

(i) when  
(ii) As  
(iii) Besides/Moreover  
(iv) until

(c) **Collective nouns**

(i) wad  
(ii) bench  
(iii) bunch  
(iv) panel  
(v) herd  
(vi) chest

Ans.5 **Convert the following sentences into Direct and Indirect form of speech as applicable.**

(i) He exclaimed that they had had a wonderful time during their school days.
(ii) He said, “We will examine the report tomorrow.”
(iii) I said that I was very happy that day.
(iv) Rashid exclaimed, “We have plenty of time.”
(v) She said that she was going away and would not come back.
(vi) Rehan said/exclaimed, “I have been waiting for this opportunity for several years.”

Ans.6 **Dialogue**

No Suggestion

Ans.7 **Business Letter**

No Suggestion

Ans.8 **Comprehension**

(a) No Suggestion
(b) (v) none of the above is correct
(c) (i) one of the above is correct
(d) (ii) two of the above are correct
(e) False  
(f) True

(g) **Précis**

No Suggestion

Ans.9 **Essay**

No Suggestion

(THE END)
General:

The overall performance in this attempt was quite good. The passing percentage was around 46%. Those who could not obtain passing grades are strongly urged to read good books to enhance vocabulary and writing skills as well as to help improve creativity. Some students gave two answers for the same question. Such a practice is counter-productive and should be avoided.

Question 1(a)

In this question, a list containing eight words was given and the candidates were required to match the words with their antonyms in the other list. This question was mostly done well. Most of the students got 6 correct answers. Most of the errors were observed in parts (ii) and (iii).

Question 1(b)

In this question, the candidates were required to complete 6 sentences by inserting the appropriate clause from a list containing 8 clauses. Sentences 1, 2 and 6 were done correctly by most of the students but errors were commonly observed in sentences 3, 4 & 5.

Question 1(c)

In this part, three jumbled sentences were given and the candidates were required to put them in order. Most of the students got the first sentence correct, whereas only few could get the third sentence right. Candidates with all three correct answers were rare.

Question 2(a)

This question required punctuation of five sentences and the response was fairly good. The common mistakes were as follows:

- Very few students correctly inserted a semi-colon in sentence (ii) and a colon in sentence (iv).
- In (iii), the full stop at the end of the sentence was incorrectly placed after the closing quotation marks.
- In (v), many candidates put a question mark at the end instead of a full stop.

Question 2(b)

It consisted of two sentences each with three blank spaces which were to be filled by different forms of the words ‘material’ and ‘difference’. This part was quite easy and most students were able to secure full marks.

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Question 2(c)

In this part of the question the candidates were required to explain the differences between two simple sentences and most students could do it easily.

Question 3(a)

In this part, 10 sentences were given and the candidates were required to identify their correct tenses. Only sentences (ii) and (ix) posed some challenge; performance in all the others was quite good.

Question 3(b)

In this part the candidates were required to form two sentences using the word ‘Environment’ as a noun and as an adjective. Many candidates used the word as a noun correctly but failed to use it as an adjective. Surprisingly, some students did not even know the meaning of the word ‘Environment’.

Question 3(c)

This question required insertion of the correct verb in six sentences. The result was just about average as many candidates made errors in sentences (ii), (iv) and (vi).

Question 4(a)

In this part there were six sentences and the candidates were required to fill in the blanks with pronouns. The overall performance in this part was good. There were some problems in dealing with parts (iii), (v) and (vi). In part (iii) a number of students wrote “who’s” instead of whose. In part (iv) many candidates selected ‘they’ instead of ‘it’.

Question 4(b)

In this part the candidates were required to fill in 4 blanks with conjunctions by choosing from four available choices. The overall performance was good except in case of part (iii).

Question 4(c)

Six blanks were required to be filled by selecting from a list of six collective nouns. There was some confusion between ‘bench of judges’ and ‘panel of experts’, the rest were attempted quite well.

Question 5

In this question six sentences were given. The candidates were required to change the sentences from direct speech into indirect speech and vice versa. Generally, the students had a good understanding of this area and the overall performance was good. However, there were a significant number of students who lacked understanding of even the very basic rules. Approximately 50 percent of the sentences were converted correctly by almost all candidates while sentences (i) and (iv) proved to be rather difficult.
Question 6

This question required writing a dialogue between two friends on the usefulness of distance learning programs. Most students got full marks for the format but generally the arguments were weak and not convincing.

Question 7

According to the situation given in this question, a candidate had been appointed in an organization but was unable to join on the specified date. The requirement was to write a letter on behalf of the candidate to Director HR requesting for a change in the date of joining.

Candidates gained marks for the format but lost marks due to the quality of the letters. Somehow, a number of students did not read the question carefully and could not understand that the letter was about the reporting date and not about submitting the report on time. Many candidates gave frivolous excuses like cousin's wedding as the reason for not reporting on time, whereas a number of students did not give any excuse at all.

Some of the other observations are as follows:

- Majority of the students copied the same words as were appearing in the question.
- The quality of the text was very poor in terms of grammar, spellings and sentence formation.
- Surprisingly, several students did not know the basic format of the letter.
- Many students changed the name of the sender from the one given in the question.

Question 8

In this question the candidates had to write the précis of a passage and answer seven questions based on the same passage. Almost a similar performance was witnessed as in the last attempt. Most students were able to get passing marks but only few could obtain high scores. In précis writing, word count was mostly missing. A number of students wrote lot more than 120 words. Many students did not use their own words and copied from the given passage.

Question 9

This question offered a choice of four topics for writing an essay and carried 15 marks. Very few students scored 10 or above. Most students lacked ideas and creativity. Many students did not understand the topics at all.

In the topic ‘Justice delayed is justice denied’ only injustice was explained though the emphasis should have been on delay of justice. In the essay on ‘Aggressiveness in competitive sports’ many students only explained competitiveness and did not discuss aggressiveness at all. While writing on the topic ‘The need for a sound system of public transport’ many students wrote on the disadvantages of sound systems installed in public transport.

(THE END)