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Short Form انگلش لفظوں کی

آپ کی نیشنل انگلش میں روزمرہ کی زبان استعمال ہوئی ہے۔ اس میں کچھ الفاظ کو مکمل ادا نہیں کیا جاتا۔ بلکہ اُن کی مختصر صورت (Short Form) استعمال کرتے ہیں۔ اور بول چال میں وہ الفاظ اتنے کامن ہوتے ہیں۔ کہ سننے والا اُن کا مطلب باآسانی سمجھ جاتا ہے۔ اس کتاب میں بار بار استعمال ہونے والے کچھ الفاظ کی Short Form اور اصل الفاظ کی تفصیل درج ذیل ہے۔

SHORT FORM	FULL WORDS
I' m	I am
That's	That is
I'd	I would - or - I had
won't	would not
You can't	You cannot
It's	It is
You don't	You do not
didn't	did not
I'll	I will
isn't it	Is not it
we've	we have
we're	we are
A.V.	Active Voice
P.V.	Passive Voice
Ind.	Indirect - OR - Indefinite

Chapter - 1

Effective Study Skills

مطالعہ کی مؤثر مہارتیں (تکنیکیں)

آپ کا لازمی انگلش پارٹ - I کا کورس نو اسباق پر مشتمل ہے۔ ہر سبق تین حصوں یا (sections) پر مشتمل ہے۔ یعنی سیکشن A, B اور C۔ سیکشن A میں روزمرہ استعمال میں آنے والی انگلش کے مختلف فنکشنز بیان کیے گئے ہیں۔ اور ان کے ذریعے سننے اور بولنے کی مہارت بہم پہنچائی گئی ہے۔ دوسرے لفظوں میں روزمرہ زندگی میں مختلف صورت حالات میں انگلش کے استعمال کی مشق کروائی گئی ہے۔ سیکشن B میں پڑھنے کی مہارتیں سکھائی گئی ہیں۔ جبکہ سیکشن C لکھنے کی مہارتوں اور سرگرمیوں پر مشتمل ہے۔ اس کے ساتھ ہی ساتھ مشقوں کے ذریعے پڑھے ہوئے سبق کا اعادہ کیا گیا ہے۔ چونکہ آپ کو ہر روز اپنے ٹیوٹر سے رہنمائی کی سہولت میسر نہیں ہے۔ اس لئے اسباق کو مختلف طریقوں اور تکنیکوں کے ذریعے ہر ممکن حد تک آسان بنایا گیا ہے۔ آپ کے انگلش کے اس کورس میں پچھلی کلاسوں کی طرح سبقوں کے خلاصے، نظمیں اور کہانیاں وغیرہ کچھ نہیں ہے۔ نظموں اور کہانیوں کی بجائے اس کورس میں چھوٹے چھوٹے مکالموں (ڈائیلاگ) کے ذریعہ یہ سکھایا گیا ہے۔ کہ لوگوں سے ملتے ہوئے آداب وسلام کیسے کہا ہے کسی کی بات سے اتفاق یا عدم اتفاق کے لئے کیا انداز ہونا چاہیے۔ اپنی پسند کے اظہار کے لئے کیسے جملے استعمال ہوں گے۔ اور اسی طرح کے بہت سے مزید فنکشنز۔ آپ کو چاہئے کہ ان ڈائیلاگز یا مکالموں کو زبانی یاد کرنے کی بجائے یہ دیکھیں کہ ان جملوں میں کون سا طریقہ اظہار یا طرز بیان استعمال کیا گیا ہے۔

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آپ کو چاہیے کہ مختلف مواقع اور صورت حالات میں استعمال ہونے والی انگلش کا استعمال سیکھیں اور خود بول چال کے ذریعے اس کی مشق کرنے کی کوشش کریں۔

تاکہ جب آپ کورس ختم کر لیں تو آپ اس قابل ہو جائیں کہ

1- آپ کو انگلش پر کافی حد تک عبور حاصل ہو چکا ہو۔

2- آپ کسی بھی صورت حال میں پورے اعتماد سے آسان انگلش زبان بول سکیں۔

3- سادہ سوالات کا آپ انگلش میں جواب دے سکیں۔

4- آپ کسی بھی انگلش عبارت کو پڑھ کر سمجھ سکیں اور سادہ زبان میں خط اور درخواست وغیرہ لکھ سکیں۔

اپنے کمپلسری انگلش کورس کے بارے میں اب تک جو باتیں آپ نے پڑھی ہیں ان کے بارے میں نیچے مشقی سوال دیکھیے۔ اور صحیح (True) یا غلط (False) کی صورت میں جواب دیجیے۔

Q.1: You should tick the following statements as true or false.

Ans:

- In this course, each unit has more than one section. *True*
- In a formal Intermediate English course book exercises are not given in the middle of a lesson. *True*
- The AIOU Intermediate English course is similar to the English courses of the other Boards. *False*
- There are a lot of activities in this text book to practice language functions. *True*
- There is hardly any picture in a general Intermediate English course book. *False*
- The important parts of a book are the contents list, titles, headings etc. *True*
- The language used in this book is simple and self explanatory. *True*

آپ کی کتاب کے اسی پہلے سبق میں مطالعے کی کچھ ایسی مؤثر اور مفید مہارتیں بیان کی گئی ہیں جن کے ذریعے آپ اپنے مطالعے کی عادات میں بہتری لا سکتے ہیں اور امتحان میں زیادہ اچھے نمبر حاصل کر سکتے ہیں۔ مثال کے طور پر اپنے مطالعے کے اوقات کی درست منصوبہ بندی، سوچ سمجھ کر پڑھنا، دوران مطالعہ نوٹس لینا، ٹیوٹوریل کے دوران لیکچر سننا اور اہم نکات کو یاد کر لینا اپنا مطالعے کا ایک خاص انداز اپنانا اور امتحان کی تیاری کیلئے بہترین طریقہ اختیار کرنا وغیرہ یہ بات خاص طور پر یاد رکھنے کی ہے کہ پڑھائی میں کامیابی کا بہت حد تک انحصار اس بات ہے کہ آپ کس حد تک بہتر اور مؤثر انداز میں مطالعہ کر سکتے ہیں۔ اس باب میں یہی بتایا گیا ہے کہ مطالعے کی اچھی عادات اور مہارتوں کو کیسے اپنایا جا سکتا ہے تاکہ آپ اپنے مطالعے کے وقت کا بہترین استعمال کر سکیں۔ مطالعہ شروع کرنے سے پہلے چند اصول جو مدنظر رہنے چاہئیں، مندرجہ ذیل ہیں۔

Some useful study Tips or Guidlines:

1. Motivate yourself to learn by setting a clear cut goal. If you are not motivated, you won't learn.
2. Practice the skill that you have learnt. If you don't use it, you will forget it sooner.
3. Review and revise whatever you have learnt so that you remember it later on.

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4. Reserve a specific time each week where you examine your studies for that week.
5. Learn from your mistakes and earn from your successes.
6. Do not waste time, spend it effectively.
7. Be focused. Try to concentrate.
8. Select the best approach that suits you since learning is your personal style.
9. Complete assignments/tasks in time.
10. Do not feel shy and find out when and who to ask for help.

آپ زندگی میں جو کچھ بھی حاصل کرنا چاہتے ہیں۔ اس کے لئے آپ کو پہلا قدم اٹھانا ہوگا۔ آپ طالب علم ہیں۔ یا آپ استاد ڈاکٹر یا انجینئر بننا چاہتے ہیں۔ یا آپ کوئی بھی دوسرا پیشہ اختیار کرنا چاہتے ہیں تو آپ کو آغاز پہلے قدم سے کرنا ہوگا۔ اس کے بعد آپ قدم بہ قدم آگے بڑھیں گے یاد رکھیے کوئی بھی مقصد حاصل کرنے کے لئے پلاننگ یعنی منصوبہ بندی بہت ضروری ہے۔

مطالعے کی موثر مہارتیں پیدا کرنے کے چند اہم اصول مندرجہ ذیل ہیں۔

1. The First step: Planning to Study: (مطالعے کی منصوبہ بندی)

It is important to think out your plan of steps before you do anything. Some students are not in the habit of palnning. Remember planning is the most important first step to achieving your goal.

For Example:

If you have an assignment due on a certain date, or if you want to finish a certain topic by a certain date, the first step is to take out your calendar and mark the date. You want to have your assignment or course finished. Count in how many days or weeks you have to achieve your goal but be realistic while planning.

You cannot expect to do a year's course, for instance, in one week.

2. Setting Goals: (مقاصد یا نصب العین مقرر کرنا)

Goal Setting is extremely important to motivation and success. A goal, is something you want to achieve. Try to identify what your goals are and then plan accordingly.

To set appropriate goals, you must know what is important for you to achieve. If you do not have clear goals, you will not be focused. We should, therefore, recommend that you write down your goals so that you can always remember them.

Your goals should be: (مقاصد یا نصب العین کیسا ہو؟)

i. **Within your skills and abilities (آپ کی صلاحیتوں کے مطابق)**
Knowing your strengths and weaknesses will help you set goals you can achieve.

ii. **Realistic (حقیقت پسندانہ)**
Setting a goal to learn the spelling of three new words a day is realistic. Trying to learn the spelling of hundred new words a day is not realistic.

iii. **Flexible (لچک دار)**
Sometimes things will not go the way you have thought about in the beginning and you may even need to change your goal. Stay flexible so when you realize a change is necessary you should be ready to make the change.

iv. **Measurable (قابل پیمائش)**
It is important to measure your progress toward a goal. Failure to measure your progress will result in demotivation.

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3. Managing ...

Managing your time properly is very important for your studies, especially if you are doing a full time job as well. In such a situation, your time becomes even more precious and you need to plan it even more carefully to cope with your studies.

If you have poor time management you will have problems writing and submitting assignments in time and preparing for exams.

مطالعے کو بہتر بنانے کے لئے چند مزید نکات درج ذیل ہیں۔

1. Useful tips for studying:

Some people learn best through reading, underlining or highlighting. Underlining or highlighting helps a lot in remembering important points. It saves you from reading the entire paragraph again. Try not to underline or highlight everything.

2. Planning and managing specific times for studying.

Study time is any time you are doing something related to your studies. It can be completing assignments, preparing for exams or studying on your own. Make your study schedule for the entire week.

3. Try to study at the same time each day

Studying at the same time each day establishes a routine that becomes a regular part of your life, just like sleeping and eating. When a scheduled study time comes up during the day, you will be mentally prepared to begin studying.

4. Review your notes before beginning an assignment:

Reviewing your notes can help you make sure you are doing an assignment correctly. Also, your notes may include information that will help you complete an assignment.

5. Tell your friends not to call you during study time:

Two study problems can occur if your friends call you during your study times. First, your work is interrupted. It is not that easy to get back to what you were doing. Second, your friends may talk about things that will distract you from what you need to do.

6. Sit down for 45 minute intervals:

When you feel you cannot concentrate any more take a short break of 10 - 15 minutes. During the break you can have some snacks and even go for a walk. This relaxes your mind.

7. Reward yourself if you have met your goal:

If you plan to study one unit in a sitting and succeed, then you may reward yourself by doing something that makes you happy. Food, exercise, videogames, etc can be a few good examples.

8. Finally, review what you have studied just before you go to bed:

Usually a textbook in our system has SAQ's (self assessment questions) at the end of each section or unit. With the help of these SAQ's review what you have studied just before you go to bed each day. You will find that you remember the words very strongly the next morning.

مطالعے کا ٹائم ٹیبل بنانا

مطالعے کی عادات کو زیادہ منظم اور باقاعدہ بنانے کے لئے ضروری ہے۔ کہ آپ اپنے وقت کی مناسب طور پر تقسیم کر سکتے ہوں۔

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طلبہ کو پڑھائی اور امتحان کی تیاری کے سلسلے میں ایک مشکل یہ پیش آتی ہے کہ کام کہاں سے شروع کیا جائے۔ اور کون سے مضمون کو کتنا وقت دیا جائے۔ اگر مطالعے کا اور دیگر معمولات کا ایک ٹائم ٹیبل بنا لیا جائے تو وقت سے زیادہ فائدہ اٹھایا جا سکتا ہے۔ لیکن یاد رہے کہ ہر طالب علم کے کام اور فراغت کے اوقات مختلف ہو سکتے ہیں۔ اس لئے آپ کو اپنے فارغ اوقات کو مدنظر رکھ کر ٹائم ٹیبل بنانا ہوگا۔ مثال کے طور پر نیچے ایک طالب علم طاہر کے معمولات پر مشتمل ایک ٹائم ٹیبل دیا جا رہا ہے۔ وہ صبح آٹھ بجے سے لیکر ڈھائی بجے تک ایک دفتر میں کام کرتا ہے۔

ظاہر ہے پڑھائی کے لئے وہ شام کے اوقات میں فارغ ہوتا ہے۔ آپ اپنے فارغ اوقات کے مطابق اپنے مطالعے کا ٹائم ٹیبل بنا سکتے ہیں۔

Daily Routine of Tahir

12.00 a.m. to 05.30 a.m. Tahir Sleeps
05.30 a.m. to 07.00 a.m. prayer - gets ready - travels
08.00 a.m. to 02.30 p.m. work office/shop
02.30 p.m. to 03.00 p.m. meal/lunch
03.00 p.m. to 04.00 p.m. sleeps
04.00 p.m. to 05.00 p.m. relaxes, takes tea, T.V.
05.00 p.m. to 11.00 p.m. visits friends, goes shopping

اب نیچے طاہر کے اس دیئے گئے ٹائم ٹیبل سے متعلق ایک مشقی سوال اور اس کا جواب دیکھئے۔

☆☆☆☆

Q.2: Write a complete description of the daily activities of Tahir using the notes given in the chart.

Ans: Daily Routine of Tahir:

Tahir sleeps from 12.00 a.m. to 5.30 a.m.

He gets up at about 5.30. Then he takes a bath and says prayer. At about 6.30 Tahir takes breakfast and gets ready for the office. At 7.00 he leaves home and reaches his place of work well in time. He works in the office from 8.00 a.m. to 02.30 p.m. Then he comes back home. After that he takes meal and sleeps from 3.00 to 4.00. Next he relaxes, takes tea and watches T.V from 04.00 p.m. to 05.00 p.m. Lastly Tahir visits his friends or goes shopping from 05.00 p.m. to 11.00 p.m.

اگر آپ کو اپنے روزمرہ معمولات بیان کرنے کو کہا جائے تو آپ یوں لکھیں گے۔

☆☆☆☆

Q.3: Wrhite your Daily Routine in a paragraph form.

Ans: My Daily Routine

Firstly I get up early in the morning and say my Fajar prayers. After that I go out for a walk. Then I take breakfast and go to the place of my work. I'm a teacher in a private school. It is a tough job with low salary. I've to work there till 2:00 p.m.

Secondly, on reaching home I say prayers, eat meal and take some rest. In the meanwhile, children from the nearby homes come to me and I set to teach them tuition. In the

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evening and on sundays, I help my mother in house hold work.

Lastly, after "Eisah" prayer I feel too tired to work any more. but I have to study my course books. I'm trying to improve my qualification. I intend to reach new horizons of a bright future, and you know it's not possible without hard work.

Finally at about 11 p.m. a deep slumber overcomes me and I go to sleep. (گہری نیند مجھ پر غالب آجاتی ہے)

☆☆☆☆

آپ نے دیکھا ہوگا کہ جب آپ پر پڑھائی یا دیگر معمولات کا زیادہ بوجھ پڑتا ہے تو آپ بہت زیادہ دباؤ اور ذہنی تناؤ کا شکار ہو جاتے ہیں۔ آپ اس قسم کے دباؤ سے نکلنے کیلئے کیا طریقے اختیار کرتے ہیں؟ نیچے کچھ ایسی تکنیکوں کی ایک فہرست دی جا رہی ہے جو آپ کے اس طرح کے ذہنی دباؤ کو کم کرنے میں مدد دے سکتی ہیں۔

1. Engage in a simple physical exercise that is convenient and pleasurable.
2. Talk to people whom you enjoy and who support you.
3. Maintain a reasonable diet and good sleeping habits.
4. Avoid the use of sleeping pills, tranquilizers, and other drugs to control stress.
5. Find a time and place each day where you can have complete privacy.
6. Take action to change rather than trying to avoid the problem.
7. Always try to have positive thinking.
8. Try new things, new food, and new places.

☆☆☆☆

Chapter - 2

Greetings and Introduction

آداب وسلام اور تعارف

کسی بھی معاشرے میں آداب وسلام زندگی کا لازمی حصہ ہیں۔ ہم اپنی روزمرہ زندگی میں جن لوگوں سے ملتے ہیں۔ ان کے لئے عزت واحترام کے اظہار کے لئے آداب وسلام کہتے ہیں۔ ان لوگوں میں ہمارے دوست، رشتہ دار، بزرگ، نوجوان یا ہمارے ساتھ کام کرنے والے افراد ہو سکتے ہیں۔ اسی طرح آداب و سلام ہماری روزمرہ کی بات چیت کا لازمی حصہ ہے۔

پاکستانی معاشرے میں آداب وسلام کا سب سے عام طریقہ دوسروں کو السلام علیکم کہنا ہے۔ یہ طریقہ ہمیں اسلام نے سکھایا ہے۔ السلام علیکم کا مطلب ہے "تم پر سلامتی ہو" گویا ہر ملنے والا دوسرے کو امن وسلامتی کا پیغام دیتا ہے۔ پاکستان میں بہت سی دوسری زبانیں بھی بولی جاتی ہیں، اور ہر زبان میں آداب وسلام کہنے کے مختلف انداز ہیں۔

آداب وسلام (Greetings) دو طرح کے ہیں یعنی رسمی یا (Formal) اور غیر رسمی یا (Informal) ہم رسمی قسم کے آداب وسلام کا استعمال اپنے سے عمر یا رتبے میں بڑوں یا ناواقف لوگوں کے لئے کرتے ہیں۔ مثلاً رسمی یا (formal) آداب وسلام کے جملے یا Expressions اس طرح ہوں گے۔

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☆ Good morning, sir. How do you do?

جناب! صبح بخیر آپ کیسے ہیں؟

☆ Hello, Mrs. Hammad. It's nice to see you again.

ہیلو مسز حماد۔ آپ سے دوبارہ مل کر اچھا لگا۔

☆ Good afternoon, Mr.Khan. It's good to see you.

سہ پہر کا سلام۔ مسٹر خان۔ آپ سے ملنا اچھا لگا۔

☆ How are you, Madam?

محترمہ آپ کیسی ہیں؟

☆ Hello Ali Sahib. How is everything with you?

علی صاحب! آپ کے کیا حال ہیں؟

☆ Good evening. It's always a pleasure to see you.

شام بخیر آپ سے مل کر ہمیشہ خوشی ہوتی ہے۔

☆ How do you do? I'm so happy to see you again.

آپ کا کیا حال ہے۔ آپ سے مل کر بہت خوشی ہوئی۔

2. Informal Greetings:

اسی طرح غیر رسمی یا (Informal) قسم کے آداب و سلام کا تبادلہ ہم نے اپنے دوستوں، ہم عمروں، ہم مرتبہ ساتھیوں یا رشتہ داروں یا جن سے ہماری بے تکلفی کی جان پہچان ہو ان سے کرتے ہیں۔ مثلاً غیر رسمی یا (Informal) آداب و سلام کے جملے یا Expressions ہم اس طرح ادا کریں گے۔

Informal greetings (غیر رسمی آداب و سلام)

i) Hi. What is up? — ارے! کیا ہو رہا ہے؟
ii) Good to see you. — آپ سے ملنا اچھا لگا۔
iii) How are things (with you)? — کیسے حالات چل رہے ہیں؟
iv) How's it going? — معاملات کیسے جا رہے ہیں؟
v) It's been ages since we last met. — آپ سے ملے مدت ہوگئی۔
vi) It's been such a long time since.. — آپ سے ملاقات کو بہت عرصہ ہو گیا۔
vii) Bye. — خدا حافظ
viii) Bye-bye. — خدا حافظ
ix) See you. — پھر ملیں گے۔
x) Take care — اپنا خیال رکھنا

کچھ خاص خاص موقعوں پر ہم کچھ خصوصی قسم کے آداب و سلام (Greetings) کا تبادلہ کرتے ہیں۔ مثلاً عید، سالگرہ، اور کسی خوشی کے موقع پر مبارک باد دینے کے لئے ہم مندرجہ ذیل قسم کے آداب و سلام یا (greetings) کا اظہار کرتے ہیں۔

i) Happy Eid or Eid Mubarak — عید مبارک
☆ Ramazam Mubarak — رمضان مبارک
☆ Naya Saal Mubarak or Happy New Year! — نیا سال مبارک
☆ Happy Christmas — کرسمس مبارک
☆ Happy Birthday! — سالگرہ مبارک
☆ Best wishes — نیک خواہشات
☆ Good luck on your birthday! — سالگرہ مبارک ہو
☆ Many happy returns! — آپ کو بار بار خوشیاں ملیں۔
☆ Congratulations! — مبارک ہو۔

رسمی (Formal) اور غیر رسمی (Informal) آداب و سلام (Greetings) کے جواب میں بھی ویسا ہی اندازِ اظہار اختیار کیا جاتا ہے۔ مثلاً نیچے رسمی (formal) اور غیر رسمی (Informal) آداب و سلام کے جملے اور ان کے جواب میں ادا کئے جانے والے اندازِ اظہار (Expressions) کو دیکھئے۔

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FORMAL GREETING	FORMAL REPLY
Good Morning. How are you?	I am fine thank you, and how are you?
I have not seen you for a long time.	Yes, I have been away working in Dubai.
You are looking good.	Thank you. I have done a lot of walking in the mountains.
How are your perents?	They are fine thank you. How are your parents?
Heelo. Where are you going to today?	I am going to college.
Goodbye	Goodbye

2)

INFORMAL GREETING	INFORMAL REPLY
Morning. How's it going?	OK? And you?
It's been a long time.	Yes been working away.
You look good.	Thanks. Done lot's of walking in the mountains.
How's your parents?	Great, and yours?
Hi. Where are your off to?	College.
Bye-bye	Bye

اب ایک مشقی سوال دیکھئے جس میں آداب وسلام (Greeting) اور ان کے جوابات بے ترتیب دیئے گئے ہیں۔ آپ کو یہ بتانا ہے کہ کون سے آداب و سلام کا جواب کیا ہوسکتا ہے۔ پہلے خود کوشش کیجئے کہیں دقت پیش آئے تو جوابات میں دیکھئے۔

Q.2. Match the greeting with its correct response.

آداب وسلام کو اس کے درست جواب کے ساتھ ملائیے۔

GREETINGS	RESPONSES
i. How do you do?	a. Yes. Good to see you.
ii. It's nice to see you again.	b. Thank you. It's nice to see you too.
iii. Goodbye.	c. Not too bad, busy as ever!
iv. Hello. How are you?	d. It's a pleasure to have met you.
v. Good morning. How are you today?	e. I'm good. And you?
vi. It's good to see you.	f. I'm very well thank you.
vii. What a pleasant surprise!	g. Fine thanks. What's new with you?
viii. Hello. How are you doing?	h. Bye. See you soon.
ix. Hi. How's it going?	i. A very good morning to you too.
	j. I'm fine, thanks.

Ans: Greeting with correct response

i. How do you do?	I m fine, thanks.
ii. It's nice to see you gain.	Thank you. It's nice to see you too.
iii. Goodbye	Bye, see you soon.
iv. Hello. How are you?	I'm very well, thank you.
v. Good morning. How are you today?	A very good morning to you too.
vi. It's good to see you.	Yes, good to see you.

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vii. What a pleasant surprise!	It's a pleasure to have met you
viii. Hello. How are you doing?	Fine thanks what's new with you?
ix. Hi. How's it going?	Not too bad, busy as ever!

اب ایک اور مشقی سوال دیکھئے۔اس میں پوچھا گیا ہے۔کہ دیئے گئے مختلف افراد کو آپ کس طرح آداب وسلام کہیں گے۔

☆☆☆☆

Q.2: Suppose you have to greet the following people, how would you greet each? Keep in mind the formality and informality of the situation while greeting each person.

فرض کیجیے آپ کو مندرجہ ذیل آداب وسلام کہیں گے؟ یاد رکھئے صورت حال کے مطابق ہر ایک کے لئے آداب وسلام کا رسمی یا غیر رسمی انداز اختیار کیجیے۔

1. A person you don't know _____.
2. A friend _____.
3. A family member _____.
4. Someone older _____.
5. Someone younger _____.
6. Someone for whom you have respect _____.
7. Your principal _____.

Ans: Greetings:

1. A person you don't know.

Ans: How do you do?

2. A friend.

Ans: Hi. How's life?

3. A family member.

Ans: Hello. How are you?

4. Someone older. Good afternoon.

Ans: How are you today?

5. Someone younger.

Ans: Hi. What's up?

6. Some one for whom you have respect.

Ans: Assalam-o-Alaikum. How are you? It's nice to see you.

7. Your principal.

Ans: How do you do, sir?

اب آگے دو ڈائیلاگز (Dialogues) دیکھئے۔ان میں سے پہلے ڈائیلاگ میں آداب وسلام غیر رسمی یا بے تکلفی کا (Informal) انداز پایا جاتا ہے۔غور کیجئے دونوں ڈائیلاگز میں آداب وسلام والے جملوں کو انڈر لائن کر دیا گیا ہے۔

Dialogue - (I):

Mr Bilal is an English language teacher. He meets Mrs Ahmed, one of his students, and her husband in a restaurant.

Mr Bilal: Good morning, Mrs Ahmed.

Mrs Ahmed: Oh good morning, Mr Bilal. How are you, Sir?

Mr Bilal: I'm fine thanks, and you?

Mrs Ahmed: Not too bad. Mr. Bilal, this is my husband Muhammad Ahmad. Ahmed this is Mr Bilal My English teacher.

Mr Ahmed: Pleased to meet you, Mr Bilal.

Mr Bilal: It's a pleasure to have met you too. I've heard a lot about you from your wife.

Mr Ahmed: Well, I hope good things! (ha ha ha...)

Mr Bilal: Of course! Any way .... Good to have met you both.

Mrs Ahmed: Well, goodbye Mr Bilal. It was nice to see you.

Mr Bilal: Yes, goodbye and have a nice day.

Dialogue - (II):

Here is another situation. Two friends, Bushra and Sarah come across each other in a park. Listen to their conversation

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and notice how informally they

Bushra: Hi. Sarah, how are you today?

Sarah: I'm great and you?

Bushra: Very busy! I'm taking a walk now, but later I've to do a lot!

Sarah: Well, first of all, I've to do the shopping. We don't have anything in the fridge.

Sarah: and then?

Bushra: Well my son has to go to a school party in the evening so I've to take him there.

Sarah: Oh, how's he doing at school?

Bushra: Masha Allah he's doing very well.

Sarah: That's impressive.

Bushra: Well then Sarah, its lovely meeting you. Why don't you come over some time?

Sarah: Yes why not. I'd love to. Till then, bye and see you soon.

Bushra: Okay good bye for now.

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تعارف یا (Introduction)

آداب وسلام کی طرح ہمیں روزمرہ زندگی میں تعارف (Introduction) کی ضرورت بھی اکثر پیش آتی ہے۔ تعارف کا مطلب ہے دوسروں کو اپنے بارے میں معلومات دینا یا آپ کا دوسروں کے بارے میں جاننا۔ مختلف مواقع مثلاً سماجی تقریبات، شادی بیاہ، سرکاری میٹنگز، کانفرنسوں اور سیمینارز وغیرہ میں ہمیں اکثر تعارف کی ضرورت پیش آتی ہے ہم اپنے بارے میں تعارف کرواتے ہوئے انگلش کے مندرجہ ذیل قسم کے جملے (Expressions) استعمال کریں گے۔

- ☆ May I introduce myself?
- ☆ Let me introduce myself (to you).
- ☆ I'd like to introduce myself.
- ☆ Please allow me to introduce myself.

اسی طرح کسی کا دوسرے کے ساتھ تعارف کرواتے وقت مندرجہ ذیل قسم کے جملے (Expressions) استعمال کریں گے۔

2: Introducing others

- ☆ Maria, have you met Jamila?
- ☆ Do you (two) know each other?
- ☆ Have you (two) been introduced?
- ☆ Haven't you been introduced?
- ☆ Let me introdce you to Maria.
- ☆ I'd like to introduce you to Jamila.
- ☆ I'd like you to meet my friend Maria.

پھر تعارف کے بعد! اس قسم کے جملے ادا کئے جاتے ہیں۔

3: Responses after Introductions

- ☆ Nice / Good / Glad / Happy to meet you.
- ☆ I'm happy to meet you.
- ☆ How nice to meet you!
- ☆ What a pleasure to meet you!

اب تعارف پر مبنی ایک پیراگراف دیکھئے۔ اس میں ایک خاتون نادرہ اپنا تعارف کروا رہی ہے۔

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Let me introduce myself, my [illegible]
Awan. I am 40 years old. I was born and raised in Mianwali but right now I live in Pindi. Let me tell you a bit about my hometown, my family and my education. Mianwali is a District in the north-west of Punjab province. I am married and have two children. My husband is a Lawyer. I've done my Masters in Education from the University of Punjab and have been a Lecturer for ten years before I left my job to start my own school.

I'd also like to tell you a bit about what I am doing right now in my life. I'm running a school for small children who are actually the children of extremely poor parents who cannot afford sending them to school. My current occupation gives me a lot of satisfaction as I feel I'm doing community service which is a need of the hour in our country.

اب ایک مشقی سوال دیکھئے۔ اس میں اوپر دیئے گئے نادرہ کے تعارف پر مبنی پیراگراف میں سے درست معلومات ایک چارٹ میں لکھنے کے لئے کہا گیا ہے۔

☆☆☆

Q.3: After reading to Nadira's introduction can you now fill in the chart with the correct information?

نادرہ کا تعارف پڑھ چکنے کے بعد کیا آپ درست معلومات کے ساتھ نیچے دیا ہوا چارٹ پُر کر سکتے ہیں؟

Ans: Correct Information

Name	Nadira Awan
Age:	40 years.
Place of birth	Mianwali
Education	Rawalpindi
Marital status	Masters in Education
Her occupation	Married
Husband's profession	Lecturer / Running a school
Number of children	Lawyer
	Two

یہاں ایک مشقی سوال دیکھئے۔ اس میں آپ کو اپنا تعارف لکھنے کے لئے کہا گیا ہے۔

☆☆☆☆

Q.4: Write your own introduction or profile. You can write about your family, education, place where you live and any other information that you think will be interesting to share like your hobbies, what you are good at doing etc.

آپ اپنا تعارف لکھئے۔ آپ اپنے خاندان، تعلیم، مقام، رہائش وغیرہ اور ایسی ہی دیگر معلومات جن کو آپ دلچسپ سمجھتے ہوں مثلاً اپنا مشغلہ وغیرہ کے بارے میں لکھ سکتے ہیں۔

Ans: Me - Myself (Introduction)

My name is Asad. I am sixteen years old. I am doing my intermediate from Alou. I am five feet seven inches. I have fair complexion with a round face and black eyes. We are a family of five members, my parents, one brother, one sister and me. My father is a school teacher (or a bank officer) and my mother is a house wife. I live in Shad Bagh. It is a beautiful area with parks and playgrounds. our house is very big with a green lawn in the front. My hobbies are reading books, playing cricket and gardening. I also like trips and

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sociable person and have a lot of friends.

Questions - or - Interrogative Sentences:(سوالیہ فقرے)

1. I like English course. مجھے انگلش کا کورس پسند ہے۔
2. My name is Asad. میرا نام اسد ہے۔
3. Jamila and Amina are sisters. جمیلہ اور آمنہ بہنیں ہیں۔

یہ تمام بیانیہ فقرے یا (Statements) ہیں۔ بیانیہ فقرہ ایسا فقرہ ہوتا ہے۔ جس میں کوئی بات بیان کی جاتی ہے۔ یا کوئی معلومات یا انفرمیشن دی جاتی ہے۔

بیانیہ فقروں کو سوالیہ بنانا:

سوالیہ فقروں کی بہت سی قسمیں ہیں۔ اور بیانیہ فقروں کو سوالیہ بنانے کے لئے کئی ایک اصول یا قاعدے (Rules) ہیں۔ یہاں یہ صرف دو قسم کے سوالیہ جملے بنانے کے بارے میں بتایا جائے گا۔

1. Yes or No Questions یعنی ایسے سوالیہ فقرے جن کا جواب Yes یا No میں دیا جا سکتا ہے۔
2. WH Questions جن کے جواب میں کوئی معلومات یا انفرمیشن دی جاتی ہے۔ پہلے Yes یا No جواب والے سوالیہ جملے دیکھئے۔

Auxiliary verb	Subject	Main verb	Answer	
Do	you	want	dinner?	Yes, I do.
Can	you	drive?		No, I can't.
Has	she	finished	her work?	Yes,she has.
Did	they	go	home?	No, they didn't
Are	you	listening	to me?	Yes of course.
Is	He	Working	Today?	No, he is not.
Are	They	Watching	TV	Yes they are.

Learning to Read پڑھنا سیکھنا

ہم کیوں پڑھتے ہیں؟ یعنی مختلف قسم کی تحریریں پڑھنے کا ہمارا مقصد کیا ہوتا ہے؟ اس مقصد کے لئے نیچے Reading کی چند تعریفات Definitions دیکھئے۔

1. Reading is recognition of letters and words.
   پڑھنا حروف اور لفظوں کی شناخت کا نام ہے۔
2. Reading is pronouncing the sounds.
   پڑھنا آوازوں کی ادائیگی کا نام ہے۔
3. Reading is all about understanding the message of the writer.
   پڑھنے سے مراد ہے لکھنے والے کے پیغام کو پوری طرح سمجھنا۔
4. Reading is learning new words.
   پڑھنے سے مراد ہے نئے الفاظ سیکھنا
5. Reading is finding out information.
   پڑھنا اطلاعات یا معلومات کو پانے کا نام ہے۔
6. Reading enables readers to achieve confidence, comprehension, and fluency.
   پڑھنے سے قارئین میں اعتماد، تفہیم اور روانی پیدا ہوتی ہے۔

☆☆☆☆

Q.5: What do you read? Can you list at least five types of texts of reading material that you read in your daily life?

Ans: Five types of texts; I read in my daily life:

1. A text in class.
2. News paper.
3. A poetry book.
4. A story book.
5. Road signs.

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carefully and answer the questions given at the end.

یہاں ایک عنوان دیا گیا ہے: آلودگی = پانی، ہوا اور زمین کی آلودگی = اس کو غور سے پڑھیں اور آخر میں دیے گئے سوالات کے جوابات لکھیے۔

Pollution is an environmental concern for people throughout the world. One university study suggests that pollutants in the water, air, and soil cause up to 40 percent of the premature deaths in the world's population. The majority of these deaths occur in developing countries. Infants and young children are the most at risk to waterborne diseases. Water in many third world countries is contaminated with toxic chemicals, also known as toxins. The world health organization (who) estimates that 1.1 billion people have little or no access to clean water. In many of these regions the water that is used for drinking, cooking, and washing is the same water that is used for dumping sewage and hazardous waste. Most developing countries cannot afford water treatment facilities. Approximately 80% of infectious diseases in the world are caused by contaminated water.

Open stoves cause lung cancer in many parts of the world. Air pollution is a growing problem throughout the world. Indoor air pollution is one of the leading causes of lung cancer. Families in developing countries use open stoves for cooking and heating their homes. These homes do not have proper ventilation. The smoke, which is full of chemicals and carcinogens, gets trapped inside where families eat and sleep. Outdoor pollution also causes disease and illness, especially in industrial cities such as Beijing, China where cancer is the leading cause of death. China relies heavily on coal, which is

considered the dirtiest source of energy. According to the European union, only1% of urban dwellers in China breathe clean air on an average day. Countries including Japan and Korea receive much of China's pollution in the form of acid rain. This pollution results mainly from the coal powered factories. Outdoor air pollution is also a concern in many wealthy countries. Those who live and work in big urban centres now experience many warm days beneath a layer of smog.

16 of the world's most polluted cities are in China.

Soil pollution is also a major concern, both in industrial and developing countries. Pollutants such as metals and pesticides seep into the earth's soil and contaminate the food supply. Soil pollution causes major health risks to entire ecosystems. This type of pollution reduces the amount of land suitable for agricultural production and contributes to global food shortages. Dumping of industrial and domestic waste products produces much of the world's soil pollution, though natural disasters can also add to the problem. Farmers on poor countries grow food in contaminated soil both to earn a living and to avoid starvation.

As more people move to urban centres, premature deaths caused by pollution are expected to increase worldwide. Today, the developed nations who achieved their weald at the expense of the environment will be held accountable for protecting the earth's resources for future generations.

Question (سوالات)

i. What kind of text do you think it is?
ii. What will be in the text?
iii. Why would anybody be interested in reading this kind of text?

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Answers:

i. It is an informative and educative text about water air and soil contamination.

ii. It may give readers information about how water, air and soil get polluted and what are its effects.

iii. The text can interest anybody as it gives very useful information about pollution, its causes and effects.

Filling - in Form (فارم پر کرنا)

ہمیں بعض اوقات کوئی فارم پُر کرنا پڑتا ہے۔ یا کسی سوالنامے کا جواب دینا ہوتا ہے۔ آپ نے ضرور اپنے امتحان کا داخلہ فارم پُر کیا ہوگا۔ اسی طرح اور بہت سے فارم پُر کرنے کی ضرورت پیش آ سکتی ہے۔ مثلاً شناختی کارڈ کا فارم، ملازمت کی درخواست کا فارم، پاسپورٹ فارم یا ڈرائیونگ لائسنس کا فارم وغیرہ۔ کوئی بھی فارم پُر کرتے ہوئے چند باتوں کا خاص طور پر خیال رکھنا چاہیے۔ مثلاً

(1) فارم کے تمام سوالوں کو غور سے پڑھیے۔

(2) فارم میں دی ہوئی ہدایات کے مطابق خانوں کے کالموں کو خوشخط اور صاف صاف پُر کیجئے۔ اور احتیاط کیجئے کہ کسی کالم کو کاٹ کر دوبارہ نہ لکھا جائے۔

(3) فارم کے ساتھ ضروری مطلوبہ دستاویزات منسلک کیجئے۔

اکثر لائق طلباء و طالبات بھی فارم پُر کرتے ہوئے جھجکتے ہیں کہ کہیں کچھ غلط نہ ہو جائے۔ آپ پورے اعتماد کے ساتھ اور پوری احتیاط سے فارم کو پُر کیجئے۔ ایک دو بار کی مشق کے بعد فارم کا پُر کرنا آپ کے لئے مشکل نہیں رہے گا۔ مثلاً نیچے ایک فارم دیا گیا ہے۔ جو کہ آپ کی ٹیکسٹ بک میں سے لیا گیا ہے۔ اس کو پُر کرنے کی کوشش کیجئے۔

MEMBERSHIP FORM

Please Complete The Form in Block Letters

Membership Year _____

Name: _____

Address(Office): _____

_____ Tel No. _____

Address (Residence): _____

_____ Tel No. _____

Qualification/Experience: _____

Experience in Teaching English: _____

Signature _____

Date _____

☆☆☆☆

Q.7: Now fill in the giver form by adding your personal details?

Ans:

APPLICANT'S NAME			
Title (Mr,Mrs,Miss,MS,Dr)	FIRST NAME	MIDDLE NAME	SUR NAME
Miss	Sara	Omar	Khan
2 ADDRESS: 228-B Umer Block, Allama Iqbal Twon, Lahore			
Postcode:			
Telephone Number: 0423-7220248			

Q.8: Here is an online form of a famous hotel in Kaghan. Please fill it with accurate information so that you may reserve the required number of rooms well in time.

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یہاں کاغان کے ایک مشہور ہوٹل کا آن لائن فارم ہے اس کو درست معلومات سے پر کریں۔ تا کہ آپ بروقت مطلوبہ تعداد میں کمرے بک کروا سکیں۔

Trip Reservation Form — Booking Agent

Please reserve a place for me on — Kaghan view.

Trip title Summer Trip. Dates: 22-27. Month June. Year 2012.

I am willing to share a room x smoker x nosmoker x

I prefer a single room: with two beds.

Full Name(Mr/Mrs/Ms/Miss): Arshad Mehmood Niazi

Adress: 25- Tehsil Chowk - Chakwal.

Telephone/Telex Business/Fax/Email: 0543543224

Number of children: 2 Occupation: Business

Nationality: Pakistani Passport No. -

☆☆☆☆

Q.9: Here is a situation in which Mr.James a foreigner from England, is requesting the hotel manager for the reservation of a room in the hotel for only one night. The hotel manager is asking some questions from Mr.James and filling in the hotel lodges reservation form on computer.

یہاں ایک مکالمہ دیکھئے جس میں مسٹر جیمز جو انگلستان سے ایک غیر ملکی ہے۔ ہوٹل کے مینیجر سے ہوٹل میں صرف ایک رات کے لئے ایک کمرہ بک کرنے کی درخواست کر رہا ہے۔ ہوٹل کا مینیجر مسٹر جیمز سے کچھ سوالات پوچھ رہا ہے۔ اور کمپیوٹر میں ریزرویشن فارم کو پر کر رہا ہے۔

Dialogue:

Manager: Good evening, Can I help you?

Mr.James: Yes, Please, I'd like a room for one night only.

Manager: Would you like a single room, or a double room?

Mr.James: A single room, please, How much is the room?

Manager: It's Rs 3000/= per night. How would your pay, sir?

Mr.James: I can pay by credit card as I don't keep more than Rs.2000/= cash during travelling.

Manager: Certainly. We take visa, master card and cash as well.

Mr.James: Do you need my national identity card's number?

Manager: Yes of course, your national identity card's number is a must. Moreover, your e-mail address and signature are also required. (He takes a print of the form and gives it to Mr. James to sign)

Mr.James: (Signs the form) Here you are.

Manager: Here's your key. Your room number is 212.

Mr.James: Thank you.

Manager. Thank you, If you need anything, dial '0' for the reception area. Have a good stay!

☆☆☆☆

اب ایک مشقی سوال دیکھئے جس میں اوپر دیئے گئے ڈائیلاگ کی درست معلومات کا انتخاب کرنے کے لئے کہا گیا ہے۔

Q.9: Let us see if you remember what information is given by Mr.James and what is asked by the hotel manager in the conversation you have just listened. Choose the correct options.

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Ans: Choose the correct option.

a. The number of rooms Mr. James asked for
   i. one✓
   ii. three
   iii. two

b. The room number allotted to Mr. James was
   i. 212✓
   ii. 215
   iii. 218

c. The ..mber of reception area was
   i. 1
   ii. 0✓
   iii. 01

d. Mr. James wanted to make the payment through
   i. cash
   ii. installation
   iii. credit card✓

e. The amount per night told by the manager was
   i. Rs.2000/=
   ii. Rs.3000/=✓
   iii. Rs.5000/=

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Chapter - 3

Requesting/Granting and Refusing Permission

اجازت طلب کرنا/اجازت دینا اور انکار کرنا

ہمیں روزمرہ زندگی میں اپنے بھائی بہنوں۔ دوستوں یا دوسرے لوگوں سے کوئی چیز مانگنے یا ان کی کوئی چیز استعمال کرنے کی ضرورت پیش آتی ہے۔ ایسی صورت میں مہذب انداز اختیار کیا جاتا ہے۔ مثلاً "معاف کیجئے گا۔ کیا میں آپ کا قلم لے لوں؟" یا "اگر آپ کو اعتراض نہ ہو تو میں آپ کا کمپیوٹر استعمال کر لوں؟" یا آپ اپنے افسر سے کہتے ہیں۔ "سر! آپ کی اجازت سے کیا آج میں چھٹی کر سکتا ہوں؟" وغیرہ

اس فنکشن کو Asking Permission (یا) Seeking Permission کہا جاتا ہے۔ اپنے دوستوں یا ہم عمر لوگوں سے جن کے ساتھ ہم بے تکلف ہوتے ہیں۔ اجازت لینے کے لئے انگلش فقرات کے شروع میں مندرجہ ذیل قسم کے الفاظ (Expressions) استعمال ہوتے ہیں۔

(i) Coud I.....
(ii) I wonder if I could .....
(iii) I was wondering if I could .....
(iv) Do you mind if I .....
(v) Would it be possible .....
(vi) Could I ask you a favour .....
(vi) Would you please .....

مثلاً ذیل کے فقرات دیکھئے۔

Could I take your pen? کیا میں آپ کا قلم لے سکتا ہوں؟

اگر اجازت ہو تو میں آپ کا کمپیوٹر استعمال کر لوں۔

I wonder if I could use your computer?

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اگر آپ ماسک نہ کریں تو میں آپ کے موبائل سے ایک کال کرلوں۔

Do you mind if I could make a call from your mobile?

اسی طرح اپنے سے بڑوں، اپنے افسروں یا اجنبی لوگوں سے اجازت لینے کے لئے انگلش فقرات کے شروع میں مندرجہ ذیل قسم کے الفاظ یا (Expressions) استعمال ہوں گے۔

May I .....

Might I .....

With your permission .....

Do you mind if I .....

Do you have any objection .....

I was wondering if I could .....

Is there any objection .....

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مثلاً ذیل کے فقرات دیکھیے۔

May I come in sir? سر: کیا میں اندر آ سکتا ہوں؟

Father, with your permission, may I go on picnic with my friends?

ابا جان! آپ کی اجازت سے کیا میں اپنے دوستوں کے ساتھ پکنک پر جا سکتا ہوں؟

Sir! do you have any objection if I could leave early today?

سر! آپ کو اعتراض نہ ہو تو آج میں جلدی چلا جاؤں!

Is there any objection if I sit here?

اگر میں یہاں بیٹھ جاؤں تو کسی کو اعتراض تو نہیں ہوگا؟

Do you mind if I use your hair brush?

اگر آپ مائینڈ نہ کریں تو میں آپ کا ہیئر برش استعمال کرلوں؟

Can I see you in my office Rasheed?

رشید کیا آپ مجھے میرے دفتر میں مل سکتے ہیں؟

Please will you open your suitcase Madam?

محترمہ کیا آپ اپنا سوٹ کیس کھولیں گی؟

نیچے Seeking Permission کے لئے امتحان میں دیئے جانے والے سوالات اور ان کے جوابات دیئے جا رہے ہیں۔ خصوصاً ان کے جوابات پر غور کیجئے۔ کسی بھی صورت حال کیلئے ان جوابات والے فقروں کو بدل بدل کر لکھا جا سکتا ہے۔

(1) *You want to take someone's pen.*

Seeking Permission:

Could I take your pen please?

(2) *You want to borrow some money from your friend.*

Seeking Permission:

Would it be possible for you to lend me some money?

(3) *You want to know someone's name?.*

Seeking Permission:

Could I know your good name please?

(4) *You want to know someone's address.*

Seeking Permission:

I wonder if I could know your address?

(5) *You want to use your sister's shoes..*

Seeking Permission:

I was wondering If I could use your shoes?

(6) *You want to take two days leave from your office.*

Seeking Permission:

With your permission, Can I have two days leave?

(7) *You want to use your brother's shirt.*

Seeking Permission:

I was wondering if I could use your shirt.

(8) *You want to make an emergency call from your neighbour.*

Seeking Permission:

With your permission can I make an emergency call from your telephone?

(9) *You want to take notes from your friend.*

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Can I please take your notes?

(10) *You want to go early from the office.*

Seeking Permission:

Sir! With your permission, can I leave early today?

(11) *You want to borrow some books from your friend.*

Seeking Permission:

I wonder if I could borrow some of your books?

(12) *You want to proceed on picnic.*

Seeking Permission:

With your permission, may I proceed on picnic with my friends?

(13) *You want to see some latest designs in a shop.*

Seeking Permission:

Excuse me, may I see some latest designs of shirts?

(14) *You want to use your friend's bike.*

Seeking Permission:

Could I use your bike please?

(15) *You want to use your brother's computer.*

Seeking Permission:

Don't you mind if I use your computer?

(16) *You were absent from your class yesterday. You want notes from your class-mate.*

Seeking Permission:

Would you please lend me your notes?

(17) *You want to buy a few things from the market. Request your brother to accompany you.*

Seeking Permission:

I was wondering if you could accompany me to the market?

(18) *You are travelling by train. Your neighbour has a newspaper. You want to have a look at it.*

Seeking Permission:

Do you mind if I have a look at the newspaper?

(19) *You are tired. You want to have a refreshing cup of coffee at home.*

Seeking Permission:

Would it be possible to have a cup of hot coffee please?

(20) *Your room-mate is watching T.V. but you don't want to because you are feeling sleepy.*

Seeking Permission:

Do you mind if I switch off the T.V?

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Q.1:

1 *You are sitting in your colleague's room who doesn't smoke. You want to smoke.*

2 *Your room-mate is watching TV. You have a severe headache so you want to switch it off.*

3 *You are not feeling well. You want to go to the hospital from our office.*

4 *Your are sitting in the examination hall, Suddenly the ink finishes in your pen.*

5 *You want to make an emergency phone call from your neighbor's home.*

6 *You want to borrow notes from your class mate.*

7 *You are traveling by train, you don't have a seat. You are tired. Suddenly you find two seats occupied by one person.*

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(درخواست کرنا)

(1) *You are sitting in your colleague's room who does not smoke. You want to smoke.*

Seeking Permission:

I was wondering if I could smoke here.

(2) *Your room-mate is watching T.V. You have a severe headache so you want to switch it off.*

Seeking Permission:

Do you mind if I could switch off T.V.?

(3) *You are not feeling well. You want to go to the hospital from your office.*

Seeking Permission:

Sir, I am not feeling well. I wonder if I could go to the hospital.

(4) *You are sitting in the examination hall. Suddenly the ink finishes in your pen.*

Seeking Permission

If you don't mind, Can I use your pen?

(5) *You want to make an emergency phone call from your neighbour's home.*

Seeking Permission:

I was wondering if I could make an emergency call from your phone?

(6) *You want to borrow notes from your class mate.*

Seeking Permission:

Can you lend me your notesplease?

(7) *You are travelling by train. You don't have a seat. Suddenly you find two seats occupied by one person.*

Seeking Permission:

Excuse me, could I have one seat please?

☆☆☆☆

Granting Permission

(اجازت دینا)

اس سے پہلے آپ نے کسی چیز کے استعمال کی اجازت حاصل کرنے کیلئے Seeking Permission یا Requesting والے جملے پڑھے اجازت طلب کرنے کے جواب میں اگر چیز کے استعمال کی اجازت دے دی جائے تو اس کو Granting Permission یا Giving Permission کہیں گے۔ اجازت دینے کیلئے انگلش میں مندرجہ ذیل قسم کے الفاظ یا Expressions استعمال ہوں گے۔

(i) Yes, Certainly	(ii) Yes, Sure
(iii) Of course	(iv) By all means
(v) That's all right	(vi) That's fine
(vii) You're welcome to	(viii) Yes, You may.

مثلاً نیچے کے جوابات یا Granting Permissions والے جملوں پر غور کیجئے۔

(1) *My I go home now?*

Granting Permission:

Yes, cetainly you may.

(2) *With your permission, can I leave early today?*

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Of course, you can.

(3) *Would it be possible for you to lend me your pen?*

Granting Permission:

Sure, you're welcome to.

(4) *Do you mind if I have a look at the newspaper?*

Granting Permission:

Yes, by all means.

نیچے چند مختصر ڈائیلاگ دیکھئے۔ ان میں اجازت طلب کرنے (Requesting) اور اجازت دینے (Granting Permission) والے جملے استعمال کئے گئے ہیں۔

1. **Student:** Madam, my parents are going to Lahore. Do you have any objection if I take two days leave?
   Teacher: Certainly not.
2. **Subordinate:** Sir, I am not feeling well. With your permission can I leave early today?
   Boss: Of course you can.
3. **Rahat:** I have forgotten my pencil at home. You have got two. Would it be possible for you to lend me one?
   Friend: Sure, you are welcome to
4. **Tahir:** Excuse me, it's too hot in here. May I switch on the fan.
   Stranger: Yes, you may.
5. **Stranger:** Sir, I am carrying many bundles. I wonder if you could give me a hand.
   You: By all means.

نیچے ایک امتحانی سوال دیکھئے۔ اس میں اجازت دینے (Granting Permission) کے جملے استعمال ہوئے ہیں۔

☆☆☆☆

Q.2: Fill in the balloons giving permission for the requests.

اجازت دینے والے جملوں سے غباروں کو پر کریں۔

1. **Friend to Friend:**
Q. *Can I borrow your camera for a day?*
Ans: Yes, by all means.
2. **Customer to a shopkeeper:**
Q. *If you don't mind can I try this shirt, please?*
Ans: Yes, Certainly you can.
3. **Student to the Vice-Chancellor:**
Q. *With your permission I want to say something?*
Ans: Yes, of course.
4. **Sister to Sister:**
Q. *Can you give me your green ear-rings for today?*
Ans: Sure, you are welcome to.

Refusing Permission
(اجازت دینے سے انکار کرنا)

کبھی ایسا بھی ہوتا ہے کہ کسی چیز کے استعمال کی اجازت طلب کرنے کے جواب میں ہمیں انکار کرنا پڑتا ہے۔ ایسی صورت میں بھی مہذب انداز اختیار کیا جاتا ہے۔ مثلاً "میں معذرت خواہ ہوں کہ آپ کو اپنا قلم نہیں دے سکتا" یا "مجھے افسوس ہے کہ آپ کو اپنا کمپیوٹر استعمال کرنے کی اجازت نہیں دے سکتا" انکار کرنے والے ان فقروں کو Refusing Permission کہتے ہیں۔

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اب ایک مشقی سوال دیکھیے۔ اس میں مختلف صورت حالات میں اجازت دینے سے انکار کرنے والے جملے لکھنے کے لئے کہا گیا ہے۔

☆☆☆☆

Q.3. What expressions wo uld you use in the following situations to refuse.

مندرجہ ذیل صورت حالات میں آپ اجازت دینے سے انکار کرنے کے لئے کس طرح کا انداز اختیار کریں گے۔

Ans. Refusing Permission:

1. Your son comes to you and asks you to accompany him to the market. You are very busy.

Ans: I'm afraid, I'm very busy.

2. You are the headmistress of you school. A teacher comes to you and asks for one week's leave. The school has just reopened after 3 months vacation.

Ans: I'm sorry, I can't let you as the school has just reopened after 3 months vacation.

3. One of your neighbors has a habit of borrowing everything. One day she asks for the sewing machine when you are stitching.

Ans: I'm afraid, I can't possibly, I'm stitching myself.

4. You are head of the institution. One employee requests you for car loan. There are already many names on the list.

Ans: I don't really think you should as there are already many names on the list.

5. You are going on a picnic with your friends. One of the friends asks you for the coat which you have recently bought. You know your friend is very careless.

Ans: I'm afraid, I can't let you. I need it myself.

Expressions استعمال ہوں گے۔

☆ No, I'm sorry, you can't.
☆ I'm afraid, I can't let you.
☆ I can't possibly.
☆ I'd like to, but I can't.
☆ I don't really think you should.

مثلاً نیچے کے جوابات یعنی Refusing Permission والے فقرے Expressions پر غور کیجئے۔

(1) Can I borrow your camera for a week?

کیا میں آپ کا کیمرہ ایک دن کے لئے ادھار لے سکتا ہوں؟

Refusing Permission: I'm afraid, I can't let you.

نہیں میں آپ کو اجازت نہیں دے سکتا۔

(2) Would you mind if I drive your car to the market?

اگر آپ مائنڈ نہ کریں تو میں آپ کی کار مارکیٹ تک لے جاؤں؟

Refusing Permission: No, I'm sorry, you can't.

نہیں، مجھے افسوس ہے۔ آپ ایسا نہیں کر سکتے۔

(3) Would it be possible for you to stich this suit in two days?

کیا آپ کے لئے ممکن ہے کہ سوٹ دو دن میں سی دیں!

Refusing Permission: No, I can't possibly.

نہیں میرے لئے ایسا ممکن نہیں ہے؟

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Guessing meaning of words
(الفاظ کے معنی کا اندازہ لگانا)

جب ہم کوئی تحریر پڑھتے ہیں۔ تو اس میں کچھ الفاظ ایسے ہوتے ہیں۔ جن کے معنی ہمیں معلوم نہیں ہوتے۔ بعض الفاظ کا مطلب ہمیں ڈکشنری میں دیکھنا پڑتا ہے۔ لیکن بعض اوقات ایک ہی صفحے پر ایسے بہت سے مشکل الفاظ آجاتے ہیں۔ جن کا مطلب ہم نہیں جانتے۔ تو ایسی صورت میں کیا ہر مشکل لفظ کے معنی بار بار ڈکشنری میں سے دیکھے جائیں؟ اگر ہم ایسا کریں گے۔ تو بہت کم مطالعہ کر پائیں گے۔ تو پھر متبادل اور قابل عمل صورت کیا ہو؟

دراصل کسی بھی تحریر میں ایسے کئی الفاظ ہو سکتے ہیں۔ جن کے لفظی معنی ہمیں نہ آتے ہوں۔ لیکن جس فقرے میں وہ لفظ یا الفاظ موجود ہیں۔ اس فقرے کے سیاق و سباق اور دوسری عبارت کو مجموعی طور پر مشکل لفظ کے معنی و مفہوم کا ہم کسی حد تک اندازہ ضرور کر سکتے ہیں۔ تاہم یہ بات بہت اہم ہے۔ کہ معلوم نہ ہونے والے الفاظ کے معنی کا اندازہ (Guess) کیسے کیا جائے۔ اس کو ایک مثال سے سمجھتے ہیں۔

"میں وہاں نہیں جانا چاہتا تھا۔ لیکن بادل ناخواستہ چلا گیا۔" ہو سکتا ہے کہ اس جملے میں "بادل ناخواستہ" کے معنی ہمیں نہ آتے ہوں۔ لیکن جب ہم باقی فقرے کے معنی پر غور کرتے ہیں۔ تو ہمیں اندازہ ہو جاتا ہے۔ کہ "بادل ناخواستہ" کے معنی "مجبوراً" "لاچاری کی حالت میں" یا "نہ چاہتے ہوئے دل کے ساتھ" ہو سکتے ہیں۔ اور یہ اندازہ درست ہے۔ اب ایک انگلش فقرے پر غور کیجئے۔

Yesterday he **chaired** the meeting of the board.

یہاں لفظ "Chaired" قدرے نامانوس ہے لیکن ہم لفظ "Chair" کے معنی جانتے ہیں۔ اور اسی سے ہم اندازہ لگا سکتے ہیں۔ کہ "Chaired" کے معنی "کرسی سنبھالی" یا "کرسی صدارت پر بیٹھا" "صدارت کی" ہو سکتے ہیں۔

He has a serious **setback** in his health.

یہاں "setback" ایک مشکل لفظ ہے۔ لیکن جب ہم پورے فقرے کے معنی پر غور کرتے ہیں۔ تو ہم اندازہ لگا سکتے ہیں کہ اس لفظ کے معنی "نقصان" یا "کمزوری" یا "خامی" ہو سکتے ہیں۔ اور ہمارا اندازہ درست ہے۔

اسی سلسلے کا اب ایک امتحانی قسم کا سوال دیکھئے۔

☆☆☆☆

Q.5: The following passage contains some words which we might not know but they are related to the words which almost all of us know. Read the passage tow or three times and see if you can understand the meaning of the highlighted words.

مندرجہ ذیل پیراگراف میں کچھ الفاظ ایسے ہیں۔ جن کے معنی شاید ہم نہ جانتے ہوں۔ لیکن ان کا تعلق ایسے الفاظ کے ساتھ ہے۔ جن کو ہم پہلے ہی جانتے ہیں۔ عبارت کو دو یا تین بار پڑھیں اور دیکھیں کہ کیا ہائی لائٹ کئے ہوئے لفظوں کے معنی آپ جانتے ہیں؟

Yesterday the meeting of the board was **chaired** by the chairman of the British Council but last time it was **headed** by the head of the institute. He said certain **sugar coated** things, most of the people could not **make out** as everything was **worded very carefully** but they **hailed** the decisions and were extremely happy. At the end of the meeting a programme was **chalked out** for which the majority voted.

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Ans: Meaning of highlighted words

Words	Meaning
Chaired	Presided over: صدارت کی
Headed	Leaded: قیادت کی
Sugar-coated	Made to seem attractive: پرکشش بنانا
Make out	Under stand: سمجھنا، اندازہ لگانا
Worded very carefully	Expressed with much care: محتاط انداز میں اظہار کرنا
Hailed	Welcomed: خوش آمدید کہا
Chalked out	Prepared: تیار کیا

☆☆☆☆

نیچے دیئے گئے مشقی سوال کو دیکھئے۔ اس کی کچھ لفظوں کے درست معنی کا انتخاب کرنے کیلئے کہا گیا ہے۔

Q.6: In each of the following statements there are difficult words which have been highlighted. A few options have been given under each statement . choose the best option that explains the meaning of the highlighted word in each statement. The first t wo have done for you.

Ans: Best option:

1. *The tiger's roar could be heard in village for a way.*
What does **roar** probably mean
   a. food a tiger eats
   b. a tiger's dream
   c. a tiger's ear
   d. a sound a tiger makes✓

2. *Sana has so many friends because she is a gregarious person.*
What does **gregarious** probably mean?
   a. introvert
   b. Shy, quiet
   c. Friendly, outgoing✓
   d. rude

3. *After the harvest, we had an abundant amount of apples. We made apple pie, apple sauce, and apple juice because we had so many apples!*
What does **abundant** probably mean?
   a. A shortage
   b. Not enough
   c. Very red
   d. Plentiful ✓

4. *Students! Students! Please stopchattering and listen to me. Class has begun.*
What does **chattering** probably mean?
   a. Sleeping
   b. Talking ✓
   c. Working
   d. Typing

5. *I'm really hungry! That apple didn't appease my hunger, I want a sandwich now.*
What does **appease** probably mean?
   a. Frustrate
   b. Increase
   c. Satisfy✓
   d. Confuse

☆☆☆☆

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Punctuation

(پنکچویشن) یا رموزِ اوقاف

پنکچویشن کا مطلب ہے۔ انگلش فقروں میں حسبِ ضرورت بڑے حروف، کومے، سوالیہ نشان اور فل سٹاپ وغیرہ لگانا۔ تاکہ عبارت کا مطلب زیادہ آسانی کے ساتھ سمجھ میں آجائے۔ پنکچویشن میں استعمال ہونے والی چند اہم علامات (Punctuation marks) مندرجہ ذیل ہیں۔

(1) بڑے حروف (Capital Letters)

انگلش فقروں میں Capital Letters کا استعمال مندرجہ ذیل صورتوں میں ہوتا ہے۔

(i) انگلش فقرے کے شروع میں

(ii) شاعری (Poetry) کی ہر لائن کے شروع میں

(iii) اسمِ معرفہ یعنی (Proper Nouns) کا پہلا حرف بڑا ہوگا۔ مثلاً Karachi, Quran, Shamim, Friday وغیرہ

(iv) اکیلا "I" ہمیشہ بڑا ہوگا۔ مثلاً

I told them that I won't attend the meeting.

(v) Direct speech میں الٹے کاموں کے بعد پہلا حرف بڑا ہوگا۔ مثلاً

i) Our teacher says, "Brush your teeth twice a day"

ii) He said, "The boys are very lazy"

(vi) الفاظ کی مختصف صورت میں مثلاً M.A., Dr. M.N.A وغیرہ

(vii) جگہوں، ملکوں، شہروں، پہاڑوں، دریاؤں، براعظموں، کتابوں، زبانوں، دنوں، مہینوں، وغیرہ کا پہلا حرف بڑا ہوگا۔ مثلاً

Asia, Pakistan, Punjab, Sindh, Lahore, K2, Anarkali, Ravi, Arabic, April, etc.

اب چند فقروں میں بڑے حروف کا استعمال دیکھیے۔

(1) My brother's name is Khalid.

(2) He is a Christian.

(3) Dr. AKram lives in Saudi Arabia.

(2) فل سٹاپ (Full stop):

(i) ہر سادہ یا لفی فقرے کے آخر میں فل سٹاپ آتا ہے۔ مثلاً

You are late. He will not help you.

(ii) لفظوں کی مختلف شکل کے بعد بھی فل سٹاپ آتا ہے۔ مثلاً

M.P.A., M.A., Dr., Ph.D, Mr, etc.

(3) کومے (Commas):

کوما بہت عام استعمال ہونے والی علامت ہے۔ اس کا استعمال مندرجہ ذیل صورتوں میں کیا جاتا ہے۔

(i) لمبے فقروں میں مختلف بیانات کے درمیان وقفے ڈالنے کے لیے مثلاً

Our T.V., which we bought last year, is out of order.

(ii) اگر بہت سے Nouns، Adjectives، Verbs یا Adjectives آجائیں تو ان کو ایک دوسرے سے الگ کرنے کے لیے مثلاً

i) He bought a pen, a book and a note book.

ii) He is very kind, sober, honest and hardworking.

(iii) جب کسی کو مخاطب کیا جائے تو اس کے نام کے بعد کوما آئے گا مثلاً

i) Ali, come here.

ii) Hello Aslam, how are you?

(iv) بولنے والے کے اصل الفاظ یعنی "Direct Speech" کے شروع اور آخر میں الٹے کومے لگیں گے مثلاً

i) He said, "I am ill."

ii) They said, "The earth is round."

(v) کسی لفظ میں سے جب کوئی حرف حذف کر دیا جائے مثلاً

i) I don't know.

ii) I'm living here.

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(i) وقت میں گھنٹے اور منٹ کو الگ کرنے کے لیے مثلاً

9:35am 3:30 pm

(ii) مقدس کتابوں کے پاروں، سورتوں اور آیتوں کو الگ کرنے کیلئے مثلاً

Al-Quran 12:3:8

(7) سیمی کولن (Semi-colon):

ایک Dot کے نیچے کومے کا یہ نشان (;) کسی ایسے فقرے کے دو حصوں کو الگ الگ کرنے کے لئے استعمال ہوتا ہے۔ جو الگ الگ بھی مکمل اجزا ہوں مثلاً

To err is human; to forgive divine.

نوٹ: پنکچوئیشن کا سوال امتحان میں دو طرح سے آ سکتا ہے۔ یا تو الگ الگ فقرے دیئے ہوں گے اور ان کی پنکچوئیشن کرنے کو کہا جائے گا۔ یا پھر پنکچوئیشن کرنے کے لیے مسلسل پیراگراف دیا گیا ہوگا۔ نیچے یہ سوال دونوں طرح سے دیا جا رہا ہے۔

☆☆☆☆

Q.7: Punctuate the following sentences.

(1) no i will never go there
(2) aslam wait for me
(3) it was 17th april, 2008.
(4) i said i will not miss the test.
(5) yours faithfully
(6) his present address is 4st 52 F/8-4 islamabad.
(7) this ring an expensive one is a gift from my sister rehana
(8) at 10 40am i left for rawalpindi
(9) he bought a table a chair a bed and an almirah
(10) she said i ll leave as soon as possible

اب آیئے ان فقروں کی پنکچوئیشن کرتے ہیں۔

Ans: Punctuation:

(1) No, I will never go there.
(2) Aslam, wait for me.
(3) It was 17th April, 2004.

(vi) مہینے کی تاریخ کو سال سے الگ کرنے کیلئے مثلاً

i) August 16, 2012. ii) 15th September, 2012.

(vii) خط میں خطابیہ الفاظ اور اختتامی الفاظ کے بعد مثلاً

i) My dear Nida, ii) Yours sincerely,

(viii) However، therefore، anyway، yes، No جیسے الفاظ کو باقی فقرے سے الگ کرنے کے لئے مثلاً

i) No, he will not go there.
ii) I was ill, therefore, I could not attend the meeting.

(ix) فقرے میں Tag question والے حصے کو باقی فقرے سے الگ کرنے کے لیے مثلاً

i) He worked hard, didn't he?
ii) He was not lazy, was he?

(x) کسی چیز کی ملکیت ظاہر کرنے کے لئے نام کے بعد آنے والے حرف کے اوپر کوما لگے گا جسے Apostrophe کہتے ہیں۔ مثلاً

i) Aslam's pen. ii) Ali's book.

(4) سوالیہ نشان (Question Mark):

یہ علامت ہر سوالیہ فقرے کے آخر میں استعمال ہوتی ہے۔ مثلاً

i) Will he go with us? ii) Do they work here?

(5) استعجابیہ یعنی حیرت کا نشان (Exclamation mark):

حیرت، خوشی یا افسوس ظاہر کرنے والے الفاظ کے بعد اس طرح کی (!) علامت لگائی جاتی ہے مثلاً:

i) My God! what are you dong?
ii) What a wonderful sight!
iii) Alas! we are ruined.
iv) Hurrah! we have won.

(6) کولن (Colon):

اوپر نیچے دو Dots کی یہ علامت (:) مندرجہ ذیل صورتوں میں استعمال ہوتی ہے۔

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(5) Yours faithfully,

(6) His present address is 4-st. 52 F/8-4, Islamabad.

(7) This ring - an expensive one, is gift from my sister Rehana.

(8) At 10:40 am I left for Rawalpindi.

(9) He bought a table, a chair, a bed and an almirah.

(10) She said, "I'll leave as soon as possible."

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☆☆☆☆

Q.8: Punctuate the following, inserting full stops, question marks and capital letters wherever necessary.

1. why are you so worried
2. saira ! I wanted to know your father's name
3. get up and close the door
4. my uncle is coming next month
5. you must come to visit me in winter
6. would you please listen to what I am saying
7. He was thinking if he could ask for a camera
8. they are reading bible
9. please tell me the truth
10. I like your paintings

Ans:

1. Why are you so worried?
2. Saira I wanted to know your father's name.
3. Get up and close the door.
4. My uncle is coming next month.
5. You must come to visit me in winter.
6. Would you please listen to what I am saying.
7. He was thinking if he could ask for a camera.
8. They are reading Bible.
9. Please tell me the truth.
10. I like your Paintings.

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☆☆☆☆

Q.9: Punctuate the following paragraph.

مندرجہ ذیل پیراگراف کی پنکچوئیشن کریں۔

No smoking in this compartment said the ticket inspector to the passenger I am not smoking was the passengers reply but you have got your pipe in your mouth answered the inspector yes was the sharp reply I have got my feet in my boots but I am not walking.

آیئے اب اس پیراگراف کی پنکچوئیشن کرتے ہیں۔

Ans: **Punctuation:**

"No smoking in this compartment!" said the ticket inspector to the passenger. "I am not smoking." Was the passenger's reply."

"But you have got your pipe in your mouth." Answered the inspector. "Yes" was the sharp reply. "I have got my feet in my boots but I am not walking"

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Chapter - 4

Discribing People and Places

لوگوں اور جگہوں کے بارے میں بیان کرنا

اپنی روزمرہ زندگی میں ہم اکثر اپنے اردگرد کے لوگوں مثلاً دوستوں، رشتہ داروں، دفتر یا کام کے ساتھیوں کے بارے بات چیت کرتے ہیں۔ ہم ان کی شکل و شباہت جسمانی خدوخال یعنی کہ وہ کیسے نظر آتے ہیں؟ کیا پہنتے ہیں؟ ان کا رویہ کیسا ہے؟ اور وہ کیا کرتے ہیں؟ کے بارے میں ایک دوسرے کو بتاتے ہیں۔ بعض اوقات ہمیں کسی شخص کے خدوخال، جسمانی ساخت، قدوقامت، رنگ وروپ، عمر اور لباس وغیرہ کے بارے میں بیان کرنا پڑتا ہے جس سے اس شخص کی شناخت یا پہچان آسان ہو جاتی ہے۔ مثلاً نیچے ایک ڈائیلاگ دیکھئے اس میں ارم اپنی بہن ماریا کے قدوقامت اور شکل و شباہت کے بارے میں اپنی دوست فاطمہ سے بیان کر رہی ہے۔ غور کیجئے ڈائیلاگ میں شکل و شباہت کو بیان کرنے والے جملوں کو انڈر لائن اور نمایاں کر دیا گیا ہے۔

Fatima: What is your younger sister's name? What does she look like?

Iram: **Her name is Maria. She is fifteen. She is very beautiful with dark brown eyes, and black hair.**

Fatima: How long is her hair?

Iram: **Her hair is very long, it goes down to the middle of her back.**

Fatima: How tall is she?

Iram: **She is of my height: five feet, four inches.**

Fatima: And is she slim, average weight or very fat?

Iram: **She is slim, like a model.**

Fatima: What kind of clothes does she usually wear?

Iram: **She almost always wears, shalwar qameez and dupatta, Her dresses are usually in blue colour, that's her favourite colour.**

Fatima: Does she wear glasses?

Iram: **yes, sometimes she wears gold rimmed glasses,** But why are you asking so many questions about my younger sister?

Fatima: Just curious. Besides I thing that she is over there across the street.

Iram: Where? I don't see her.

Fatima: In that shop, perhaps she is buying some dresses.

Iram: What? She said that she was sick and was unable to go to school.

نیچے شکل و شباہت یا جسمانی خدوخال کو بیان کرنے والے انگلش الفاظ کی ایک فہرست دی جا رہی ہے۔ کسی بھی شخص کے بارے میں بیان کرنے کے لئے ان میں سے مناسب الفاظ کا انتخاب کیا جا سکتا ہے۔

Words that describe physical appearance

Height(قد)	Short, average height, tall, medium
Build(ڈیل ڈول)	Small, average build, strong, muscular, slim
Age(عمر)	Around 25 , in his 30s
Hair(بال)	Style: short, long, straight, wavy, curly, a ponytail, spiky, blonde, Colour: white, grey, blond, light/dark brown, red, black
Face(چہرہ)	Square, round, plain, wide, oval.
Complexion (رنگ)	Light, white, olive-skinned, fair,dark.
Eyes (آنکھیں)	Colour: Green, blue, brown, black. Shape: beautiful, big, small.

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General (عام شکل وصورت)	looking, smart, attractive.

اب ایک مشقی سوال دیکھئے۔اس میں آپ کے کسی دوست کے جسمانی خدوخال بیان کرنے کے لئے کہا گیا ہے۔

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Q.1: Describe your friend you like the most. Include in your description the following physical features:

اپنے سب سے پسندیدہ دوست کے بارے میں بیان کیجئے۔اپنے بیان میں مندرجہ ذیل جسمانی خدوخال شامل کیجئے۔

- Height. قد:
- Eyes and their color. آنکھیں اور ان کا رنگ:
- Hair style بالوں کا اسٹائل:
- Age عمر:
- Any important features نمایاں خدوخال:
- Type of clothes he/she normally wears معمول کا لباس:

Ans: My best Friend:

Nida is my best friend. She is twenty. She is a pretty girl with dark brown eyes and smooth black hair. Her hair is very long. It goes down to the middle of her back, She hasan average height: five feet, four inches. She has fair complexion with oval face. Nida always wears shalwar qameez and dupatta. She likes to wear fancy dresses. Her dresses are usually in blue or red colours, that are her favourite colours. Nida is a cheerful girl with attractive looks. She is a very sweet friend and I like her very much.

اپنے دوستوں، اہل خاندان اور اجنبی لوگوں کی شخصیت کو بیان کرنے والے کچھ مزید الفاظ نیچے دیئے جارہے ہیں۔

of friends, family and strangers.

Careful	Aggressive	Dull	Generous	Energetic
Hard-working	Tough	Boring	Loyal	Confident
Cheerful	Careless	Imaginative	Moody	Selfish
Broadminded	Practical	Ambitious	Trustworthy	Shy
Active	Sensible	Sensitive	Modest	Stubborn
Curious	Independent	Gentle	Tolerant	Reliable
Secretive	Strong-minded	simple	friendly	intelligent
Honest	Stupid	Skillful	Easy going	Stupid
Obedient	Devoted	Carefree	Strict	Attentive

اب ایک مشقی سوال دیکھئے۔اس میں آپ سے اپنی والدہ یا والد کی شخصیت کے بارے میں بیان کرنے کے لئے کہا گیا ہے۔

☆☆☆☆

Q.2: Can you prescribed your mother's / father's personality.

Ans: My Father:

My father's name is Ahmad Hasan. He is 45 years old. His height is five feet and ten inches. He is well built and strong. He has a fair complexion with round face. He has brown hair and black eyes. He is well-dressed and elegant. He has a graceful personality. He has a polite and pleasant nature. In habits and manners he is quite gentle. He is loving and caring. He is really a great father. He is very kind to us. He works in a big firm. He isa practical man. He is very regular and honest to his work. He is generous and always ready to help others. He loves us a lot. We are proud of our great father.

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Describing Places

کسی شخص کی طرح کسی جگہ یا عمارت کے بارے میں بھی بیان کیا جا سکتا ہے۔ کہ وہ کہاں واقع ہے؟ اور وہ کتنی بڑی ہے؟ اس کے دائیں یا بائیں طرف کیا واقع ہے؟ مثال کے طور پر نیچے دیئے گئے پیراگراف کو غور سے پڑھیے۔ اس میں ملکہ کوہسار یعنی مری کے بارے میں بیان کیا گیا ہے۔

MURREE

Murree, we all know is a hill station, it is situated high above sea-level, it is 7500 feet above sea level. At this altitude the air is fresh, pure, abounds in Ozone and like gases. More oxygen passes thorough ones lungs.It is also a very beautiful place. Murree is a prop[illegible] small town. For a greater part of the year it lies temporarily inactive in winter people enjoy there by plying with snow making snow-castles.

Sometime there is so much snow that roads have to be cleared to facilitate traffic. But, with the arrival of summer,Murree changes its complexion and suddenly becomes a worth seeing visual display of colours. Different shades of Green are, of course, supplied by the coniferous trees, but most of the other colors of the rainbow, are reflected in the contemporary Male and Female dresses, visible on the Jinnah road which all the roads in Murree lead to.

اسی طرح فیصل مسجد اسلام آباد کے بارے میں ایک پیراگراف دیکھیے۔

Faisal Masjid

The Shah Faisal Masjid in Islamabad, Pakistan, is among one of the largest mosques in the world. It is state national mosque. It is a popular Masjid in the Islamic world, and famous for both its size and its architecture covering an area of 5,000 square meters with a capacity of 300,000 worshippers. It is located at the end of Shaharah-e-Islamabad, putting it at one end of the city and in front of a magnificent backdrop provided by the Margalla Hills. It is a focal point of Islamabad, and famous and recognized symbol of the city.

اب آپ کے اپنے شہر سے متعلق بیان کرنے سے متعلق ایک امتحانی سوال دیکھیے۔

☆☆☆☆

Q.3: Give a short description of your own city?

اپنے شہر کے بارے میں مختصراً بیان کیجیے۔

Ans: My City :

I live in Lahore. It is the capital of the Punjab province. It is the second largest city of Pakistan. Lahore is situated on the north and west by the Sheikhpura district, on thenorth and west by the Sheikupura district, on the east by wagah and on the south by Kasur district. The River Ravi flows on the

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extremely hot summers and short and drywinters. During the months of May, June and July, the temperature reaches to 40-48 c. In Lahore one can find public and private transport round the clock. This includes public buses as well as thousands of rickshaws, taxis and wagons. The reads in the city are well maintained.

Punjabi is the native language of the province and is the most widely spoken language in Lahore.English and Urdu are also popular with educated and younger peopleLahore is famous for its historical buildings. The most famousare the Badshahi Mosque, Shahi fort, Minar-e-Pakistan, Tomb of Jahangir, Shalimar Garden, Lahore Museum etc. The tomb of the great poet Iqbal is also in Lahore beside the Badshahi mosque. Lahore is a beautiful city with a many gardens and parks. It is also a place of learning.

اب اسی سلسلے میں ایک امتحانی سوال دیکھیے۔

☆☆☆☆

Q.4: Describe your own house in about ten sentences.

اپنے گھر کے بارے میں دس جملوں میں بیان کیجیے۔

Ans: My House :

This is my house. It is a medium sized, beautiful house. My father bought it five years ago. It is in Sharif Park.

When we enter the house through the main gate, there is a drawing room on our left. Along the corridor(برآمدہ) there are two bed rooms. There are two bathrooms in the house. In the far end(آخر) of the corridor, there is a kitchen. The store room is at the back of the kitchen.

windows of the rooms open into a courtyard. I grow vegetables and flowers in the courtyard. We are very happy in this house.

☆☆☆☆

Q.5: Here is an editorial, Read it carefully and do the activity given at the end.

یہاں ایک ایڈیٹوریل ہے اس کو غور سے پڑھیں اور آخر میں دی گئی سرگرمی Activity کو حل کریں۔

Editorical End Elections

I Suggest that there be no more general elections. Instead, members of National Assembly should be selected by lottery. The current system doesn't work because most voters are forced to choose between two or more than two candidates they don't want, Also national Assembly elections are won by the candidate who spends the most money during the campaign

making promises.

The Majority of the members of national assembly are rich lawyers, industrialists, and businessmen. Successful businessmen may be good at making a profit in private life, but they have not stopped the country from facing economical crises from time to time. Some who oppose this suggestion may say that average citizen does not have the specialized knowledge needed to make decisions about important issues.

Many of our present members of national assembly from either party are not qualified to handle these issues either. In the new system I am suggesting, people would be chosen to be members of national assembly from a list of eligible voters.

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assembly to pass a test on the constitution. Those who did not would then receive six weeks of instruction. Anyone who did not pass a second time would lose the right to be a member of national Assembly.

I realize that there would be many problems during the change to a nonelected national assembly, but I believe that in time such a system would succeed.

Constitution: Ideas on which laws of the land are based.

1 *In an election, people _____.*
- a. vote✓
- b. make laws

2 *A campaign takes place _____ people vote.*
- a. after
- b. before✓

3 *A candidate is a person who _____ an election.*
- a. wins
- b. wants to win✓

4 *If you oppose an idea you _____ with it.*
- a. agree
- b. do not agree✓

5 *A party is _____.*
- a. a person who wants to be the leader of a country.
- b. a group of people with the same political ideas.✓

6 *If you are eligible to vote, you are _____ to vote.*
- a. allowed.✓
- b. not allowed.

نیچے ایک اور مشقی سوال دیکھئے۔ اس میں دیئے گئے الفاظ کے درست متضاد الفاظ (Antonyms) کا انتخاب کرنے کے لیے کہا گیا ہے۔

Q.6: Choose the correct antonyms in the following cases.

مندرجہ ذیل میں درست متضاد الفاظ کا انتخاب کریں۔

1 *The antonyms of 'pass' is:*
- Beat
- Fail✓
- Down
- Lose

2 *The antonyms of 'accept' is:*
- Allow
- Reply
- Reject✓
- Except

3 *The antonyms of 'sleep' is:*
- Hold
- Sea
- Awake✓
- Flat

4 *The antonyms of 'enter' is:*
- Escape
- Proceed
- Exit✓
- Out

5 *The antonyms of 'private' is:*
- Safe
- Many
- Public✓
- Liar

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Chapter - 5

Expressing Happiness

خوشی کا اظہار کرنا

جب ہم کسی بات پر خوش ہوتے ہیں۔ تو ہم خوشی کا اظہار کرتے ہیں۔ اور خوشیوں بھرے الفاظ استعمال کرتے ہیں۔ مثلاً

آہا! واہ واہ! کیا کہنے! آج میں بہت خوش ہوں۔ واہ کیا خوبصورت منظر ہے۔ بہت خوب! تم نے تو کمال کر دیا۔ انگلش زبان میں بھی خوشی کے اظہار کے لئے مختلف الفاظ، Expressions of Happiness استعمال ہوتے ہیں۔ ان کو [illegible] جاتا ہے۔ انگلش میں خوشی کے اظہار کیلئے مندرجہ ذیل قسم کے الفاظ یا Expressions استعمال ہوتے ہیں۔

(i) I'm so happy?
(ii) I'm delighted.
(iii) It's beautiful!
(iv) It's a pleasure.
(v) I'm thrilled
(vi) Fantastic
(vii) Simply splendid!
(viii) It's wonderful!
(ix) Hurrah!
(x) congratulation!
(xi) What a pleasant surprise!
(xii) That's great!

امتحان میں Expressions of Happiness کے فنکشن کا ایک جملہ یا پانچ جملے بنانے کو آسکتے ہیں۔ نیچے اس فنکشن کے مختلف جملے دیئے جا رہے ہیں۔ ان کا بغور مطالعہ کریں۔ آپ خود بھی اس طرح کے کئی جملے بنا سکتے ہیں۔ غور کیجئے۔ جواب میں ہر بار مختلف انداز اختیار کیا گیا ہے۔

(1) I'm so happy that we've met.
(2) I'm delighted to see you after so long.
(3) That's wonderful! let's sit down there and have some coffee.
(4) Wonderful! what a lovely piece of art.
(5) Hurrah! I have won the competition.
(6) Congratulation! ..... you have won the first prize.
(7) I'm thrilled! you've done it again.
(8) Thank you so much. You won't believe but I'm on cloud nine. (خوشیوں میں اڑ رہا ہوں)
(9) Very great! It's another feather in your cap.
(یہ تمہارے لئے ایک اور اعزاز ہے)
(10) I'm so happy, it is a field day for me. (کامیابی کا دن)
(11) What a great success! Let's celebrate.
(12) Terrific! what a high mountain.
(13) Fantastic! what a splendid idea.
(14) Simply splendid! It's a very beautiful piece of art.
(15) It's a great pleasure that you're going to stay with us.
(16) What a pleasant surprise! How nice to see you after so long

اب ایک امتحانی سوال دیکھیے۔ جس میں مختلف موقعوں پر اظہار مسرت کے جملے (Expressions of Happiness) استعمال کرنے کے لئے کہا گیا ہے۔

☆☆☆☆

Q.1: Complete the following short exchanges by providing correct and appropriate expressions of pleasure.

مندرجہ ذیل جملوں کو درست اور مناسب اظہار مسرت کے جملوں سے مکمل کیجئے۔

1-Friend 1: I've won a motor cycle in the raffle draw.

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2-Mr. Kaye: You've been selected for a one year training course in London.

Candidate: _____

3-Employee: Sir, this "mithai" is for you. My daughter has done her B.A successfully.

Boss: _____

4-Boy: Jehangir Khan has won the world cup again.

Boys: _____

5-Salma: I have got engaged last weak.

Sadaf: _____

نیچے نامکمل جملوں کو مناسب اظہار مسرت کے جملوں سے مکمل کر دیا گیا ہے۔

Ans: Correct Expressions of Happiness :

1-Friend 1: I've won a motor cycle in the raffle draw.

Friend 2: That's great, I deserve a treat.

2-Mr. Kaye: You've been selected for a one year training course in London.

Candidate: I'm so happy. Thank you very much.

3-Employee: Sir, this "mithai" is for you. My daughter has done her B.A successfully.

Boss: That's very good. Accept my congratulations.

4-Boy: Jehangir Khan has won the world cup again.

Boys: Great! Let's celebrate.

5-Salma: I have got engaged last weak.

Sadaf: Congratulation! Who's the lucky man?

☆☆☆☆

Q.2: Below is given a very interesting story about a donkey and a dog, Skim they story quickly and answer the questions given at the end.

Skimming

Skimming کا مطلب ہے کسی متن یا تحریر کا نچوڑ یا مرکزی خیال جاننے کیلئے اس کو تیز رفتاری سے پڑھنا۔ اس طریقہ کار یا تکنیک میں ہم اپنی نظریں نہایت تیزی کے ساتھ کسی مواد یا تحریر پر ڈالتے ہیں۔ Skimming کی ضرورت ہمیں دو وجوہات کی بنا پر پیش آتی ہیں۔

(i) عام طور پر کسی تحریر یا کتاب کو پورے طور پر اور تفصیل سے پڑھنے کا ہمارے پاس وقت نہیں ہوتا۔ ایسے میں ہم تفصیلات میں جائے بغیر کسی متن کی صرف اہم باتیں یا مرکزی خیال جاننا چاہتے ہیں۔

(ii) بعض اوقات ہم کسی کتاب، رسالے یا مضمون کے چند اوراق کی تیزی سے ورق گردانی Skimming کرتے ہیں تاکہ جان سکیں کہ یہ کتاب، رسالہ یا مضمون قابل مطالعہ ہے یا نہیں۔

Skimming کا طریقہ:

ہم جانتے ہیں کہ ہر تحریر یا مضمون کے بہت سے پیراگراف ہوتے ہیں اور ہر پیراگراف کسی ایک نقطے یا مرکزی خیال کی وضاحت کرتا ہے۔ یہ بات بھی یاد رکھنے کی ہے کہ ہر پیراگراف کا عموماً پہلا فقرہ پورے پیراگراف کا نچوڑ ہوتا ہے اور اسی پہلے فقرے کو پڑھتے ہی ایک اچھا قاری (Reader) کافی حد تک اندازہ لگا لیتا ہے کہ پیراگراف میں آگے چل کر کیا بات کہی جا رہی ہے۔ Skimming کسی متن یا تحریر کو ایک طائرانہ نظر یا تیز رفتاری کے ساتھ پڑھنے کی ایک نہایت مفید تکنیک ہے جس سے ہمارا مطالعہ زیادہ تیز اور زیادہ آسان ہو جاتا ہے۔

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نیچے ایک گدھے اور کتے کے بارے میں ایک بہت ہی دلچسپ کہانی دی گئی ہے اس پر ایک طائرانہ نظر ڈالیے اور آخر میں دیے گئے سوالوں کے جواب لکھیے۔

The Donkey and the Dog

Once upon a time there lived a young man. He had a little dog and he was very fond of it. He would pat its head, and take it on his knee, and talk to it, Then he would give it little bit of food from his own plate.

Once a donkey looked in the window and saw the man and the dog. "Why does he not make a pet of me? Said the donkey, "It is not fair, I work hard, and the dog wags only its tail, and barks and jumps on its own master's knee. It is not fair.

Then the donkey said to himself "If I do what the dog does, he may make a pet of me. "So the donkey ran into the room, It brayed as loudly as it could. It wagged its tail so hard that it knocked over a jar on the table. Then it tried to jump on its master's knee. The master thought that the donkey was mad, and he shouted, "help help". Men came running in with sticks, and they beat the donkey until it ran out of the house, and they drove it back to the field.

" I only did what the dog does", said the donkey" and yet they make a pet of the dog, and they beat me with sticks. It is not fair."

Questions:

1 Suggest an interesting title of the story.
2 Briefly explain what the story is all about.
3 Why do you think the donkey got a good beat from his master?
4 Did you like the story? Give reasons why you liked it. If you did not like it even then give reasons.
5 Do you have pet animals in your home? How do you treat them?

Answers:

1. **Title: Don't Try to do what you can't do.**
2. The story is all about the mischief s of a donkey. It was Jealous of its master's dog. It tried to occupy the status of the dog but spoiled everything and consequently got a hard beat.
3. The donkey got a good beat from his master because it tried to do what the dog did for his master. It wagged its tail and knocked over a jar on the table. Then it tried to jump on its master's knee. The master thought that the donkey was mad. So it got a good beat from its master.
4. Yes I liked the story, it is an interesting piece of writing. It teaches a good lesson that every creature has been made to perform a particular kind of job. A donkey cannot do what the dogs do and if it tries to occupy the status of a dog it will create troubles for itself as well as for others.
5. Yes I have pet animals in my home. I have a cat and two parrots. I treat them quite kindly, I look after them. I play with them and they feel happy in my company.

Run-on Sentences

نامکمل/ناقص فقرات

Run-on sentences ایسے فقرات ہوتے ہیں۔ جن کے ایک سے زیادہ حصے ہوتے ہیں۔ یا جن میں ایک سے زیادہ خیالات پیش کئے گئے ہوں۔ لیکن ان کے درمیان کوئی مناسب وقفہ یا حرف ربط نہ دیا گیا ہو۔ مثلاً

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I heard a lot of noise in the house no one answered the bell.

یہ ایک Run-on ٹائپ کا ناقص اور نامکمل فقرہ ہے۔ اس کی درست شکل یوں ہوگی۔

I heard a lot of noise in the house, but no one answered the bell.

آپ نے غور کیا کہ ایک Run - on فقرے میں مناسب جگہ پر کوما لگانے اور مناسب حرف ربط (Joining word) یعنی "but" لگا دینے سے فقرہ بامعنی اور درست بن گیا ہے۔

Run-on فقرات میں مناسب جگہ پر پنکچویشن یعنی رموز اوقاف مثلاً کوما، سیمی کولن، وغیرہ لگاتے ہیں اور کوئی مناسب حرف ربط استعمال کرتے ہیں۔ ایسے فقرات میں عموماً مندرجہ ذیل قسم کے حروف ربط استعمال ہوتے ہیں۔

For, and, nor, but, or, yet, so, indeed, because, however, therefore, moreover, then, although, consequently, infact, furthermore, Etc

اب مشق کے لیے نیچے کچھ Run-on Sentences دیئے جا رہے ہیں۔ ساتھ ہی ان کو درست بھی کر دیا گیا ہے۔ غور کیجئے کہ Run-on فقرے میں کیا کمی تھی۔ اور اسے کس طرح پورا کیا گیا ہے۔

1(Run - on): My academic advisor told me not to take 18 credit hours for the fall semester I am regretting not having listened to her.

Correct: My academic advisor told me not to take 18 credit hours for the fall semester **and** now I regret not having listened to her.

2(Run - on): My cat was upset all day he didn't get canned food for breakfast.

Correct: My cat was upset all day **because** he did not get canned food for breakfast.

3(Run - on): The student fell asleep in class everyone thought this was rude behavior.

Correct: The student fell asleep in class **and** everyone thought this was rude behavior.

4(Run - on): Farooq was chopping the vegetables Khalid was boiling the rice.

Correct: Farooq was chopping the vegetables, **and** Khalid was boiling the rice.

5(Run - on): I prefer walking riding the bike hurts my knees.

Correct: I prefer walking **for** riding the bike hurts my knees.

6(Run - on): The midterm test was very hard Javeria got an A.

Correct: **Although** the midterm test was very hard, Javeria got an A.

اب ایک امتحانی سوال دیکھئے۔ اس میں کچھ Run-on Sentences دیئے جا رہے ہیں۔ ان میں مناسب جگہ پر کوما اور حرف ربط لگا کر مکمل اور درست کرنے کی مشق کیجئے۔ کہیں وقت پیش آئے تو جوابات میں دیکھ لیجئے۔

☆☆☆☆

Q.3: The following sentences are all run-ons. Correct them using comma and a joining word. There may be more than one correct answer.

1 *I had the city map I still could not find the building I was looking for.*

2 *The exam was postponed the classes were cancelled as well.*

3 *He decided to quit smoking he didn't want to die of cancer.*

4 *My new car is a pleasure to drive it doest not have any noise and rattle.*

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load shedding.

6 The girls played basketball the boys played tennis.

7 Einstein is famous for E=mc2 Edison is famous for the invention of the light bulb,

8 Titanic is my favorite movie I love eating popcorn.

9 Mother's Day is always on a Sunday thanksgiving is always on a Thursday.

10 At one time few people had enough money to buy books few people could read books.

Ans: Correct Sentences:

1 I had the city map, **but** I still could not find the building, I was looking for,

2 The exam was postponed, **and** the classes were cancelled as well.

3 He decided to quit smoking, **because** he did not want to die of cancer.

4 My new car is a pleasure to drive, **for** it does not have any noise and rattle.

5 It rained a lot this summer **therefore** we did not have any load shedding.

6 The girls played basketball, **and** the boys played tennis.

7 Einstein is famous for E= mc^2 **but** Edison is famous for the invention of light bulb.

8 Titanic is my favourite movie **and** I love eating popcorn.

9 Mother's day is always on a Sunday.**but** Thanks giving day is always on a Thursday.

10 At on time few people had enough money to buy books, **so** few people could read books.

اب نیچے ایک مشقی سوال دیکھئے۔اس میں نامکمل جملوں کو مکمل کرنے کے لئے کہا گیا ہے۔

☆☆☆☆

Q.4: Here are some incomplete sentences. Use appropriate coordinating conjunctions and add meaningful and related sentences.

یہاں چند نامکمل جملے ہیں۔مناسب حروف،ربط اور بامعنی جملے لگا کر ان کو مکمل کریں۔

1. I was sick with flu.....
2. We tried to follow the directions.....
3. Last year I was so tired of working.....
4. The Khan's have decided to move.....
5. I heard a noise downstairs.....

Ans: Complete Sentences:

1 I was sick with flu, **but I had to study for the test.**

2 We tried to follow the directions, **consequently we reached our destination.**

3 Last year I was so tired of working, **therefore I decided to go on trip to Kaghan.**

4 The khan's have decided to move, **and settle somewhere else in a safe place.**

5 I heard a noise downstairs, **and rushed to see the situation.**

☆☆☆☆☆

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Chapter - 6

Apologizing

معذرت چاہنا

جب ہم سے کوئی غلطی یا کوتاہی ہوجائے تو ہم معافی چاہتے ہیں اور معذرت کا اظہار کرتے ہیں۔ مثلاً "میں معافی چاہتا ہوں کہ آپ کا قلم واپس نہ کرسکا۔" یا "معاف کیجئے گا میں آپ کی سالگرہ میں شرکت نہ کرسکی"۔ انگلش میں معافی چاہنے یا معذرت کرنے کے لئے مندرجہ ذیل قسم کے الفاظ یا Expressions استعمال ہوتے ہیں۔

- ☆ Excuse me.
- ☆ Pardon me.
- ☆ I'm sorry
- ☆ I'm indeed sorry
- ☆ I do feel bad
- ☆ It really is my fault. (دراصل یہ میری غلطی ہے)
- ☆ I know I am guilty. (میں جانتا ہوں کہ قصور میرا ہے)
- ☆ Oh, excuse me!
- ☆ What a pity. (کتنے افسوس کی بات ہے!)

اب نیچے کے فقرات میں اظہار معذرت کی چند مثالیں دیکھئے۔

1. *"I am sorry that I was late."*

مجھے افسوس ہے کہ میں لیٹ ہوگیا۔

2. *"I am sorry that I was so rude."*

مجھے افسوس ہے کہ مجھ سے گستاخی ہوئی۔

3. *"I shouldn't have done what I did yesterday."*

جو کچھ کل مجھ سے ہوا وہ مجھے نہیں کرنا چاہیے تھا۔

4. *"I am very angry with myself for what I did."*

جو کچھ مجھ سے ہوا اس پر مجھے اپنے آپ پر غصہ آرہا ہے۔

5. *"We regret to announce the late departure of the flight to Multan."*

ہمیں یہ اعلان کرتے ہوئے افسوس ہے کہ ملتان کی فلائٹ کی روانگی میں تاخیر ہے۔

6. *"Miss Faiza regrets that she is unable to lunch today."*

مس فائزہ معذرت خواہ ہیں، وہ آج لنچ نہیں کریں گی۔

7. *Mr Rana sends his deepest apologies for not attending the meeting.*

مسٹر رانا میٹنگ میں شامل نہ ہونے پر بہت زیادہ معذرت خواہ ہیں۔

8. *We apologise for the delay in answering your call.*

آپ کی کال کا تاخیر سے جواب دینے پر ہم معذرت خواہ ہیں۔

9. *Please accept our most sincere apologies for this error.*

براہ مہربانی اس غلطی پر ہماری طرف سے نہایت مخلصانہ معذرت قبول فرمائیے۔

10. *"Sorry I am late - I couldn't find a taxi."*

افسوس مجھے تاخیر ہوئی، مجھے ٹیکسی نہ مل سکی۔

11. *"I'm sorry, I did not know this was your seat."*

مجھے افسوس ہے مجھے معلوم نہ تھا کہ یہ آپ کی سیٹ ہے۔

12. *"I'm sorry. I can't lend you ten thousand."*

مجھے افسوس ہے میں آپ کو دس ہزار اُدھار نہیں دے سکتا۔

نوٹ: امتحان میں یہ سوال دو طرح سے آسکتا ہے۔

(1) کہا جائے گا کہ Apologizing فنکشن بیان Expression of Apology کرنے والا ایک یا پانچ جملے لکھیئے۔

(2) یا پھر کچھ فقرے دیئے گئے ہوں گے۔ جن میں کسی غلطی یا کوتاہی کا ذکر ہوگا اور کہا جائے گا۔ کہ اپنی اس کوتاہی پر معذرت کرنے والا فقرہ لکھیں۔

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نیچے دونوں طرح کے فقرات الگ الگ دیئے جا رہے ہیں۔

پہلے Apologizing یا Expression of Apology کے فنکشن والے فقرات دیکھیے۔ غور کیجیے ہر بار مختلف انداز اختیار کیا گیا ہے۔

(1) I'm indeed sorry teacher, I'm late.
(2) I know I'm guilty, I couldn't get you back from school.
(3) It really is my fault that I'm late for class.
(4) Sorry sir, I apologize for being late.
(5) I do beg forgiveness sir, for missing the lecture.
(6) Sir, I'm indeed sorry I'll be careful in future.
(7) It's my fault that I couldn't inform you in time.
(8) What a pity, I couldn't see you off.
(9) Pardon me sir, I'll not make this mistake again.
(10) I do feel bad that I couldn't help you.

Expressions of Apology with Reasons

(معذرت کا اظہار.....وجہ یا سبب کے ساتھ)

بعض اوقات ہمیں اپنی کسی کوتاہی یا غلطی پر یا کسی کام کے نہ کر سکنے پر اظہار معذرت کے ساتھ ساتھ اس کی کوئی معقول وجہ یا سبب بھی بتانا پڑتا ہے۔ اس سے ہوتا یہ ہے کہ سننے والے کی ناراضگی یا غلط فہمی کافی حد تک کم ہو جاتی ہے۔ یا بالکل بھی نہیں رہتی۔ روزمرہ زندگی میں ہمیں اس فنکشن کا استعمال اکثر کرنا پڑتا ہے۔ مثلاً "میں معذرت خواہ ہوں کہ دفتر پہنچنے میں دیر ہو گئی کیونکہ بس لیٹ تھی" یا "افسوس میں آپ کی سالگرہ میں شریک نہ ہو سکی کیونکہ امی کی طبیعت ٹھیک نہ تھی۔"

یہاں پہلے دو فقرے دیئے جا رہے ہیں۔ جو امتحان میں آ سکتے ہیں اور پھر ان کے جواب میں Apology with reasons والے فقرے دیئے جا رہے ہیں۔ غور کیجیے جواب میں ہر بار مختلف انداز اختیار کیا گیا ہے۔

(1) *Your mother wanted you to bring some fruit from the market but you did not.*
آپ کی امی چاہتی تھیں کہ آپ بازار سے کچھ پھل لے آئیں۔ لیکن آپ نہیں لائے۔

Apology with Reason:
I'm really sorry mother, I could not bring fruit from the market as I lost my purse somewhere.

(2) *You could not attend your friend's wedding.*
آپ اپنے دوست کی شادی میں شریک نہ ہو سکے۔

Apology with Reason:
I'm indeed sorry for missing your wedding because my father was in the hospital.

(3) *Your classmates arranged a party but you couldn't reach in time.*
آپ کے کلاس فیلوز نے پارٹی کا انتظام کیا لیکن آپ وقت پر نہ پہنچ سکے۔

Apology with Reason:
I apologize for being late for the party since my car broke down on the way.

(4) *You had to pick your sister from school but you did not.*
آپ نے اپنی بہن کو سکول سے لینا تھا لیکن آپ ایسا نہ کر سکے۔

Apology with Reason:
I'm sorry sister, I couldn't pick you from school because I was held up in the traffic jam.

(5) *You did not post the letter that your father had given you.*
آپ کے ابا جان نے ایک خط ڈاک میں ڈالنے کیلئے آپ کو دیا لیکن آپ نے ایسا نہیں کیا۔

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Apology with Reason:

Sorry father, it's my fault that I forgot posting your letter.

(6) *You couldn't attend your friend's dinner.*

آپ اپنے دوست کے ڈنر میں شریک نہ ہو سکے۔

Apology with Reason:

Sorry, I couldn't attend your dinner since I was busy.

(7) *You couldn't pick your friend at the airport.*

آپ اپنے دوست کو ایئر پورٹ سے لینے نہ جا سکے۔

Apology with Reason:

I'm really sorry that I couldn't pick you at the airport for my car broke down on the way.

(8) *You couldn't reach the station in time to see your friend off.*

آپ اپنے دوست کو الوداع کہنے وقت پر اسٹیشن نہ پہنچ سکے۔

Apology with Reason:

I do feel bad that I couldn't reach the station in time to see you off since I was attending my ailing mother.

(9) *In the absence of your family, you did not take care of plants.*

اپنے گھر والوں کی عدم موجودگی میں آپ نے پودوں کا خیال نہیں رکھا۔

Apology with Reason:

It is really my fault that I did not take care of plants because I was busy in my exams.

(10) *You were asked to buy vegetables from bazar but you did not.*

آپ کو بازار سے سبزی لانے کو کہا گیا لیکن آپ نہیں لائے۔

Apology with Reason:

I'm indeed sorry that I could not buy vegetables from bazar since I left my office late.

نوٹ: آپ نے غور کیا ہوگا۔ کہ اوپر Apology with reason والے فقروں میں وجہ بیان کرنے کے لئے اس طرح کے الفاظ استعمال ہوئے ہیں۔ because ،as ،for ،since اور یہاں ان تمام الفاظ کا مطلب ہے۔ "کیونکہ" یعنی یہ تمام الفاظ because کے معنی میں استعمال ہوئے ہیں۔

اب نیچے ایک مشقی سوال دیکھئے۔ جس میں معذرت طلب کرنے کے لئے درست جواب کا انتخاب کرنے کے لئے کہا گیا ہے۔

Cohesive Linkers
حروف ربط یا جوڑنے والے الفاظ

زبان دانی میں Cohesive Linkers سے مراد ایسے الفاظ ہیں جو فقروں یا پیراگراف میں ربط پیدا کرتے ہیں۔ ان کو زیادہ بامعنی بناتے ہیں۔ اور بات کو آگے بڑھاتے ہیں۔ مثلاً اس فقرے پر غور کیجئے۔

It was raining outside, we stayed in, played indoor games.

ہم محسوس کرتے ہیں کہ اس فقرے میں کچھ کمی ہے۔ اگر یہ فقرہ یوں لکھا جائے تو زیادہ بامعنی بن جائے گا۔

It was raining outside, **therefore,** we stayed in **and** played indoor games.

یہاں لفظ "therefore" اور "and" نے فقرے کے مختلف حصوں میں ربط پیدا کرنے کا کام کیا۔ پس اس فقرے میں therefore اور and کو Cohesive linkers کہیں گے۔ کچھ دیگر الفاظ جو Cohesive linkers کے طور پر استعمال ہوتے ہیں۔ وہ مندرجہ ذیل ہیں۔

because, however, even, thus, furthermore, despite, infact, yet, finally, at last, etc.

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Cohesive Linkers کہا گیا ہے۔

☆☆☆☆

Q.1: Use correct Cohesive Linkers to complete the following sentences.

(i) There is a lot of noise _____ the school children are busy in their work.

(ii) The bus is late, _____ the passengers are also getting late for their offices.

(iii) I was very careless in the childhood _____ now I am very careful.

(iv) Aslam is very busy _____ I will try to bring him to the party.

(v) The man has nothing to eat _____ he has no money to buy food.

Ans: Correct Sentences:

(i) There is a lot of noise **yet** the school children are busy in their work.

(ii) The bus is late **therefore** the passengers are also getting late for their offices.

(iii) I was very careless in the childhood **but** now I am very careful.

(iv) Aslam is very busy **however** I will try to bring him to the party.

(v) The man has nothing to eat **even** he has no money to buy food.

اب نیچے ایک مشقی سوال دیکھئے۔ اس میں Cohesive linkers یعنی حروفِ ربط استعمال کرنے کے لئے کہا گیا ہے۔

Q.2: Write one of two paragraphs on a wedding ceremony you have recently attended. Use some of the cohesive linkers given below.

so, therefore, despite, even, at last, finally, first.

Ans: A wedding ceremony :

I attended the wedding ceremony of my cousin Rabia last Friday. It was long awaited **so** it took place with great pomp and show and all the kith and kin attended the ceremony. It was arranged in a park near the house **therefore** the park was converted into a fairy land. The Shahnai was being played very softly. Men in their best dresses and women and young girls in gold and silver added to the dreamland atmosphere.

The 'Barat' arrived in the afternoon. **Then** there was a grand show of fire-work, band and dance by the young ones. At first the 'Barat' was accorded a warm welcome. **Even** the bridegroom was garlanded and seated on a raised, decorated platform. The guests were entertained with cold drinks. **Then** came the dolled up bride, accompanied by her sisters and friends, walking at a slow pace. **At last** the 'Nikah' ceremony took place followed by congratulations and good wishes. **Finally** the guests were entertained with tasty dishes and cold drinks. After that all the relatives offered good wishes and gifts to the newly married couple.

In the evening the 'Barat' went back and a very colourful wedding ceremony came to an end.

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نیچے مزید دو مشقی سوالات دیکھئے۔ان میں بھی درست cohesive linkers یا حروف ربط استعمال کرنے کو کہا گیا ہے۔

☆☆☆☆

Q.3: Fill in the blanks using the appropriate linkers from the list.

فہرست میں سے درست حروف ربط سے خالی جگہ پر کریں۔

because, but, since, such, as, while

1. Ali has usually had breakfast at home _____ he was at the primary school.
2. Saleha can't ride a horse _____ she can drive a bus.
3. I don't go to school by bike _____ my house is not far from school.
4. I like citrus fruits ___ ___ oranges and limes.
5. The little girl is watching TV _____ her mother is preparing her meal.

Ans: Appropriate Linkers :

1. Ali has usually had breakfast at home **since** he was at the primary school.
2. Saleha can't ride a horse **but** she can drive a bus.
3. I don't go to school by bike **because** my house is not far from school.
4. I like citrus fruits **such as** oranges and limes.
5. The little girl is watching T.V **while** her mother is preparing her meal.

نیچے اسی سوال کی ایک دوسری شکل دیکھئے۔اس میں حروف ربط کے بعد جملوں کو مکمل کرنے کے لئے کہا گیا ہے۔

☆☆☆☆

Q.4: Complete the following sentences using your own words.

مندرجہ ذیل جملوں کو اپنے الفاظ سے مکمل کریں۔

1. Ali has usually had breakfast at home since .....
2. Saleha can't ride a horse, but .....
3. I don't go to school by bike because .....
4. Last summer I visited many cities such as .....
5. The little girl is watching TV while .....

Ans: Complete sentences:

1. Ali has usually had breakfast at home since **he goes late to his work.**
2. Saleha can't ride a horse but **she can drive a car.**
3. I don't go to school by bike because **I go there by the school bus.**
4. Last summer I visited many cities such as **Mirpur, Muzaffarabad and Rawala Kot.**
5. The little girl is watching TV **while her brother is playing with toys.**

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Chapter • 7

Giving Reasons

وجہ یا سبب بتانا

ہم اپنے کسی عمل یا کام کو درست قرار دینے کے لیے بعض اوقات اس کی وجہ یا سبب بیان کرتے ہیں۔ مثلاً "ہماری ٹیم میچ جیت گئی کیونکہ لڑکوں نے بہت محنت کی تھی" یا "مجھے دفتر پہنچنے میں دیر ہوگئی کیونکہ میری بس لیٹ تھی۔" انگلش میں وجہ یا سبب بیان کرنے کے لئے since, so that, for, as, so, because جیسے الفاظ استعمال کیے جاتے ہیں۔

(i) **Since** I work in the day time I study my course books in the evening.
(ii) Our team won the match **because** the boys played well.
(iii) I was late for my office **as** my bus came late.
(iv) He works hard **so that** he may succeed.

اب وجہ یا سبب بیان کرنے والا ایک امتحانی سوال دیکھیے۔

Q. Write a paragraph giving reasons why you have chosen Allama Iqbal Open University for studies.

Ans:

ایک پیراگراف لکھ کر وجوہات بتایئے کہ آپ نے تعلیم کے لیے علامہ اقبال اوپن یونیورسٹی کا انتخاب کیوں کیا؟

Why I Chose AIOU for studies

میں نے تعلیم کے لیے علامہ اقبال اوپن یونیورسٹی کا انتخاب کیوں کیا؟

Ans: **Paragraph:**

I am Asad. I work in an office. I am a clerk there. I tried many times to take Board's exams. So that I may improve my qualification. But I could not do so for one reason or the other. Then I chose Allama Iqbal Open University for studies **because** I wanted to continue my work and studies side by side.

Since I work in the day time; studying through distance learning system allows me to study in my free time.

I chose AIOU as its tuition fee is less than in other educational institutions.

Studying at AIOU has given me a lot of independence, due to which, I can now study at my own free will and time and yet work and support my education.

I like AIOU courses as they are very simple and interactive and for this reason I want to continue studying at AIOU till my Masters.

اب نیچے ایک ڈائیلاگ دیکھیے۔ اس میں باپ بیٹے پر کمپیوٹر سائنس پڑھنے پر زور دیتا ہے۔ جبکہ بیٹا فائن آرٹس پڑھنے میں دلچسپی کا اظہار کرتا ہے۔ ڈائیلاگ کے آخر میں چند سوالات دیئے گئے ہیں۔ جن کے جوابات ڈائیلاگ میں سے ہی دینے کو کہا گیا ہے۔

DIALOGUE:

Baba: I really don't understand why you're not interested

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reason to convince me?

Naveed: Well Baba, I really am not interested in Computer Science because it's too technical and I'm actually more attracted to Fine arts.... That's what interests me Baba!

Baba: But do you realize that Fine Arts has no scope and you'll not be able to even find a good and well paid job in that field.

Naveed: I'm sorry Baba but I don't agree with you. Fine Arts has tremendous scope, it's the age of media and therefore there are lots and lots of job opportunities I can get a good job anywhere and yet follow my dreams!

Baba: What kind of jobs would you get with a degree in Fine Arts? And where?

Naveed: Well Baba, jobs in advertising, newspapers, art galleries.... There are many job opportunities for fine artists.

Baba: I'm still not sure.... I don't know really!

Naveed: Baba please try to understand. We have so many world class artists in Pakistan.... Shakir Ali, Gulgee, Sadequain, Anna Molka Ahmed, Salima Hashmi, Zahoorul Ikhlaq, Iqbal Hussain, Bashir Mirza, Jamil Naqsh, Zubaida Agha.... Such famous painters who have earned respect and fame in the world.

Baba: ...agree. But what do these people have except fame?

Naveed: Do you mean they were or are not rich enough! Well Baba, wealth in terms of money is not everything in this world and in this life..... they've a wealth of talent, riches of imagination and creativity, treasures of thought and inspiration... these people are our national assets and I want to follow their footsteps.... I want to be like them.... I want to be an artist like them.... That's what I'm interested in.

Baba: Well then, if that's what you wish... go ahead and my prayers are with you.

☆☆☆☆

Q.1: Answer the followin question?

1 **what reasons did Naveed give to Baba for not studying computer Science?**

2 **Where can Naveed find jobs as a fine artists?**

3 **What does Naveed think about artists? What different characteristics or qualities does Naveed highlight in the dialogue?**

Ans: Answers to the Questions:

1 Naveed gave reasons that he really was not interested in computer science because it was too technical and he was more attracted to fine arts.

2 Naveed can find jobs in advertising, newspapers, art galleries, etc.

3 Naveed thinks that the great artists have great wealth of talent, riches of imagination and

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These people are our national assets and Naveed wants to follow their footsteps.

نیچے مزید چار چھوٹے چھوٹے ڈائیلاگز دیئے گئے ہیں ان پر غور کیجئے۔ مونا نے اپنی دوستوں کو پارٹی پر بلایا تھا۔ ان میں اس کی چار دوست کسی وجہ سے پارٹی میں نہ آسکیں۔ غور کیجئے چاروں دوست پارٹی میں نہ پہنچ سکنے کی وجوہات کس طرح بیان کرتی ہیں۔

1.Samina: Hello .....is that you Mona?

Mona: yes, Is that you Samina?

Samina: Yes... Mona I've called to say sorry for not coming to your party last night. Actually my sister along with her three children came from Faisalabad unexpectedly, so I had to stay back.

Mona: Well _ that's alright but I did wait for you.

2. Atiya: Hello.... Mona, don't say anything.... Just listen ..... I had such a bad fall in the bathroom, and I've fractured my ankle .... It was due to this that I couldn't come to your party.

Mona: Oh... really! I'm so sorry for you. How do you feel now?

3. Shahnaz: I know you're mad at me Mona... but I really couldn't make it. I was so busy at the university, the last lecture ended at 6 in the evening. By the time I reached home, it was already late to come over to your party.

Mona: Whatever..... I'm really angry with you..... just wait till I see you.....

4.Tahira: Hello Mona - How was the party?

Mona: It was good. We missed you though-why didn't I'm sorry Mona. My mother had an appointment with the eye specialist, and I had to accompany her, therefore, I couldn't come.

اب انہی ڈائیلاگز سے متعلق ایک مشقی سوال دیکھئے۔ اس میں مونا کی چاروں دوستوں نے پارٹی میں نہ پہنچ سکنے کی جو وجوہات بتائیں وہ بیان کرنے کے لئے کہا گیا ہے۔

☆☆☆☆

Q.2: Let us see if you remember what reasons each of the friends gave. Complete the following table.

Names	Reasons
Samina:	Her sister along with her three children came from Faisalabad unexpectedly. So she had to stay back.
Atiya:	Atiya had such a bad fall in the bathroom and she had fractured her ankle.
Tahira:	Her mother had an appointment with the eye specialist and Tahira had to accompany her.
Shahnaz:	Shahnaz had been busy at the university till late in the evening. So She could not attend the party.

نیچے ایک اور مشقی سوال دیکھئے۔ اس میں کچھ پیشوں کے نام دیئے گئے ہیں۔ آپ نے ہر ایک پیشے سے متعلق ایک جملے میں بتانا ہے کہ آپ یہ پیشہ کیوں اختیار کرنا چاہتے ہیں۔

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your choice of career, write one sentence for each of the profession expressing your reason for choosing that particular career.

آپ کیا بننا چاہتے ہیں۔ آپ کا انتخاب جو بھی ہو۔ ایک جملے میں وجہ بیان کریں۔ کہ آپ یہ خاص پیشہ کیوں اختیار کرنا چاہتے ہیں۔

1 A Doctor: _____
2 A Pilot: _____
3 A Television Anchor Person: _____
4 A Chef: _____
5 A Dress Designer: _____
6 A Hair stylist: _____

Ans: **Choice of Professon with reason:**

1.Doctor: I want to be a doctor due to the fact that I love to help the ailing humanity.

2.A Pilot: I want to be a pilot as I love to travel and see different countires and meet new people.

3.A Television Anchor Person: I want to be a Television Ancher person for the reason that I can speak well and love show business.

4.A Chef: I want to be a chef as i always like cooking and make tasty foods.

5.A Dress designer: I want to be a dress designer so that I may prove my skills in developing new ideas and unique dress designs.

6. A Hairstylist: I want to be a hairstylist because I always like new hairstyles and fashions.

☆☆☆☆

Q.4: Connect the following sentences using the cues given in the bracket.

مندرجہ ذیل جملوں کو بریکٹوں میں دیے گئے اشارات کی مدد سے ملائیں۔

(because and since)

ater. Our life depends on it.

2. We realize the importance of water. We still waste it all the time. (although)
3. We all must make changes in our lifestyles. It is our individual duty to conserve water. (as)
4. Water is our most pre cious resource. We continue to waste it. (while)
5. There is an urgent need to conserve water. Conserving it helps in reducing pollution. (because)
6. Conserving water is important. The world is faced with drought like conditions. (as)

Ans: **Complete Sentences:**

1 we should conserve water because and since our life depends on it
2 we realize the importance of water although we still waste it all the time.
3 We all must make changes in our lifestyles as it is our individual duty to conserve water.
4 Water is our most precious resource while we continue waste it.
5 There is an urgent need to conserve water because conserving it helps in reducing pollution.
6 Conserving water is important as the word is faced with drought like conditions.

Scanning

Scanning کا مطلب ہے کسی عبارت میں سے کسی خاص نکتہ یا معلومات کو تلاش کرنا۔ Scanning کا مقصد عبارت یا متن میں سے کچھ خاص اور مطلوبہ تفصیلات کی نشاندہی کرنا ہے۔ یہ خاص تفصیلات کوئی مرکزی خیال، کچھ اہم الفاظ، تاریخیں یا نام وغیرہ ہو سکتی ہیں۔

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نظریں صفحے پر گھماتے ہیں اپنی روزمرہ زندگی میں ہم اکثر Scanning کی تکنیک کو استعمال میں لاتے ہیں۔ مثلاً ڈکشنری میں سے کوئی لفظ تلاش کرتے ہوئے، ٹیلی فون ڈائریکٹری میں سے کوئی نمبر تلاش کرتے ہوئے یا ٹائم ٹیبل میں سے کسی گاڑی یا ہوائی جہاز کی کسی پرواز کی آمد یا روانگی کا وقت معلوم کرنے کے لئے ہم Scanning کی تکنیک استعمال کرتے ہیں۔ اس سے ہمیں یہ فائدہ حاصل ہوتا ہے کہ پوری ڈکشنری یا ڈائریکٹری یا سارے کے سارے ٹائم ٹیبل کو لفظ بلفظ نہیں پڑھنا پڑتا اور تھوڑے وقت میں ہماری نظریں Scanning کی مدد سے عبارت سے مطلوبہ معلومات تلاش کر لیتی ہیں۔

[illegible] طرح Scanning بھی مطالعے کی ایک مفید تکنیک ہے جو ہمیں ہماری [illegible] معلومات تلاش کرنے میں مدد دیتی ہے۔ Scanning کیلئے ضروری ہے کہ عبارت کو غور سے اور پوری توجہ کے ساتھ پڑھا جائے۔

نیچے ایک [illegible] Chen One" کے بارے میں ایک بروشر (Brochure) دیکھئے۔ اور Scanning کی تکنیک استعمال کرتے ہوئے آخر میں دی گئی معلومات میں سے درست کی نشاندہی کیجئے۔

☆☆☆☆

Q5. You want to shop at Chen One, a popular lifestyle store in Pakistan. You also want to be a member of its "Prestige Club". Scan the brochure which has information to help you become a member of its Prestige Club.

Prestige Club:

Prestige Club, established & acknowledged for its friendly environment, offers you a number of privileges & benefits for personal refinement & excellence. Chen One assures that members are welcomed at our stores in a way that goes well with their image, prestige & style. Chen One prestige club members are privileged to enjoy the following:

Exclusive Discount:

10% discount on your shopping at any store.

Seasonal Packages:

You will be automatically informed of every upcoming sale & promotion Chen One carries out through out the year.

ChenOne Newsletter:

Be the first to receive the ChenOne's newsletter mailed to you free of cost.

Free Home Delivery:

Enjoy the privilege of having your shopping delivered to your home free of cost with every purchase of Rs. 5000 or more.

their homes in all ChenOne cities. If needed, we can arrange for delivery to all the other cities as well on payment of courier charges.

How to get membership...?

You can get membership through giving the membership fee Rs. 1000 (One-time & non refundable) Or get free membership against one-time shopping worth Rs. 10,000.

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Notice:

Annual renewal fee of card is Rs 500 or card will be automatically renewed on annual purchase of Rs. 25000. In case of theft or lost re-issuing fee of card is Rs.100.

1. *The brochure is about:*
   - sales promotion
   - new Spring Collection
   - heavy discounts
   - highlights of the Prestige Club✓
2. *Does the catalogue company offer a home delivery service?*
   - yes✓
   - no
3. *People can get membership if they shop for*
   - Rs. 1,000
   - Rs.1,000
   - Rs. 10,000✓
4. *The seasonal package offers*
   - Information about upcoming sale & promotion through out the year.✓
   - Seasonal trends
   - Sales and promotions
   - Latest arrivals
5. *Gifts purchased from any ChenOne stores can be delivered*
   - Within a week
   - Within 24 hours✓
   - Within a fortnight
   - Within a month

اب اسی Scanning کی تکنیک کو استعمال کرتے ہوئے نیچے پی۔آئی۔اے کے اندرون ملک پروازوں کے شیڈول پر ایک طائرانہ نظر ڈالئے۔اور پھر آخر میں دیئے گئے سوالوں کے جواب لکھئے۔

☆☆☆☆

Q6. Imagine that you want to travel by PIA to different cities in Pakistan. Here is PIA's domestic flight schedule from Lahore to the following citie s.Scan the flight schedule and then answer the following questions using the flight information chart:

Domestic Departures

Flight	Route	Destination	Scheduled Day & Date	Scheduled Time
PIA-305	LHE-KHI	Karachi	Sunday, March 4	18:00
PIA-618	LHE-ISB	Islamabad	Sunday, March 4	18:30
PIA-622	LHE-ISB	Islamabad	Monday, March 5	20:30
PIA-307	LHE-RYK	R.Yar Khan	Tuesday, March 6	22:00
PIA-315	LHE-KHI	Karachi	Tuesday, March 7	08:00
PIA-356	LHE-ISB	Islamabad	Wednesday, March 8	08:30
PIA-323	LHE-QTA	Quetta	Monday, March 13	10:00
PIA-303	LHE-KHI	Karachi	Monday, March 13	11:00
PIA-575	LHE-MUL	Multan	Tuesday, March 14	15:00
PIA-391	LHE-SKR	Sukkur	Wednesday, March 15	15:30
PIA-305	LHE-KHI	Karachi	Thursday, March 16	18:00
PIA-618	LHE-QTA	Quetta	Sunday, March 19	18:30
PIA-682	LHE-ISB	Islamabad	Sunday, March 19	21:30

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1. What time will the plane take off from Lahore to Islamabad on March 8?
2. How many flights are there for Karachi from Lahore?
3. Which flight leaves Lahore for Sukkur?
4. What is the scheduled time of flight PIA-323 to Quetta?
5. How many flights are there from Lahore to Islamabad?
6. How many different destinations are mentioned in the flight schedule?
7. What is the day and date scheduled for flight to Rahim Yar Khan?
8. Where is the destination of flight PIA-682?
9. Which flight will land at 20:30 and where?
10. What is flight number and scheduled time of flight from Lahore to Multan?

Ans: Answers to the Questions:

1 The plane from Lahore to Islamabad will take off at 08-30 on March 8.
2 There are four flights for Karachi from Lahore.
3 Flight PIA-391 leaves Lahore for Sukkur.
4 The Scheduled time of flight PIA-323 to Quetta is 10:00.
5 There are four flights from Lahore to Islamabad.
6 There are six different destinations mentioned in the flight schedule.
7 It is Tuesday, March 6 flight scheduled to Rahim yar Khan.
8 The destination of flight PIA-682 is Islamabad.
9 Flight PIA-622 will landat Islamabad at 20:30.
10 Flight number from Lahore to Multan is PIA-575 and its scheduled time is 15:00.

Chapter - 8

Expressing Agreement and Disagreement

اظہار رضامندی یا ناراضامندی۔ یا کسی سے متفق ہونا۔ یا اختلاف کرنا

جب ہم دوسروں سے بات چیت کرتے ہیں یا کسی چیز کے بارے میں اظہار خیال کرتے ہیں۔ تو ہم دوسرے لوگوں کے کچھ خیالات، نظریات، یا پسند اور ناپسند سے اتفاق کرتے ہیں۔ اور کچھ سے اتفاق نہیں کرتے۔ انگلش میں دوسروں سے متفق ہونے کو Agreement کا فنکشن کہا جاتا ہے۔ جبکہ دوسروں سے متفق نہ ہونے کو Disagreement کا فنکشن کہتے ہیں۔ انگلش میں متفق ہونے یا Agreement کے اظہار کے لئے مختلف الفاظ Expressions استعمال ہوتے ہیں۔ مثلاً!

- ☆ oh Yes
- ☆ very true
- ☆ that's what I was thinking
- ☆ exactly
- ☆ that's right indeed
- ☆ yes, I agree
- ☆ yes, I quite agree
- ☆ I think you say right
- ☆ you are quite right
- ☆ that's quite true

اب Agreement کے فنکشن سے متعلق ایک مشقی سوال دیکھئے۔ دی گئی مثال کے مطابق پہلے خود agreement کے جملے بنانے کی کوشش کیجئے۔ کہیں دقت پیش آئے تو جوابات ملاحظہ کیجئے۔

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Q.1: Complete the following activity using a different expression for agreeing in each case.

مندرجہ ذیل سرگرمی کو اظہار رضامندی کے ہر بار مختلف جملوں سے مکمل کیجئے۔

Example:

Travel by car

A: We must travel by car today.

B: Oh yes, we must

1. *Shift to some other house*
2. *Study hard*
3. *Take rain coats with us*
4. *Do not drive fast*
5. *Write with red ink*

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Ans:

1 *Shift to some other house.*

a. We must shift to some other house.

b. That's what I was thinking, yes, we must.

2 *Study hard.*

a. We must study hard for exams.

b. That's right, indeed we must.

3 *Take rain coats with us.*

a. We must take rain coats with us.

b. Exactly we must.

4 *Do not drive fast.*

a. We must not drive fast.

b. You are quite right, we must not.

5 *Write with red ink.*

a. You must write with red ink.

b. Yes, I quite agree I must.

اسی طرح دوسروں سے متفق نہ ہونے یا Disagreement کے اظہار کے مختلف طریقے ہیں۔ مثلاً

☆ I'm afraid, I don't _____

☆ I see what you mean but _____

☆ Of course not _____

☆ I don't think so _____

☆ I don't agree _____

☆ I'm sorry, I don't agree with you _____

اور زیادہ سخت Disagreement کے لئے مندرجہ ذیل Expressions استعمال کریں گے۔

☆ Quite wrong

☆ Absolutely wrong

☆ You are talking nonsense

☆ I don't agree at all

☆ I think you are quite mistaken

1۔ Agreement اور Disagreement سے متعلق ایک مشقی سوال دیکھئے اوپر دیئے گئے پیٹرن کے مطابق پہلے خود Agreement یا Disagreement کے جملے بنانے کی کوشش کیجئے۔ کہیں دقت پیش آئے تو جوابات میں دیکھئے۔

☆☆☆☆

Q.2: Answer the following questions. Either agree or disagree.

1. *This year exam papers were very easy, don't you think so?*
2. *Don't you think the houses are very expensive*

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these days?

3. Why don't we have lunch together?
4. How about playing a game at home?
5. Why don't we discuss our problems?

Ans: Agreement or Disagreement

1. This year exam papers were very easy, don't you think so?

Ans: Yes, I quite agree, they were

2. Don't you think the houses are very expensive these days?

Ans: That's right indeed I think so

3. Why don't we have lunch together?

Ans: Oh yes, we must have lunch together

4. How about playing a game at home?

Ans: Exactly, I do think so or I'm afraid, I don't think so

5. Why don't we discuss our problems?

Ans: You're very true, indeed we must.

Anticipation

(کسی کتاب کے عنوان کو دیکھ کر) اندازہ لگانا

ہم جب بھی کوئی رسالہ یا کتاب وغیرہ پڑھتے ہیں تو اس کا عنوان یا نام دیکھ کر ہی اندازہ لگا لیتے ہیں کہ اس کے اندر کس قسم کے موضوعات شامل ہوں گے۔ مثلاً اگر کسی کتاب کا نام History of Indo-Pak ہے تو ہم اندازہ لگا سکتے ہیں کہ کتاب میں برصغیر پاک و ہند کی تاریخ کے بارے میں بتایا گیا ہوگا۔ اسی طرح اگر کتاب کا نام Journey Through Pakistan ہے تو ضرور اس میں پاکستان کے مختلف علاقوں کی سیاحت کے بارے میں معلومات دی گئی ہوں گی۔

کتاب کے نام یا عنوان کے علاوہ کتاب کا پیش لفظ، کتاب کے ناشر کا نوٹ اور فہرست عنوانات کو دیکھ کر بھی کتاب کے موضوع کے بارے میں کافی حد تک اندازہ لگایا جا سکتا ہے۔ اس کے علاوہ بعض کتب کے آخری صفحہ پر مصنف اور کتاب کا مختصر تعارف بھی دیا گیا ہوتا ہے۔ یہ تمام چیزیں کسی بھی کتاب کے بارے میں اندازہ لگانے میں ہماری رہنمائی کرتی ہیں کہ کتاب کس موضوع سے متعلق ہے اور اس میں ہماری دلچسپی کی کوئی چیز موجود ہے یا نہیں اس طرح کوئی بھی کتاب خریدتے وقت، پوری کتاب کو پڑھے بغیر ہم یہ اندازہ لگا سکتے ہیں کہ آیا کتاب دلچسپ ہے؟ اور یہ ہمارے مقصد کو پورا کر سکتی ہے۔

نیچے ایک سوال دیکھئے اس میں Titles کے کالم میں کچھ کتابوں کے نام دیئے گئے ہیں اور Topics کے کالم میں بتایا گیا ہے کہ کتاب کے اندر کس قسم کا مواد ہو سکتا ہے۔ ان کی ترتیب درست نہیں ہے۔ آپ کے خیال میں کس کتاب کے اندر کس قسم کا مواد ہو سکتا ہے؟

☆☆☆☆

Q.3: Suppose you want to study the subjects/topics given below. Match the titles with the topics :

Topics	Titles of books
1. Adverbs and Adjectives	a. Pronunciation Skills
2. Varieties of Pronunciation	b. Writing English Language Tests
3. Objective Tests	c. Error Analysis
4. Sources of Errors	d. Developing Reading Skills
5. Improving Reading Speed	e. Grammar and Composition

Ans: Matching titles with topics:

Topics	Titles of books
1. Adverbs and Adjectives	e. Grammar and Composition

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3. Objective Tests	b. Writing English Language Tests
4. Sources of Errors	c. Error Analysis
5. Improving Reading Speed	d. Developing Reading Skills

☆☆☆☆

اسی طرح کا ایک اور سوال دیکھیے

Q.4: Match Titles of books with their topics.

کتابوں کے ناموں کو ان کے موضوعات سے ملائیے۔

Topics	Titles of books.
(1) Rains	(a) Criminology
(2) Smoke and dust	(b) child psychology
(3) E-mail	(c) Environmental pollution
(4) Thieves	(d) Seasons of Pakistan
(5) Abnormal behaviour	(e) Computer literacy

اوپر دیئے گئے سوال میں موضوعات (Topics) اور کتابوں کے نام (titles of books) آمنے سامنے نہیں ہیں۔ ان کی درست ترتیب یوں ہو گی۔

Ans: Matching topics with titles:

Topics	Titles of books.
(1) Rains	(a) Seasons of Pakistan
(2) Smoke and dust	(b) Environmental Pollution
(3) E-mail	(c) Computer literacy
(4) Thieves	(d) Criminology
(5) Abnormal behaviour	(e) Child psychology

Why are carbohydrates important?

1. Ans: Carbohydrates are important because they provide the body with heat and energy.

2. What is the importance of Vitamin A in human body?
Ans: Vitamin A is important for healthy skin and eyes.

3. Why do people need proteins?
Ans: People need proteins because they build and repair body tissues. They are an important part of all the muscles, organs, skin and hair.

4. In general, why are nutrients important?
Ans: Nutrients are necessary for good health. They make the body healthy and active.

5. What are two examples of foods that have complete proteins?
Ans: Meat, fish, eggs, milk and cheese have complete proteins.

Descriptive paragraphs

بیانیہ مضامین

(1) How to make Green Tea?

First of all boil a cup of water. Place a green tea bag in a mug or if you have the green tea leaves add 2 teaspoons of the leaves to the cup. If you have a kettle, pour boiling water onto tea bag or tea leaves in the kettle. Always pour hot water on the tea bag/leaves and not tea into water. Then, cover the mug/lid of the kettle and let it steep for 2-3 minutes. Wait it stronger - steep for 5 minutes. Next, add some sugar. Finally, strain if using leaves. Your green tea is ready. After steeping the tea you can also add lemon juice and honey or just honey. You could chill this green tea and add to it a cup each of orange juice, pineapple juice, lemon juice, and sweeten it with

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☆☆☆☆

(2) My Summer Vacation

In Pakistan our summers are very hot. The students wait anxiously for summer vacation which normally start in the second week of June, every year. This long break relieves their minds of the routine life. This year, there were many proposals about how to spend the summer vacation. My parents were planning to visit our grand parents in the village. My friends wished to spend a full month in the northern Areas. Then, there came the last day before vacation and we left college in high spirits. Then alongwith my parents I planned first to spend the first two weeks with my grandparetns in a village near Multan. One sunny morning we reached there and were warmly welcomed. The next two weeks , enjoyed a complete natural and simple life of the village. I sat at tractor, walked in the green fields and ate simple, but delicious foods. We the cousins spent very joyful days. We talked so much, and laughed so much. Two weeks passed very quickly and then we returned home alongwith many sweet memories.

☆☆☆

(3) My Favourite City

Lahore is my favourine city. I live in Lahore, It is the capital of the Punjab province. It is the second largest city of Pakistan, Lahore is situated on the north and west by the Sheikhpura district, on the east by Wagah and on the south by Kasur district. The River Ravi flows on the northern side of Lahore. Its climate is hot with rainy and extremely hot summers and short and dry winters. During the months of

...perature reaches to 40-48 c0. In Lahore one can find public and private transport round the clock. This includes public buses as well as thousands of rickshaws, taxis and wagons. The reads in the city are well maintained.

Punjabi is the native language of the province and is the most widely spoken language in Lahore. English and Urdu are also popular with educated and younger, people. Lahore is famous for its historical buildings. The most famous are the Badshahi Mosque, Shahi fort, Minar-e-Pakistan, Tomb of Jahangir, Shalimar Garden, Lahore Museum etc. The tomb of the great poet Iqbal is also in Lahore beside the Badshahi mosque. Lahore is a beautiful city with a many gardens and parks. It is also a place of learning.

☆☆☆☆

(4) Mobile Phone

Day by day, we are observing various and faster changes being made in science and technology. The main reason for this phenomenon is the fact that world has become a global village and faster communication has become the need of the day. To cope with this faster advancement in science and technology, faster communication means are inevitable, so for this purpose the old landline system of phone has been proved inefficient. To overcome this difficulty Mobile Phone has made its place very quickly because it has all the facilities needed for the faster communication in this present age of global interactions. The first facility we enjoy from a mobile phone is that it is so handy that we can keep it in our pocket. With the advancement of mobile phone industry, now we can enjoy internet facilities through our

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mobile phone also. Apart from ...

phone is being used by the different professional purposes, such as banking, industry, police etc. Therefore, we can say the mobile phone has become a necessity for our daily life.

☆☆☆☆

(5) Different Sections of !!brary

Library is a place where different kinds of books are placed in an organized manner for the easy access of readers. Basically it has two departments. The first is administration under which the management looks after the administrative affairs. For this purpose, Chief Librarian, Superintendent and Chief Accountant are the main elements responsible for. The second department deals with the intellectual and academic activities under which the basic function is to issue the books and receive back to and from the members of the library. This is called issuing section. Although a library has different kinds of books which are placed according to the subject matter and some specific classification so that the readers may access them easily. Moreover there is Newspaper Section where latest and previous issues of newspapers are available. Nowadays in every library a section of E-Library is also established where Internet and E-Mail facilities are available for research purposes. There is also Childrens' Section where children are given opportunities to read their favourite books.

☆☆☆☆

Chapter - 9

Talking About Past

ماضی کے بارے میں باتیں کرنا

ہم سب کی ماضی کی کچھ یادیں ہوتی ہیں۔ اچھی یا بری، خوشگوار یا ناخوشگوار، پرمسرت یا افسردہ یادیں، ہمیں جب بھی ماضی یاد آتا ہے تو ہم اسکی خوشگوار یادوں میں کھو جاتے ہیں۔ ماضی کی باتیں کرتے ہوئے ہم اکثر اس قسم کے جملے استعمال کرتے ہیں۔

"کیا تمہیں وہ دن یاد ہیں.....؟" "وہ دن مجھے کبھی نہیں بھولے گا جب.....!

"ہاں! اس سے مجھے یاد آیا.....وغیرہ۔

انگلش میں ماضی کی بات کرتے ہوئے ہمیشہ فعل ماضی (Past Tense) کا استعمال ہوگا اور اس طرح کے Expressions استعمال ہوں گے۔

- ☆ As far as I remember _____
- ☆ I remember quite clearly _____
- ☆ That reminds me of _____
- ☆ That takes me back _____
- ☆ I'll never forget the time _____

اب نیچے ایک امتحانی پیراگراف دیکھئے جس میں اسی پیٹرن پر ماضی کی یادیں تازہ کی گئی ہیں۔

My Childhood Memories

I'll never forget the time when I lived in a small village very happily. I lived there with my parents. Among five children I was the youngest. My father was a small farmer. I got my primary education from the village primary school. It

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kind and hardworking. As far as I remember, I was a brilliant student.

I will never forget the sweet memories of the simple village life. We ate "Parathas" drank "Lassi" and at noon, slept under big, shady trees. Women picked cotton in the fields.

That reminds me of little pranks. (شوخیاں) We played innocent games like "hide and seek" and "Kolra Shapaki" in the moon-lit nights. There flew a canal near the village. Its water was cool and clean. That takes me back to the days when in summers, we used to bathe in the canal. Those were indeed golden days. Now, I'm grown-up, but I still remember the sweet, happy days, passed in the village. I do wish that those days, full of pleasure may come back.

نیچے ایک معروف خاتون بیگم محمودہ سلطانہ کا اپنے ماضی کے احوال پر مشتمل ایک بیان ہے۔ اسے پڑھ کر آخر میں دیئے گئے سوالات کے جوابات لکھنے کے لئے کہا گیا ہے۔

Begum Mahmooda Sultana

I was born in a poor Hindu family in a small town Hala, near Hyderabad, Sindh. My parents treated me equally as they treated my brother. They gave me the same education and allowed me to study in Hyderabad.

Oh! That takes me back to Hyderabad. In those days Hyderabad was a small, clean and beautiful city. Everybody knew everyone else, there were parks, clean and wide roads, libraries full with keen readers, fewer traffic, fewer shops and beautiful old houses with famous windcheaters on their roof tops. Now the city has changed, it is no more as clean and quiet as it was, the roads are bumpy, there's traffic on roads, shopping plazas have replaced parks, old houses have been pulled down.... The city has lost its character.

about myself! Yes I did my Masters in Architecture.... I started my career by being just a junior draughts person, sketching maps for a small time architect... but then I got my big break when I joined a group of activists who wanted to preserve Hyderabad's old buildings. We were a group of five, we worked day and night, making plans, drawing, suggesting changes and then we took our plans to the Sindh government who was impressed with our work. The government helped us by giving us the funds. We have since then preserved three major buildings, and our group has got the national attention. I received a price from the government of Pakistan for my work in preservation of historical buildings.

☆☆☆☆

Q1. You have just heard Begum Sultana's long description of her life. Let's see if you can fill in the following chart with the information about her.

Place of birth _____
Name of the city where she studied _____
Academic qualifications _____
First job _____
Nature of job _____
Later job _____
Nature of the later job _____

Ans:

Place of birth **Hala near Hyderabad**
Name of the city where she studied **Hyderabad**
Academic qualifications **Masters in Architecture**
First job **Junior draughts person**

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Later job Joined a group of activists

Nature of the later job To preserve Hyderabad's old buildings.

نیچے ایک انگلش کا پیراگراف دیکھئے اس کو پڑھ کر نیچے دیئے گئے سوالوں کے جواب دیجئے۔

INTRODUCTION

This article introduces you to a new way of looking at yourself and your skills in creating new relationships and maintaining the old ones. Whenever you meet and communicate with somebody you form a relationship. Understanding how relationships are set up, maintained and ended, is an interesting exercise. If you are interested in people, this article will help you to gain even more enjoyment from observing peoples behavior. Relationships affect everything you do. Developing greater insight into actions of others will help you have a deeper knowledge of your own personality and your reactions on others actions.

☆☆☆☆

Q2. Can you answer the following questions:

1 What is the article about?

2 Who is going to read this kind of an article?

3 Who do you think has written this article?

4 Which subject does this article cover?

ANS: Answer the following questions:

1. The article is about creating new relationships and maintaining the old one's.
2. Everybody who is interested in people and their relations will read this article.
4. ... covers the subject of people's behavior and their relationship.

The tale of an oak Tree

This story is about the birth of a tree, its growth and then its death. First the Oak tree was a tiny plant. There were many other plants around him. They were growing among huge trees. Their father, who had planted them, visited them everyday. He watered them daily. By and by the small plants grew in height and became big trees. The Oak was also one of them. Then one day some men came with axes. They were harsh and looked so cruel. They wanted to cut all the trees. The father argued. He told that the trees were useful for fresh air. But they did not listen. They were greedy. They wanted to sell the timber in market and earn money.

At last the trees were cut down. Then they were taken to the city. There a carpenter made many things out of them. The Oak tree was also made a window and fixed in a house. Now he could look at far off trees. He looked at them and remembered his own golden days. The story conveys a lesson that we must not cut the trees as they give us life --- clean air.

☆☆☆☆☆

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Chapter - 10

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FUNCTIONS

(فنکشنز)

فنکشن (Function) کا مطلب ہے، عمل یا کام یا کردار۔ اس کو آپ یوں سمجھیں کہ کوئی فقرہ کیا کام یا کردار ادا کر رہا ہے۔ یا کس مقصد کے لئے استعمال ہو رہا ہے۔ ہم جو بھی فقرہ بولتے یا لکھتے ہیں۔ اس میں کوئی نہ کوئی Function موجود ہوتا ہے۔ مثلاً "میں کل لاہور جانا چاہتا ہوں" اس فقرے میں ارادے کا اظہار ہے۔ اس کو intention کا فنکشن کہیں گے۔ یا "واہ! کتنا پیارا پھول ہے" اس میں تحسین یا Appreciation کا Function موجود ہے۔ یاد رکھیے کہ Functions والے سوال میں دیئے گئے الفاظ کو جملوں میں استعمال کرنا نہیں ہوتا۔ بلکہ اس لفظ کے اندر موجود فنکشن کا مفہوم یا مطلب ادا کرنے والا جملہ بنانا ہوتا ہے۔

ذیل میں آپ کے کورس میں شامل تمام اہم Functions کے جملے دیئے جا رہے ہیں۔ کئی Functions کے ایک سے زیادہ جملے بھی دیئے گئے ہیں۔ اگر امتحان میں ہر فنکشن کا ایک ایک جملہ بنانے کو کہا جائے۔ تو آپ صرف ایک ایک جملہ ہی لکھیے۔

1. **Warning: انتباہ۔ دھمکی**
   (i) Make sure that you never come late again.
   (ii) I will see you.
   (iii) On no account must you leave this place.

(i) I am planning to take a holiday this summer.
(ii) I intend to go to Murree.

3. **Preference: ترجیح**
   (i) I prefer milk to tea.
   (ii) Health is better than wealth.

4. **Regret: افسوس**
   (i) I'm sorry, I have lost your watch.
   (ii) He was sad at his great loss.

5. **Appreciation: داد دینا۔ تحسین**
   (i) What a beautiful sight!
   (ii) It's a cute baby.
   (iii) You look pretty in white dress.

6. **Thanks: شکریہ**
   (i) Thank you for the invitation.
   (ii) I'm grateful for your kind help.

7. **Condolence: اظہار افسوس۔ اظہار تعزیت**
   (i) I'm shocked at the sad news of your accident.
   (ii) I'm shocked at the death of your uncle.

8. **Suggestion: مشورہ**
   (i) You should take part in games also.
   (ii) You must sell this old car.
   (iii) How about going on a trip?

9. **Asking permission: اجازت طلب کرنا**
   (i) My I come in sir?
   (ii) Excuse me, could I take your pen?

10. **Complaining: شکایت کرنا**
    (i) Your son has broken our window pane.
    (ii) Your product was not up to the mark.

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11. Apologizing: معافی مانگنا
   (i) I'm sorry, I could not attend your party.
   (ii) Sir, excuse me for being late.

12. Declining invitation: دعوت کا انکار کرنا
   (i) I'd love to but I am expecting some guests at home.
   (ii) I'd love to join you, but I'm busy in my exams.

13. Expressing opinion: رائے کا اظہار کرنا
   (i) I think the question paper was quite easy.
   (ii) It seems to rain today.

14. Greeting: آداب کہنا
   (i) Hello Asad! How are you?
   (ii) Hello Nida! How do you do?

15. Request: درخواست کرنا
   (i) Would you please tell me the time?
   (ii) May I use your pen please?

☆☆☆

نوٹ: امتحان میں Functions والا سوال ایک دوسری طرح سے بھی آ سکتا ہے۔ یعنی کچھ فقرے دیئے گئے ہوں گے اور کہا جائے گا۔ کہ ہر فقرے کا فنکشن لکھیے۔ مثلاً

Q: Describe a suitable function of each of the following sentences:

مندرجہ ذیل فقرات میں سے ہر ایک کا مناسب فنکشن بیان کیجئے۔

(1) May I come in sir?
(2) I have got two brothers.
(3) I'm planing to go to Lahore next week.
(4) I prefer sunshine to rains.

dry today.

نوٹ: اوپر تمام Functions کا بغور مطالعہ کرنے کے بعد یقیناً آپ آسانی کے ساتھ ان فقرات کے الگ الگ فنکشن کا اندازہ لگا سکیں گے۔ مثلاً ان کے فنکشن یوں لکھیں گے۔

(1) May I come in Sir? (Asking permission)
(2) I have got two brothers. (Giving information)
(3) I'm planning to go to Lahore next week. (Expressing intention)
(4) I prefer sunshine to rain. (Preference)
(5) I hope the weather will be dry today. (Opinion)

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Chapter - 11

DIALOGUES

مکالمے

ڈیلاگ کا مطلب ہے۔ بات چیت یا گفتگو۔ آپ کی ٹیکسٹ بک کے تقریباً ہر باب میں ڈائیلاگز شامل ہیں۔ ان میں انگلش بول چال کے مختلف Structures اور زبان کے Functions ڈیلاگز کے ذریعے سمجھائے گئے ہیں۔ ڈائیلاگ امتحان کا نہایت اہم اور تقریباً لازمی سوال ہے۔ خیال رکھیے آپ ڈیلاگز کے کرداروں سے لمبی لمبی تقریریں مت کروائیے۔ بلکہ ڈیلاگ کے فقرے چھوٹے چھوٹے، بے ساختہ اور عام بول چال کے انداز میں ہونے چاہئیں۔ آگے دیئے گئے ڈیلاگز کا بغور مطالعہ کیجئے۔ ان میں بہت سے فقرے ایسے ہیں۔ جو کسی بھی ڈیلاگ میں لکھے جا سکتے ہیں۔ مزید چند فقروں کا اضافہ کر کے آپ کسی بھی Topic پر ڈائیلاگ لکھ سکتے ہیں۔

Q.1: A dialogue between you and your Class-Mate about greeting and Introduction.

تمہارے اور تمہارے کلاس فیلو کے درمیان مکالمہ۔
آداب وسلام اور تعارف سے متعلق

I: Hello Miss! ..... Good morning.

Class-mate: Good morning. I'm fine, thank you.

I: I'm Nadia. I'm from Lahore.

Class-mate: Are you a student?

I: Yes, I'm. And what about you?

Class-mate: I'm Sadia. I'm also a student. I live in Shadra.

I: It is a pleasure meeting you.

Class-mate: I'm also very happy to meet you.

I: Thank you. We're going to become good friends, are not we?

Class-mate: Yes, sure. Very good friends.

I: Sadia. There goes the bell. let's attend our class.

Class-mate: OK. Let's.

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Q.2: Write a dialogue of about 10 exchanges between you and a foreigner who is anxious to know about your country.

آپ اپنے اور ایک غیر ملکی کے درمیان دس فقروں پر مشتمل ایک مکالمہ لکھئے۔
جو آپ کے ملک کے بارے میں جاننے کا خواہش مند ہے۔

Foreigner: Hello Mr! Good morning.

I: Good morning Mr. _____

Foreigner: I'm John from Italy. I am a tourist. I intend to visit Pakistan.

I: I am Zahid. You're welcome here in our Pakistan. Surely you'll enjoy your visit.

Foreigner: What about modes of travelling سفر کے ذرائع here?

I: You may travel by air conditioned buses or

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Foreinger: Which parts of the country are worth seeing?

I: Every part of my country is beautiful. Lahore is famous for its historical buildings. In the north lie very beautiful hilly areas. We have K-2, the 2nd highest peak in the world.

Foreigner: it's really amazing. Anything else, I should visit?

I: Yes, the real beauty lies in the country side. You'll see there orchards, lush green fields, flowing streams and farmers working in the fields.

Foreigner: Thank you so much. I would like to see all this. Now Good bye.

I: Good bye and Take care.

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Q.3: Write a dialogue between you and your friend about the cricket match between Pakistan and India.

اپنے اور اپنے دوست کے درمیان پاکستان اور انڈیا کے درمیان کرکٹ میچ سے متعلق ایک مکالمہ لکھیے۔

I: Hello Ali, How are you?

Ali: Quite fine, thank you.

I: Ali! Did you see the match between Pakistan and India?

Ali: Oh yes, it was wonderful. Our players played well.

I: Yes, I think every Pakistani player showed very good

performance and we won the series.

Ali: Exactly, its credit goes to Muhammad Yousaf. He showed the best performance.

I: Yes, I agree with you. His wonderful batting turned the tables. پانسہ پلٹ دیا He broke all the world records.

Ali: Yes of course. We are proud of him.

I: But the last two batsmen did not play well. Asif could not even make a single.

Ali: I think the players should be given maximum practice before the test series.

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Q.4: Write a dialogue between two students about their preparation in the forthcoming examination.

آئندہ ہونے والے امتحان کی تیاری کے بارے میں دو دوستوں کے درمیان مکالمہ لکھیے۔

Nomi: Hello Asad! How are you?

Asad: I'm quite fine, thank you.

Nomi: What about the exams? Now they are quite at hand.

Asad: Yes, we must double our efforts.

Nomi: I think, I must not sit for the exam. I've not prepared yet. (ابھی تیاری نہیں کی)

Asad: Thank God. I'm well-prepared.

Nomi: I'm sick of English. I never do well in it.

Asad: How can you do well? You're always crazy about cricket. (کرکٹ کے لئے دیوانے)

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Nomi: What should I do ...

Asad: It's never too late. You must be serious to your studies. You should give up all useless activities. I'll also give you every help.

Nomi: Thank you Asad. You're always helpful.

Asad: May God succeed you!

Nomi: Aameen!

☆☆☆☆

Q.5: A dialogue between the two students who have just come out of the Examination Hall.

دو طلباء کے درمیان مکالمہ جو ابھی ابھی کمرہ امتحان سے باہر آئے ہیں۔

Ali: Hello Asad! How are you?

Asad: I'm fine, thank you.

Ali: But you look rather upset. What about the paper?

Asad: I think the paper was very tough (مشکل), wasn't it?

Ali: No,I think, the paper was quite easy. I attempted all the questions.

Asad: But I could no. do well. It's my bad luck. My real problem is that of English.

Ali: No, I think your real problem is cricket. Your are always crazy about cricket. You must tend to your studies.

Asad: Perhaps I've wasted more time in games. Now, I think it's too late, isn't it?

Ali: No, It's never too late, you must be serious to your studeis. I will also give you every help.

Asad: Thank you Ali. Yes, I must work pretty hard. And Inshalla I will do that.

Ali: May God bless you!

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Q.6: A dialogue between two friends about their future plans.

دو دوستوں کے درمیان مکالمہ۔ مستقبل کے منصوبوں کے بارے میں۔

Saba: Hello Sana, How are you?

Sana: I'm quite fine, thank you.

Saba: The exams are over. What do you plan next?

Sana: Now I'd do my masters in English. After that I intend to become a lecturer. I'd like to teach at college.

Saba: But I intend to join banking. I think they are well - paid.

Sana: I don't like banking. They are counting currency notes all the time. I'm fond of tecahing.

Saba: But why teaching?

Sana: It's my craze. You know most of our college teachers are not sincere to their work. They come to college, they chat and often they miss their classes. I want to change all that.

Saba: I wish you every success in life.

Sana: Thank you for that. good bye.

Saba: Good bye and take care.

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who are discussing the importance of English as an international language.

دو طلباء کے درمیان مکالمہ۔ انگریزی زبان کی اہمیت کے بارے میں

Sadia: Hello Sadaf, How are you?

Sadaf: I'm quite fine, thank you.

Sadia: Did you see the paper of English was very difficult?

Sadaf: Yes, it was. But luckily I did it well.

Sadia: But I could not do well. My main problem is that of English. I think we should get rid of English

Sadaf: How can we do that? English is the language of science and technology. How can we progress without English.

Sadia: But English has become a dreadful ghost for thousands of students like me.

Sadaf: English is not so difficult as you think. You should join some good academy. I will also give you every possible help.

Sadia: It's so kind of you. I should learn English. It's true that we can't do without English.

Sadaf: Don't worry, your English will improve quickly and you will get good marks next time.

Sadia: Insha - Allah I will do that.

Sadaf: Khuda Hafiz

Sadia: Khuda Hafiz

☆☆☆☆

his parents want him to be an engineer whereas his parents want him to be a doctor.

رضا انجینئر بننا چاہتا ہے جبکہ اُس کے والدین اسے ڈاکٹر بنانا چاہتے ہیں۔

Father: Congratulations my son! you've got A+ Grade in the Matric exams.

Mother: Thank God. It's a great pleasure indeed. You are great my son.

Raza: Thank you. I'm so thankful to Allah and both of you. I'm really happy.

Father: What do you plan next Raza? I think you should go into medicine.

Mother: Yes Raza, you should become a doctor.

Raza: Please my Dad and Mom, I intend to become an engineer. There are so many good doctors but good engineers are very few.

Father: Yes it's true my boy but I think medicine is more paying now-a-days. Then doctors are needed and respected everywhere.

Raza: But Dad, I think engineering is more challenging. It's my craze to design and errect some masterpieces on the soil of my motherland.

Mother: I think, we must consider and respect the wishes of our son. He is quite intelligent and sensible.

Father: Yes, I can realize. OK my boy. You may join engineering. We all wish you every success.

Raza: Thank you Mom, thank you Dad. I'm so grateful.

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GENERAL SKETCH OF A DIALOGUE

یہاں ڈائیلاگ کا ایک عام خاکہ دیا جا رہا ہے۔ یہ فقرے ہر ڈائیلاگ کے شروع میں اور آخر پر لگائے جا سکتے ہیں۔ درمیان میں خالی چھوڑی ہوئی جگہ پر عنوان (Topic) کے مطابق چند فقروں کا اضافہ کر کے آپ ڈائیلاگ مکمل کر سکتے ہیں۔



Saba: Asslam-o-Alaikum.
Sana: Wa-alaikum-us-salam.
Saba: How are you Sana?
Saba: I'm quite fine, thank you.
Saba: What's going on Now-a-days?
Sana: Nothing special, the same days and the same nights.
Saba: Did you see the paper was very difficult?
-ا- Did you see the cricket match between Pakistan and India?
-ب- Do you see the prices are rising every day?
Sana: Yes, I guite agree with you

(یہاں اپنی طرف سے فقرے لکھیں)

Saba: Let's sit and have a cup of coffee.
Sana: Yes, of course. What a nice idea!
(After coffee)
Saba: Hope to see you again.
Sana: Sure, you're welcome.
Saba: Good bye.
Sana: Good bye and take care.

☆ ☆ ☆ ☆ ☆ ☆

LETTERS

(خطوط)

Examination Hall کی طرح امتحانات کی طرح یاد رکھیے اپنے خط کو عام

City A.B.C اور وغیرہ کے الفاظ سے شروع مت کیجئے۔ بلکہ اپنا گھر کا ایڈریس،

شہر اور تاریخ وغیرہ کو اوپر دائیں ہاتھ چار لائنوں میں مکمل کیجئے۔ اور کوما اور فل

سٹاپ کا خاص خیال رکھیے۔ خط کی زبان کو بے ساختہ، سادہ اور آسان بنائیے۔

اور اس میں روزمرہ بول چال کا انداز اختیار کیجئے۔ عمر میں بڑے لوگوں کے ساتھ

خط میں مناسب آداب و احترام کا خیال رکھیے۔ اور ہم عمر لوگوں یا دوستوں کے

ساتھ مہذب بے تکلفی کا بے ساختہ انداز اپنائیے۔ خط کو بہت زیادہ طویل نہیں ہونا

چاہیے۔ صرف مطلب کی بات لکھیے۔ آگے دیئے گئے خطوط letters کا بغور

مطالعہ کیجئے اور پھر دوستوں، رشتہ داروں، والدین، بھائی، بہنوں، کزنز، انکل

اور آنٹی میں سے ہر ایک کے نام خط لکھنے کی مشق کیجئے۔ امید ہے اس طرح آپ

کو اپنے خیالات کے اظہار پر کافی حد تک قدرت حاصل ہو جائے گی۔

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Murree.

دوست کو خط۔ مری کی سیر کے لئے دعوت

House No. 28,
Canal Park,
Multan.
25th June, 2012.

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Dear Faraz,

We, some friends are planning to go to Murree next week. We will stay there for a week. Why don't you come and join us? It will be a great fun. I'm sure you'll enjoy the trip. We will have a good time together. Just say yes and then I'll inform you about the details of the programme. And don't forget to bring your camera with you.

All the best.

Yours,

Ali Hassan

☆☆☆☆

Q.2: Your friends invite you to go on a picnic but you can't go. Write a letter of apology with reason.

تمہارے دوست تمہیں پکنک کیلئے دعوت دیتے ہیں۔ لیکن تم جا نہیں سکتے۔ معذرت کا خط لکھئے اور وجہ بھی لکھیے۔

Muslim Town,
Lahore.
28 October, 2012.

Dear Sara,

Thank you very much for the invitation to the picnic. I'd love to join you but I'm very sorry, I can't, as I have an important exam the next week. I must prepare for it in the next few days.

I hope you all have a pleasant time.

All the best.

Yours,
Afshan.

☆☆☆☆

Q.3: Write a letter to your cousin congratulating him on his Birthday.

اپنے کزن کے نام خط لکھئے اور اُسے سالگرہ پر مبارکباد دیجئے۔

230 - D. Block,
Tehsil Chowk,
Chakwal.
25 October, 2012.

Dear Sadaf,

I am fine here. I hope you will be fine also. Today is your birthday. I congratulate you on this happy day. I am sorry I can't join you as I'm busy in my exams. I'm sending you a birthday gift. I hope, you will like it. I wish you a happy and bright future.

With love.

Yours,

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advisting him to avoid the company of bad boys.

اپنے چھوٹے بھائی کو خط لکھئے اور اسے برے لڑکوں کی صحبت سے بچنے کی تلقین کیجئے۔

House No. 25,
Canal Park,
Rawalpindi,
10 January, 2012.

My dear Ali,

I received a letter from mother only yesterday. I was shocked to know about your poor result in December Test. It was even more painful to hear that you move in the company of bad boys and do not tend to your studies.

My dear! You should keep in mind that a man is known by the company he keeps. The life of a student is the best age when he can make his career. Bad and idle boys will spoil you.

I advise you to avoid the company of bad boys. You should tend to your studies. I hope you will mend your ways and be a good boy.

Wish you every success in life.

Your loving sister,
Rabia.

☆☆☆☆

Q.5: You could not attend the marriage ceremony of your friend,s brother. Write a letter to your friend giving reasons for not attending the marriage ceremony.

تم اپنے دوست کے بھائی کی شادی کی تقریب میں شرکت نہ کرنے کی وجوہات بتائیے۔
خط لکھئے اور شادی کی تقریب میں شمولیت نہ کرنے کی وجوہات بتائیے۔

House No.45,
P.A.F. Colony,
Sargodha.
April 15, 2012

My dear Kashif,

I'm fine here. I hope you will be fine also. I'm very sorry that I could not attend the marriage ceremony of your elder brother. I know, you must be angry but please read on and I hope you will forgive me.

I was all ready to come but in the meanwhile our grandpa had a severe heart attack. He was taken to the hospital. We all rushed there. After eight long hours he came to his senses. We all thanked God. Now I was to late for the ceremony.

Once again I am sorry. I will come round and see you soon.

With love and best wishes
yours,
Zia-ul-Hasan

☆☆☆☆

Q.6: Write a letter to your friend inviting to spend his summer holidays with you.

اپنے دوست کو خط لکھئے اور اسے گرمیوں کی چھٹیاں اپنے ہاں گزارنے کی دعوت دیجئے۔

21-Hill Park,
Murree Road,
Nashera.

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My dear Ali,

I am fine here. I hope you will be fine also. Our college closed for Summer holidays yesterday. I invite you to come over here and spend your summer holidays with me. I'll show you my village. It is a small village among high hills and beautiful gardens. There are green slopes here and there. The weather is quite pleasant. Sure you will like it. I hope we will have a good time together. So do come and don't forget to bring your camera with you. I will receive you at the railway station.

With love

Yours,

Gul Nawaz

☆☆☆☆

Q.7: Write a letter to your friend congratulating him/her success in exams.

اپنے دوست کو خط لکھئے اور اسے امتحان میں کامیابی پر مبارکباد دیجئے۔

252-Hunza Block,
Shehzad Town,
Abbottabad.
May 15, 2012

My dear Sana,

Assalam-o-alaikum. I was very pleased to see your result of S.S.C in the gazette. You stand [illegible] list of your school. You will surely get scholarship. It is indeed a great success.

My dear, I am proud of you. I know you worked day and night and you deserved it. I congratulate you on your brilliant success. I am sending you a gift on this happy occasion. I hope you will like it. I wish you every success in life.

Pay my regards to your parents.

With love and best wishes.

Yours,

Tehreem Naz

☆☆☆☆

Q.8: Letter to friend about your future plans.

دوست کو خط۔ اپنے مستقبل کے منصوبوں سے متعلق

28 - D. Block,
Tehsil Chowk,
Chakwal.
28 December, 2010.

My dear Usman,

Asslam-o-Alaikum.

I am fine here. I hope you will be fine also. Your letter came to hand yesterday. You have asked me about my future plans.

I intend to become a teacher in future. So I will do B.A. and then B.Ed. I think our country is in great need of good teachers. I think we have teachers but real teachers are very few. Our people are poor and uneducated. There are many,

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teach them and lead them to a bright future. I think teaching is a very noble profession.

I would like to hear from you very soon.

All the best.

Yours,

Arshad Ali

☆☆☆☆

Q.9: Letter to Father about progress in studies.

والد کے نام خط۔ اپنی تعلیمی کارکردگی کے بارے میں

Iqbal Hostel,
University of Education
Lahore.
20 November, 2012.

My dear Father,

Aslam-o-Alaikum

I got your kind letter yesterday. You have asked me about my progress in studies. I am doing quite well in my studies. At college we have completed our courses. Now we are revising important chapters. Teachers give us tests every day. I am quite good at English, chemistry and Maths. In the last monthly test, I easily topped in these subjects. But I find pak-studies and physics rather tough. I am particularly attending to these subjects. I seek guidance of my teachers also.

Dad, I am working pretty hard and with the grace of God, I will succeed with flying colours.

Regards to dear mother and love to Nomi.

Your loving son,

Khalid Hassan

☆☆☆☆

Q.10: Letter to friend, telling him about the marriage ceremony of your brother.

دوست کو خط۔ اپنے بھائی کی شادی کی تقریب سے متعلق بتاتا

16-C-Block,
Tehsil Road,
Okara.
27th October, 2012.

Dear Saba,

I'm fine here. I hope you'll be fine also. With great delight I tell you about the marriage ceremony of my elder brother. It took place last Friday. It was a great function. Lots of relatives and friends came to attend the ceremony. The 'Barat' went to Lahore and we returned along with a sweet 'Bhabi' late at night. We, the girls enjoyed very much. Of course, it was a colourful and joyful event. I missed you so much. Soon I'll send you the movie.

With best wishes.

Yours very sincerely,

Sadaf

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Chapter - 15

PARAGRAPH

علامہ اقبال اوپن یونیورسٹی کے امتحانات میں عموماً سات آٹھ فقروں یا دس بارہ فقروں پر مشتمل پیراگراف لکھنے کے لیے آ سکتا ہے۔ آپ کے اردگرد پھیلی ہوئی دنیا میں کسی بھی شخص، کسی پیشے، کسی چیز یا کسی جگہ کے بارے میں پیراگراف آ سکتا ہے۔ مثلاً بھائی۔ بہن، دوست، خاندان، ہسپتال، ریلوے سٹیشن، چڑیا گھر، غروب آفتاب کا منظر یا کوئی بھی عنوان۔

ذیل میں مختلف پیراگراف دیئے گئے ہیں۔ ان کا بغور مطالعہ کیجئے۔ اور پھر اپنی مشاہدے کی قوت کو بروئے کار لاتے ہوئے اپنے اردگرد کسی بھی شخص، کسی منظر یا کسی بھی کار آمد چیز کے بارے میں چند چھوٹے چھوٹے فقرے بنانے کی مشق کیا کیجئے۔ تھوڑے دنوں کی مشق کے بعد یہ سوال مشکل نہیں رہے گا۔

(1) My House:

This is my house. It is a medium sized, beautiful house. My father bought it five years ago. It is in Sharif Park.

When we enter the house through the main gate, there is a drawing room on our left. Along the corridor, there are two bed rooms each with an attached bath. In the far end of the corridor, there is a kitchen. The store room is at the back of the kitchen. The windows of the rooms open into a courtyard. There are some flower beds and vegetable plants in

happy in this house.

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(2) My Father:

My father's name is Ghulam Nabi. He is about fifty. He is five feet, ten inches. He is fairly tall and handsome. He has fair complexion with round face. He has brown hair and black eyes. He has a graceful personality. He has a polite and pleasant nature. In habits and manners he is simple. He is really a great father. He is a good father and a sincere friend. He is very kind to us. He has given us everything. He works in a big firm. He is always honest to his duty. We are proud of our dear father.

☆☆☆☆

(3) My Elder Brother:

Umar is my edler brother. He is an MBA. He is 22. He works in an office. He is a tall, strong and handsome youngman. he wears pant and shirt. He dresses always neat and clean. We call him 'Babu'. Umar is honest and sincere to his duties. He is always helpful to others. He is a very loving and caring brother. He is obedient to parents. He takes us to different places of joy and interest at week-ends. He is cheerful and we all feel happy in his company.

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(4) My Younger Sister:

Nadia is my younger sister. She is eleven. She is a

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small, pretty girl. She is in class six. She always gets good position in her class. She is very cheerful and naughty but very obedient. She helps mother in cooking. She is always helpful to her elder sisters. She dresses neat and clean. Mother calls her 'Shehzadi' Father says her our 'Good Luck'. She loves little kids very much. She is really a loving sister. She is very dear to all of us.

☆☆☆☆

(5) My Family:

I'll never forget the time when I lived in a small village very happily. I lived there with my parents. Among five children I was the youngest. My father was a small farmer. I got my primary education from the village primary school. It consisted of two rooms and two teachers. The teachers were kind and hardworking. As far as I remember, I was a brilliant student.

I will never forget the sweet memories of the simple, village life We ate "Parathas" drank "Lassi" and at noon, slept under big, shady trees. Women picked cotton in the fields.

That reminds me of little pranks.(شوخیاں)We played innocent games like "hide and seek" and "Kolra Shapaki" in the moon-lit nights. There flew a canal near the village. Its water was cool and clean. That takes me back to the days when. In summers, we used to bathe in the canal. Those were indeed golden days. Now, I'm grown-up, but I still remember

the ... passed in the village.

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(6) My Village:

I live in Nurpur. It is a beautiful small village. It is about 6km from Noshera. There are high hills and green orchards around my village. A stream also flows beside the village. Most of the villages are farmers. They grow crops like sugar-cane and wheat. They grow fruits and vegetables also. Many young men are serving in the armed forces. There is a middle school for girls in my village. Boys go to Noshera for schooling. There is a grand, beautiful mosque in my village. The people are simple and hardworking. They all live like good Muslims.

☆☆☆☆

(7) My City:

I live in Lahore. It is a very big city. It is capital of the Punjab province. Lahore is a beautiful city. It is called the city of gardens and colleges. We see two civilizations living side by side in Lahore. One is that of old Lahore. The other is that of new Lahore. There are many historical buildings here. They include Badshahi Mosque, Shahi Fort, Shalimar Garden, Tomb of Jehangir etc., Bhati, Lohari and Akbari represent old Lahore. Now Lahore wears a modern look with many new, grand buildings. The Mall Road and Anarkali are busy commercial centers of Lahore. Lahore is a unique city of

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(8) My friend (Nida):

Nida is my best friend. She is 19 years old. She is tall and slim. She has black hair and blue eyes. She looks pretty. Nida is my class fellow. She is hardworking and intelligent. Her father is a teacher. Her mother is a house wife.

Nida is very cheerful and co-operative. She helps me in my studies. She takes care of her younger ones. She helps her mother in house hold work. She is fond of cooking. She is polite in manners. Nida is a very sincere friend.

☆☆☆☆

(9) My Neighbour:

Mr. Ali Ahmad is my neighbour. He is a bank officer. He is about forty. He is tall and handsome. He has curly brown hair and black eyes. He has a graceful personality. Mr. Ali Ahmad has pleasant nature. He is polite in manners. His job is hard but he has kind word for every one.

Mr. Ali Ahmad has two sons and two daughters. His wife Safia is a house wife. She is very kind and loving. Mr. Ali Ahmad is a nice fellow and a very good neighbour. We share our joys and sorrows and live like close relatives.

☆☆☆☆

(10) My Daily Routine:

I wak up at 5:00 in the morning. First I take a shower. Next I go into the kitchen and prepare breakfast. After that I wake up my yonger ones. Meanwhile I get dressed and join the family for breakfast. Afterwards I go to my college. I read there till 2:00 p.m. Finaly I reach home at about 2:30. Then the whole family eat lunch together. After that I say prayer and take some rest. Later I do my home work till 7:30 p.m. At about 8 p.m. the whole family dine together. Then I watch some drama on T.V. Finally, after 'Eisha' prayer at about 10:00 pm I go to sleep.

☆☆☆☆

(11) The Happiest Days of My Life :

I live in a village. I belong to a poor family of peasants. My father is a farmer. In the whole family, I was the first to do F.Sc, pre-medical. Luckily I was a brilliant student and I took good grades in all the examination. I did my F.Sc. with distinction in the Board. Then all our relatives from far and wide came to congratulate me. They brought me sweets and clothes. They also gave me money. They all were happy and congratulated me and my parents on my great progress.

Among them I was sitting like a prince. I was feeling a great pride. These were the happiest moments of my life. That day we had a great feast. My parents cooked sweet dishes for the guests. My mother, sorrunded by relative women was taking pride in telling that her son would become a great doctor and treat the relative patients without charging any fee. Now it's my first year in medical. Insha Allah, I will compplete my courses with distinction and then I have to

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fulfil my mother's promises made to ...

☆☆☆☆

(12) Distance Education فاصلاتی تعلیم

Distance education is a modern concept. It aims at providing education to those who can't attend the classes regularly. In Pakistan AIOU is playing a vital role in distance learning. It helps working men and women to improve their qualification without disturbing their jobs. Students, who can't afford high fees of colleges and universities can get education through AIOU within reasonable fee.

AIOU offers courses through semester system. Students solve assignments and send to their tutors. At the end of every semester there is an exam. AIOU offers a wide range of courses from Matric to Ph.D. The students are helped in their studies through tutors, Radio and T.V. Programmes.

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(13) A Recipe پکانے کی ترکیب

Method:

First boil milk and reduce it to half. Then add chopped almonds, pistachios etc. After that sift flour with baking soda and salt on a dry board. Make a hole in the centre and then break an egg in it. Now mix it with dry hands (don't add water), roll it and make small balls. Later, put them one by one ... them for two to three minutes. Then cool them and carefully take them out in the serving bowl. Finally serve cold.

☆☆☆☆

(14) A Road Accident:

It was Sunday. I was at home. I took my bike and went to bazar. I wanted to buy some books and vegetables. When I reached a crossing, the traffic light turned red. All the traffic stopped. But a young boy on motorbike did not stop. He was in a great hurry میں بہت جلدی. The traffic polic tried to stop him. In the meanwhile he hit into a jeep. His bike was turned turtle اُلٹ گیا. The boy got serious injuries سخت چوٹیں آئیں. The police caught him and took to the hospital. It was a sad accident. It was the result of rash driving تیز رفتاری.

☆☆☆☆

(15) My Childhood:

We are a middle class family. I was born in a small village near Sahiwal. Among five children I was the youngest. My father was a small farmer. I got my primary education from the village primary school. It consisted of two rooms and two teachers. The teachers were kind and hardworking. As far as I remember, I was a brilliant student.

I will never forget the sweet memories of the simple, village life We ate "Parathas" drank "Lassi" and at noon, slept

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under big, shady trees. Women picked cotton in the fields.

That reminds me of little pranks (شوخیاں) We played innocent games like "hide and seek" and "Kolra Shapaki" in the moon-lit nights. There flew a canal near the village. Its water was cool and clean. In summers, we used to bathe in the canal. Those were indeed golden days. Now, I'm. grown-up, but I still remember the sweet, happy days, passed in the village.

☆☆☆☆

(16) The Scene of Sunset:

The most beautiful scene of the day is the sunset. When the sun sinks in the western sky, its golden rays light up the green fields and tall trees. The clouds above the sky begin to glow with a golden light and the mountains are of lovely, purple colour. The scene of sunset in the country side is much more charming. The farmers along with their cattle return homes with fascinating sounds (دل ربا آوازیں) of the ringing bells. In a few moments the clouds change from gold to red and the sun looks like a huge burning ball. Then slowly a sheet of darkness prevails over (دھاپ لیتی ہے) everything and the stars come out one by one in the sky.

☆☆☆☆

(17) Pollution:

Pollution means an "undesirable change" in the environment. Pollution means all those negative changes that must have noticed different changes, positve or negative that have taken palce around you, such as waste or garbage thrown in the streets, a lot of traffic noise and fumes in the atmosphere.All these negative changes have caused pollution in the environment and have brought ugliness around us.

Increasing pollution has become a grave problem in our country. A sheet of dirty smoke and harmful gases has covered our big cities. The result is that it is destroying our air, water, earth and even our lives.

Massive cutting (بے تحاشا کٹائی) of trees has also given rise to carbon dioxide which causes pollution. All the factories and mills give off smoke and gases as part of their operation. It causes harmful effect on the health of the people living around. Modern industrialization (صنعتوں کا پھیلاؤ) is the main cause of pollution. If pollution is not checked, it would endanger animal and human life on the earth. Tree plantation movement should be started on national level as trees decrease pollution.

☆☆☆☆

(18) A True event of my life:

Life is a mixed blend of joys and sorrows. But sorrows leave a deeper impression on life.

It was in my childhood that one morning my mother got ready to see my aunt who lived in Multan. I also insisted on going with her. So she took me and we both started for the

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reached Multan. Here at the bus stand there was a great rush.

It was my bad luck that I lost hold of my mother's hand. I started crying. I did not know what to do? In the meanwhile a kind old man picked me and tried to find my mother. Thank God, soon we found out her. She was crying and looking for me around the same bus. She was overjoyed to see me. I will never forget this strange incident of my life.

☆☆☆☆

(19) Life History of A factory worker:

Akbar works in a factory. It is a textile mill. His father was also a factory worker. He could not afford. Thus Akbar could not study much. After Matric he started working in the factory.

Akbar is in the spinning department (دھاگہ کاتنے والا شعبہ). Here fine thread comes out of the machines and twists round the pools. (چرخیوں پر لپٹتا ہے) He has to stand by it for hours. When some thread breaks, he picks its both ends, twists them and then joins them together. Sometimes he feels sleepy. But he has to be alert. It is a hard job. Akbar says, "I will make my children get high education. They will not work in a factory."

☆☆☆☆

(20) Life of A Farmer:

Our huge population lives in villages. Pakistan, infact is a land of farmers. A farmer lives a hard life. It is he who produces grains for the whole nation. He works from dawn to dusk. (صبح سے شام تک) He is always busy in tilling the land, sowing seeds, watering and reaping crops.

morning. He goes to his fields. There he ploughs the fields for hours long. He often takes his breakfast in the fields. His breakfast is very simple. It includes (شامل ہوتی ہے) "tandoori roti", pickle اچار and 'lassi'. After breakfast he again gets busy in his work.

A farmer produces food grains with a very hard labour. But he never gets his dew reward. He has to sell his grains at a low price in the market. The real profit is taken away by the middle man. A farmer lives a very simple life. He enjoys no holidays and other facilities of life. He feeds the whole nation. But he lives from hand to mouth. Due to poverty his children go without education. At noon, after hard labour, for a while he sits under a shady tree. He looks at his fields and hopes for good days. But good days never come in his life.

☆☆☆☆

(21) What I did last Sunday,? OR How I spent last Sunday?

Last Sunday I got up early in the morning. After the 'Fajar' prayer I went to the nearby park and had a walk. After breakfast I got a good news. My uncle was coming from Multan with family. It was going to be a great fun. At about 11:00 a.m. We received them with great joy. Then there were cold drinks, ice-cream and so on. In the afternoon the two families dined to-gether. Then we, the cousins arranged our own 'Mehfil'. We talked so much and laughed so much. The day passed quickly. In the evening the guests left and a very happy day came to an end.

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It is the age of computers. Today computers have become the need of every home and every person. A computer is an electronic device. It solves problems by processing data according to instructions. The computers have brought a revolution in every field of life. they have many, many advantages. They are helping human beings in every field of life. they are being used in business, commerce and industry. They are also working in banks, hospitals, colleges and universities. Even a small grocer has a computer to assist him. It helps a designer to design plazas, bridges and huge buildings. It is working as a fast worker in markets and shopping centres.

A computer has a very powerful memory. A small disk can store in it a lot of material and many books. A computer has some demerits also. Data saved in a computer is not safe at all. A tiny virus can damage and wash away very very valuable data in no time. Moreover internet run by computers has so many advantages as well as disadvantages. Our young generation is crazy about internet. They waste a lot of time in chatting and other harmful uses of computer and internet. We can conclude that computer is a great invention of this age. We must use it for the betterment of mankind.

☆☆☆☆

(23) My Favourite Teacher:

Miss Farhat is my favourite teacher. She is M.A. B-Ed. She is working as vice-principlal. She teaches us English. She teaches well. She has full grip over her subject. Her lessons

is very kind to her students. She is affectionate (شفیق) and co-operative.

Miss Farhat is a pretty young lady of about 30. She is fairly tall, slim and elegant. She has smooth hair and fair complexion. She wears simple but graceful dress. She looks a real scholar. She is simple in manners and habits.

Miss Farhat is a devoted teacher. She is always hopeful and cheerful. For these qualities. She is respected and loved by her students.

☆☆☆☆

(24) My Tutor:

Miss Yasmin is my English tutor. She is M-A-B-ED. She is tall, slim and elegant. Her complexion is fair. She is a pretty, young lady of about 30 with smooth hair. She wears simple but graceful dress. she looks elegant and a real scholar.

Miss Yasmin is simple in manners and habits. She is religious minded. She pays her duty with full devotion. She has full grip over her subject. Her lessons are always full of life. She is always hopeful and cheerful. For these qualities she is not only respected and obeyed but also loved by her students.

☆☆☆☆

(25) A visit to a beautiful Place:

Last summer I visited Murree. I went there with my family. We wanted to enjoy the pleasant weather خوشگوار موسم of the hill station. We planned to go by a jeep. We packed our bags with dresses, shoes, soaps, towels, cameras and a lot of other things. We reached. Murree in the afternoon. We stayed

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there at a nice hotel. [illegible] the evening we walked on the Mall. It was crowded with people. The night was quite cold.

The next day we enjoyed the snow fall. We threw snowballs at each other. The trees were covered with snow fall. It was a wonderful scene. After a week we returned home, full of sweet memories.

☆☆☆☆

(26) My ctivities of the Last weekend:

Last weekend I planned to visit my grandparents, Dada Abbu and Dadi Amman, who live in a village near Sahiwal. My two uncles and a gang of cousins also live there. I reached there at about 10 am. They all were glad to find me among themselves. My grandparents were particularly very happy to see me. They kissed me and patted me again and again. I sat beside them and enquired about their health. I passed a great deal of time in their company.

In the afternoon the whole family dined together. The lunch consisted of "Tandori Roti" and "Sag". It was quite delicious. After lunch all the cousins held their own 'Mehfil'. It was full of 'hungama'. We talked so much and laughed so much. After 'Asar' we walked to the green fields. There we enjoyed ourselves with sugarcane and 'Kinos'. The day passed quickly. Next morning I returned home filled with sweet memories.

☆.....☆.....☆☆☆.....☆.....☆

TENSES

نوٹ: Tenses کا سوال امتحان میں دو طرح سے آ سکتا ہے۔ یا تو دو یا تین مختلف Tenses کے پانچ پانچ فقرے لکھنے کو کہا جائے گا۔ یا پھر دیئے گئے فقرات کو دوسرے Tenses میں بدلنے کو کہا جائے گا۔ آپ سے توقع کی جاتی ہے کہ پچھلی جماعتوں میں آپ نے Tenses کو کافی حد تک سمجھ لیا ہوگا۔ تاہم اعادہ کیلئے یہاں Tenses کو مختصراً بیان کیا جا رہا ہے۔

(1) Present Indefinite Tense

اُردو میں پہچان:

اُردو فقروں کے آخر میں "تا ہے، تی ہے، تے ہیں" جیسے الفاظ آتے ہیں۔ مثلاً

وہ ہر روز سیر کو جاتا ہے۔ ہم اپنے والدین کی عزت کرتے ہیں۔

سلمیٰ کھانا پکاتی ہے۔ میں تمہارا انتظار کرتا ہوں۔

انگلش میں بنانے کا طریقہ:

(i) You, I اور جمع فاعل کے ساتھ صرف پہلی فارم لگائیں۔

(ii) واحد فاعل کے ساتھ پہلی فارم اور ES یا S بھی لگائیں۔

مثلاً:

(1) He goes out for a walk daily.

(2) We respect our parents.

(3) Salma cooks food.

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(4) I wait for you.

سوالیہ فقرے:

(i) You, I اور جمع فاعل والے فقروں کے شروع میں Do اور آخر میں سوالیہ نشان لگائیں اور فقرے میں صرف پہلی فارم استعمال کریں۔

(ii) واحد فاعل کے فقروں کے شروع میں Does لگائیں اور صرف پہلی فارم مثلاً:

(1) Does he go out for a walk daily?
(2) Do we respect our parents?
(3) Does Salma cook food?
(4) Do I wait for you?

نفی فقرے:

(i) You, I اور جمع فاعل والے فقروں میں do not کے ساتھ پہلی فارم لگائیں۔

(ii) واحد فاعل والے فقروں میں does not کے ساتھ پہلی فارم لگائیں۔ مثلاً:

(1) He does not go out for a walk daily.
(2) Salma does not cook food.
(3) I do not wait for you.

☆☆☆☆

(2) Past Indefinite Tense

اُردو میں پہچان:

اُردو فقروں کے آخر میں "الف، ی، ے" جیسے حرف یا "تھا۔ تھی۔ تھے" جیسے الفاظ آتے ہیں مثلاً

ہم کل چڑیا گھر گئے تھے۔ نسیمہ نے خط لکھا۔ تم لاہور گئے تھے۔

انگلش میں بنانے کا طریقہ:

واحد یا جمع تمام قسم کے فاعل کے ساتھ دوسری فارم لگائیں مثلاً

(2) Nasima wrote a letter.
(3) You went to Lahore.

سوالیہ فقرے:

فقرے کے شروع میں Did اور آخر میں سوالیہ نشان لگائیں۔ اور پہلی فارم استعمال کریں۔ مثلاً

(1) Did we go to zoo yesterday?
(2) Did Nasima write a letter?
(3) Did you go to Lahore?

نفی فقرے:

did not کے ساتھ پہلی فارم لگائیں۔ مثلاً

(1) We did not go to zoo yesterday.
(2) Nasima did not write a letter.
(3) You did not go to Lahore.

☆☆☆☆

(3) Future Indefinite Tense

اُردو میں پہچان:

اُردو فقروں کے آخر میں گا، گے، گی جیسے الفاظ آتے ہیں۔ مثلاً

امیر غریبوں کی مدد کریں گے۔ میں جھوٹ نہیں بولوں گا۔

ہم ضرور میچ جیت لیں گے۔

انگلش میں بنانے کا طریقہ:

I اور We کے ساتھ shall اور پہلی فارم لگائیں۔ باقی تمام کے ساتھ will کے ساتھ پہلی فارم لگائیں۔

نوٹ:

اگر ضرور یا ارادے کا مطلب بیان کرنا ہو تو I اور we کے ساتھ will اور باقی تمام کے

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ساتھ will/shall

(1) The rich will help the poor.
(2) I shall not tell a lie.
(3) We will win the match.

سوالیہ فقرے:

will یا shall کو فقرے کے شروع میں لگائیں اور آخر میں سوالیہ نشان لگائیں۔ مثلاً

(1) Will the rich help the poor?
(2) Shall I not tell a lie?
(3) Will we win the match?

نفی فقرے:

will یا shall کے بعد not لگا دیں۔ مثلاً

(1) The rich will not help the poor.
(2) I shall not tell a lie.
(3) We will not win the match.

☆☆☆☆

(4) Present Continuous Tense

اُردو میں پہچان:

اُردو فقروں کے آخر میں "رہا ہے، رہی ہے، رہے ہیں" جیسے الفاظ آتے ہیں مثلاً

بارش ہو رہی ہے۔ میں سچ بول رہا ہوں۔ لڑکیاں پھول توڑ رہی ہیں۔

انگلش میں بنانے کا طریقہ:

Are یا Am یا Is کے ساتھ پہلی فارم اور ing لگا دیں۔ مثلاً

(1) It is raining.
(2) I am speaking the truth.
(3) Girls are plucking flowers.

سوالیہ فقرے:

are یا am یا is کو فقرے کے شروع میں لگائیں اور آخر میں سوالیہ نشان لگائیں۔ مثلاً:

(1) Is it raining?
(2) Am I speaking the truth?
(3) Are girls plucking flowers?

نفی فقرے:

are یا am یا is کے بعد not لگائیں۔ مثلاً

(1) It is not raining.
(2) Girls are not plucking flowers.

☆☆☆☆

(5) Past Continuous Tense

اُردو میں پہچان:

اُردو فقروں کے آخر میں "رہا تھا"۔ "رہی تھی"۔ "رہے تھے" جیسے الفاظ آتے ہیں۔ مثلاً

بچے شور مچا رہے تھے۔ سورج بادلوں کے پیچھے چھپ رہا تھا۔
وہ اپنے بالوں میں کنگھی کر رہی تھی۔

انگلش میں بنانے کا طریقہ:

was یا were کے ساتھ پہلی فارم اور ing لگائیں۔ مثلاً

(1) The children were making a noise.
(2) The sun was setting behind clouds.
(3) She was combing her hair.

سوالیہ فقرے:

was یا were کو فقرے کے شروع میں لگائیں اور آخر میں سوالیہ نشان لگائیں۔ مثلاً:

(1) Were the children making noise?
(2) Was the sun setting behind clouds?

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منفی فقرے:

was یا were کے بعد not لگائیں۔ مثلاً

(1) The children were not making a noise.
(2) The sun was not setting behind clouds.
(3) She was not combing her hair.

☆☆☆☆

(6) Future Continuous Tense

اُردو میں پہچان:

اُردو فقروں کے آخر میں "رہا ہوگا۔ رہی ہوگی۔ رہے ہوں گے" جیسے الفاظ آتے ہیں۔ مثلاً سورج غروب ہو رہا ہوگا۔ وہ اپنا فرض ادا کر رہے ہوں گے۔ میں تمہارا ساتھ دے رہا ہوں گا۔

انگلش میں بنانے کا طریقہ:

shall be یا will be کے ساتھ پہلی فارم اور ing لگا دیں۔ مثلاً

(1) The sun will be setting.
(2) They will be doing their duty.
(3) I shall be standing by you.

سوالیہ فقرے:

صرف shall یا will کو فقرے کے شروع میں لگائیں اور آخر میں سوالیہ نشان لگائیں۔ مثلاً:

(1) Will the sun be setting?
(2) Will they be doing their duty?
(3) Shall I be standing by you?

منفی فقرے:

shall یا will کے بعد not لگائیں۔ مثلاً

(2) They will not be doing their duty.
(3) I shall not be standing by you.

☆☆☆☆

(7) Present Perfect Continuous Tense

اُردو میں پہچان:

اُردو فقروں کے آخر میں "رہا ہے، رہی ہے، رہے ہیں" جیسے الفاظ آتے ہیں۔ اور وقت کا ذکر ضرور آتا ہے۔ مثلاً

صبح سے بارش ہو رہی ہے۔ تم دو گھنٹے سے ٹی۔ وی دیکھ رہے ہو۔
میں کئی ہفتوں سے تمہارے خط کا انتظار کر رہا ہوں۔

انگلش میں بنانے کا طریقہ:

has been یا have been کے ساتھ پہلی فارم اور ing لگائیں۔ اور وقت کے لئے for یا since لگائیں۔ متعین وقت یعنی صبح، شام 1980ء، 25 دسمبر وغیرہ کیلئے since لگائیں۔ اور غیر مقررہ وقت یعنی دو گھنٹے، چار دن، کئی ہفتے وغیرہ کیلئے for لگائیں۔ مثلاً

(1) It has been raining since morning.
(2) You have been watching T.V for two hours.
(3) I have been waiting for your letter for many weeks.

سوالیہ فقرے:

صرف has یا have کو فقرے کے شروع میں لگائیں۔ اور آخر میں سوالیہ نشان مثلاً:

(1) Has it been raining since morning?
(2) Have you been watching T.V for two hours.
(3) Have I been waiting for you for your letter many weeks?

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منفی فقرے:

have یا has کے فوراً بعد not لگائیں۔ مثلاً

(1) It has not been raining since morning.
(2) You have not been watching T.V. for two hours.
(3) I have not been waiting for your letter for many weeks.

☆☆☆☆

(8) Past Perfect Continuous Tense

اُردو میں پہچان:

اُردو فقروں کے آخر میں "رہا تھا، رہی تھا، رہے تھے" جیسے الفاظ آتے ہیں۔ اور وقت کا ذکر ضرور آتا ہے۔ مثلاً

(1) ہم کئی سال سے اپنا وقت ضائع کر رہے تھے۔
(2) مادیہ دوپہر سے کھانا بنا رہی تھی۔

انگلش میں بنانے کا طریقہ:

had been کے ساتھ پہلی فارم اور ing لگا دیں۔ اور وقت کیلئے since یا for لگائیں۔ مثلاً:

(1) We had been wasting our time for many years.
(2) Nadia had been cooking since noon.

سوالیہ فقرے:

صرف had کو فقرے کے شروع میں لگا دیں۔ اور آخر میں سوالیہ نشان لگائیں مثلاً

(1) Had we been wasting our time for many years?
(2) Had Nadia been cooking since noon?

منفی فقرے:

had کے فوراً بعد not لگائیں۔ مثلاً

(1) We had not been wasting our time for many years.
(2) Nadia had not been cooking since noon.

☆☆☆☆

(9) Future Perfect Continuous Tense

اُردو میں پہچان:

اُردو فقروں کے آخر میں "رہا ہوگا، رہی ہوگی، رہے ہوں گے" جیسے الفاظ آتے ہیں۔ اور وقت کا ذکر ضرور آتا ہے۔ مثلاً

(1) ہم کئی دن سے آپ کا انتظار کر رہے ہوں گے۔
(2) بچہ صبح سے رو رہا ہوں گا۔

انگلش میں بنانے کا طریقہ:

shall have been یا will have been کے ساتھ پہلی فارم اور ing لگا دیں اور وقت کے لئے for یا since لگائیں۔ مثلاً

(1) We shall have been waiting for you for many days.
(2) The baby will have been crying since monring.

سوالیہ فقرے:

صرف shall یا will کو فقرے کے شروع میں لگائیں اور آخر میں سوالیہ نشان۔ مثلاً

(1) Shall we have been waiting for you for many days?
(2) Will the baby have been crying since morning?

منفی فقرے:

shall یا will کے فوراً بعد not لگائیں۔ مثلاً

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days.

(2) The baby will not have been crying since monring.

☆☆☆☆

(10) Present Perfect Tense

اُردو میں پہچان:

اُردو فقروں کے آخر میں "چکا ہے۔ چکی ہے۔ چکے ہیں" یا "لیا ہے۔ لیے ہیں۔" جیسے الفاظ آتے ہیں۔ مثلاً

(1) ہم یہ میچ جیت چکے ہیں۔ یا ہم نے یہ میچ جیت لیا ہے۔

(2) وہ اپنا وعدہ پورا کر چکا ہے۔

(3) موسم برسات شروع ہو چکا ہے۔

انگلش میں بنانے کا طریقہ:

have/has کے ساتھ تیسری فارم لگا دیں۔

نوٹ: You, I اور جمع فاعل کے ساتھ have اور واحد غائب کے ساتھ has لگائیں۔ مثلاً

(1) We have won this match.

(2) He has fulfilled his promise.

(3) The rainy season has set in

سوالیہ فقرے:

have/has کو فقرے کے شروع میں لگا دیں۔ اور آخر میں سوالیہ نشان مثلاً:

(1) Have we won this match?

(2) Has he fulfilled his promise?

(3) Has the rainy season set in?

منفی فقرے:

have/has کے بعد not لگائیں۔ مثلاً

(1) We have not won the match.

(2) He has not fulfilled his promise.

(3) The rainy season has not set in.

☆☆☆☆

(11) Past Perfect Tense

اُردو میں پہچان:

اُردو فقروں کے آخر میں چکا تھا، چکے تھے، چکی تھی یا لیا تھا، لیے تھے جیسے الفاظ آتے ہیں۔ مثلاً

(1) سلیم نے پہلے ہی خط ڈاک میں ڈال دیا تھا۔

(2) میرے گھر پہنچنے سے پہلے بارش تھم چکی تھی۔

(3) میرے آنے سے پہلے تم جا چکے تھے۔

انگلش میں بنانے کا طریقہ:

عام طور پر یہ Tense اسی صورت میں استعمال ہوتا ہے۔ جب ماضی میں دو کاموں کے ہونے کا ذکر ہو۔ جو کام پہلے ختم ہو چکا ہو اس کے لئے had کے ساتھ فعل کی تیسری فارم لگائیں۔ اور جو کام بعد میں ختم ہو۔ اس کا ترجمہ Past Indefinite میں کریں۔ یعنی سادہ فقرے کی صورت میں دوسری فارم لگائیں۔ مثلاً

(1) Saleem had already posted the letter.

(2) The rain had stopped before I reached home.

(3) You had gone before I came.

سوالیہ فقرے:

had کو فقرے کے شروع میں لگائیں اور آخر میں سوالیہ نشان لگائیں۔ مثلاً:

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(2) Had the rain stopped before I reached home?

(3) Had you gone before I came?

نفی فقرے:

had کے بعد not کا اضافہ کر دیں۔ مثلاً

(1) Saleem had not already posted the letter.

(2) The rain had not stopped before I reached home.

(3) You had not gone before I came.

☆☆☆☆

(12) Future Perfect Tense

اردو میں پہچان:

اردو فقروں کے آخر میں چکا ہوگا، چکے ہوں گے، چکی ہوگی، یا لیا ہوگا، لیے ہوں گے۔ جیسے الفاظ آتے ہیں مثلاً

(1) تمہارا بھائی گھر پہنچ چکا ہوگا۔

(2) اس کے آنے سے پہلے میں نے خط لکھ لیا ہوگا۔

(3) ہمارے پہنچنے سے پہلے تم کام ختم کر چکے ہوگے۔

انگلش میں بنانے کا طریقہ:

will have یا shall have کے ساتھ تیسری فارم لگائیں۔ اور اگر فقرے میں مستقبل میں دو کاموں کے ہونے کا ذکر ہو تو جو کام پہلے ختم ہو اس حصے کا ترجمہ اسی Tense میں کریں یعنی will have یا shall have کے ساتھ تیسری فارم لگائیں۔ اور جو کام بعد میں واقع ہو۔ اس حصے کا ترجمہ Present Indefinite میں کریں۔ مثلاً

(1) Your brother will have reached home.

(2) I shall have written a letter before he comes.

(3) You will have finished work before we reach.

نوٹ: will یا shall کے علاوہ might، may، would کے ساتھ تیسری فارم لگا دینے سے بھی یہ Tense بنا لیتے ہیں۔ مثلاً

(1) Boys may have won the match.

(2) She might have written a letter.

(3) They would have bought new books.

سوالیہ فقرے:

صرف will یا shall کو فقرے کے شروع میں لگا دیں۔ اور آخر میں سوالیہ نشان لگائیں مثلاً

(1) Will you brother have reached home?

(2) Shall I have written a letter before he comes?

(3) Will you have finished work before we reach?

نفی فقرے:

will یا shall کے فوراً بعد not لگا دیں۔ مثلاً

(1) Your brother will not have reached home.

(2) I shall not have written a letter before he comes.

(3) You will not have finished work before we reach.

☆☆☆☆

ضروری نوٹ

Tenses میں جہاں کہیں shall کا استعمال ہوا ہے۔ وہاں اگر will لگا دیا جائے تو غلط نہیں ہوگا۔ فنکشنل انگلش میں will ہی استعمال ہوتا ہے اور I اور We کے ساتھ اس کی مختصر شکل (short form) یوں بنتی ہے۔ I'll یا We'll

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اب Tenses سے متعلق امتحانی قسم کا سوال دیکھئے۔

Q: Write five sentences with each of the following to make it clear.

(1) Present Continuous

(2) Past Perfect

نوٹ: یہاں دیئے گئے دو Tesnes کے پانچ پانچ فقرے بنانے کو کہا گیا ہے۔ جن سے ہر دو Tenses کی مکمل وضاحت ہو جائے۔ اس مقصد کے لئے سادہ، سوالیہ اور نفی ہر طرح کے فقرے بنائے جائیں گے۔ اس سوال کا حل نیچے دیکھئے۔

(1) Present Continuous:

(i) He is writing a letter now.

(ii) My brother is working in Saudi Arabia.

(iii) Are you going to help her?

(iv) They are not making a noise.

(v) My brother is helping me in my studies now-a-days.

☆☆☆

(2) Past Perfect:

(i) She had already finished her work.

(ii) I knew that someone had opened my safe.

(iii) The train had left before we reached the station.

(iv) Had something stolen before you reached the office?

(v) The rain had not stopped before we reached home.

==========

اب Tenses والے سوال کی ایک اور امتحانی شکل دیکھئے۔

...owing sentences first into.

(a) Present Perfect Tense and then into

(b) Present Continuous Tense

(1) He gives me money.

(2) I write a letter to my father.

(3) Children play cricket.

(4) I buy fresh vegetables.

(5) You read it beautifully.

اب اس سوال کا حل دیکھئے۔

(a) Change into Present Perfect Tense.

(1) He has given me money.

(2) I have written a letter to my father.

(3) Children have played cricket.

(4) I have bought fresh vegetables.

(5) You have read it beautifully.

(b) Change into Present Continuous Tense.

(1) He is giving me money.

(2) I am writing a letter to my father.

(3) Children are playing cricket.

(4) I am buying fresh vegetables.

(5) You are reading it beautifully.

☆.....☆.....☆☆☆.....☆.....☆

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Chapter - 15

PASSIVE VOICE

فعل معروف (Active Voice) وہ ہوتا ہے جس میں کام کرنے والا معلوم ہو۔
مثلاً اسلم خط لکھتا ہے۔

Aslam writes a letter.

یہ فعل معروف Active Voice کا فقرہ ہے۔ کیونکہ اس کا فاعل "اسلم" موجود ہے۔

فعل مجہول (Passive Voice) وہ ہوتا ہے جس میں کام کرنے والا معلوم نہ ہو۔
مثلاً خط لکھا جاتا ہے۔

A letter is written.

یہ فعل مجہول Passive Voice کا فقرہ ہے۔ کیونکہ فاعل کے بغیر بھی یہ مکمل ہے۔ زباندانی میں اکثر Passive Voice کی ضرورت پڑتی ہے۔ ہم کئی بار اس قسم کے فقرے پڑھتے اور سنتے ہیں۔ مثلاً آج کل چیزیں مہنگے داموں فروخت کی جاتی ہیں۔ نتیجے کا اعلان کل کیا جائے گا۔ طلباء کو چھٹی کے بارے میں بتایا گیا تھا۔ یہ تمام فعل مجہول یا Passive Voice کے فقرے ہیں۔

Active Voice کو A.V. یا Passive Voice کو P.V. میں تبدیل کرتے ہوئے مندرجہ ذیل اصول یاد کیجئے۔

(1) A.V. کے subject کو object کی جگہ لے جائیں اور اس سے پہلے لفظ by لگائیں۔

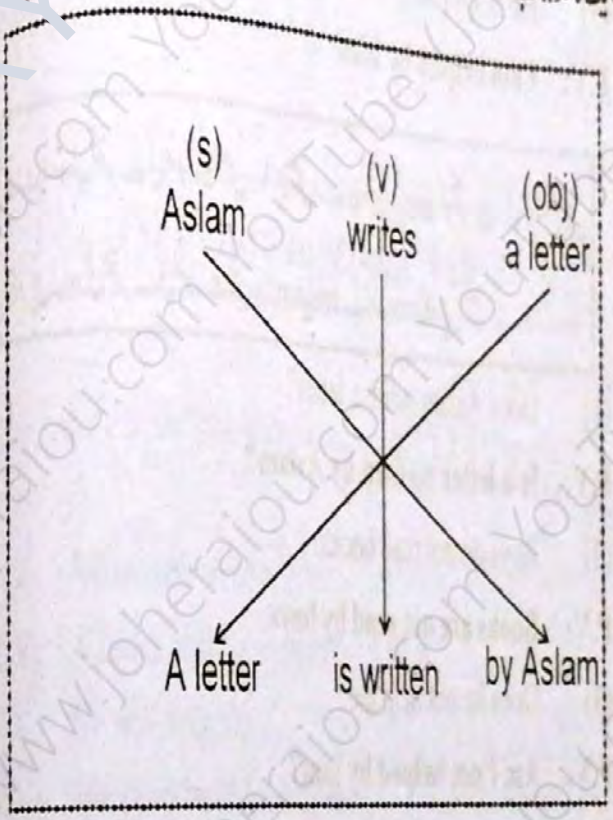
(2) A.V. کے object کو subject کی جگہ پر لے آئیں۔

(3) Verb کو اسی جگہ رہنے دیں۔ Passive Voice میں ہمیشہ verb کی تیسری فارم استعمال ہوگی۔

(4) اگر کوئی Pronoun ہو تو اسکی تیسری حالت بنا کر لگائیں۔ I subject یا were, was, are, am, is سے پہلے verb

(5) زمانے (Tense) کے لحاظ سے had been, have been, has been, had, have, has, will be یا being وغیرہ استعمال کریں۔

مثلاً اوپر دیئے گئے فارمولے سے Passive Voice بنانے کیلئے یہ خاکہ ذہن کے ایک کاغذ پر بنا لیجئے۔



اب ہر Tense کا الگ الگ Passive Voice بنانا سیکھتے ہیں۔

یاد رکھیئے بارہ میں سے کل آٹھ Tenses کے Passive Voice بن سکتا ہے۔ جن کی تفصیل درج ذیل ہے۔

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(1) Present Indefinite Tense

P.V. بنانے کا طریقہ:

اس Tense کا P.V. بنانے کے لئے am، is، are کے ساتھ تیسری فارم لگا دیں۔ مثلاً

(1) Aslam writes a letter.

P.V: A letter is written by Aslam.

(2) Boys read books.

P.V: Books are read by boys.

(3) He helps me.

P.V: I am helped by him.

نوٹ: سوالیہ فقرے کی صورت میں P.V. میں سے am، is، are کو فقرے کے شروع میں لگا دیں۔ اور نفی فقرے کی صورت میں am، is، are کے بعد not لگا دیں مثلاً

(1) Does Aslam write a letter?

P.V: Is a letter written by Aslam?

(2) Boys do not read books.

P.V: Books are not read by boys.

(3) Does he not help me?

P.V: Am I not helped by him?

☆☆☆☆

(2) Past Indefinite Tense

قاعدہ:

اس Tense کا P.V. بناتے ہوئے was، were کے بعد تیسری فارم لگائیں۔ مثلاً:

(1) Aslam wrote a letter.

(2) He helped us.

P.V: We were helped by him.

نوٹ: سوالیہ فقرے کی صورت میں was، were کو فقرے کے شروع میں لگا دیں۔ اور نفی فقرے کی صورت میں was، were کے بعد not لگا دیں مثلاً

(1) Did Aslam write a letter?

P.V: Was a letter written by Aslam?

(2) He did not help us.

P.V: We were not helped by him.

☆☆☆☆

(3) Future Indefinite Tense

قاعدہ:

اس Tense کا P.V. بناتے ہوئے will be یا shall be کے ساتھ تیسری فارم لگائیں۔ مثلاً

(1) Aslam will write a letter.

P.V: A letter will be written by Aslam.

(2) He will help us.

P.V: We shall be helped by him.

نوٹ: سوالیہ فقرے کی صورت میں صرف will یا shall کو فقرے کے شروع میں لگائیں۔ اور نفی فقرے کی صورت میں will یا shall کے فوراً بعد not لگائیں۔ مثلاً

(1) Will Aslam write a letter?

P.V: Will a letter be written by Aslam?

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P.V: We shall not be helped by him.

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(4) Present Continuous Tense

قاعدہ:

am,is,are کے ساتھ being اور تیسری فارم لگائیں۔ مثلاً

(1) Aslam is writing a letter.

P.V: A letter is being written by Aslam.

(2) He is helping us.

P.V: We are being helped by him.

نوٹ: سوالیہ فقرے کی صورت میں صرف am,is,are کو فقرے کے شروع میں لگائیں۔ اور نفی فقرے کی صورت میں am,is,are کے فوراً بعد not لگا دیں۔ مثلاً

(1) Is Aslam writing a letter?

P.V: Is a letter being written by Aslam?

(2) He is not helping us

P.V: We are not being helped by him.

☆☆☆☆

(5) Past Continuous Tense

قاعدہ:

اس Tense کا P.V. بناتے ہوئے was,were کے ساتھ being اور تیسری فارم لگائیں۔ مثلاً

(1) Aslam was writing a letter.

P.V: A letter was being written by Aslam.

(2) He was helping us.

P.V: We were being helped by him.

نوٹ: سوالیہ فقرے کی صورت میں صرف was,were کو فقرے کے شروع میں لگائیں۔ اور نفی فقرے کی صورت میں was,were کے فوراً بعد not لگائیں۔ مثلاً

(1) Was Aslam writing a letter?

P.V: Was a letter being written by Aslam?

(2) He was not helping us.

P.V: We were not being helped by him.

☆☆☆☆

(6) Present Perfect Tense

قاعدہ:

اس Tense کا P.V. بناتے ہوئے has been,have been کے ساتھ تیسری فارم لگائیں۔ مثلاً

(1) Aslam has written a letter.

P.V: A letter has been written by Aslam.

(2) He has helped us.

P.V: We have been helped by him.

نوٹ: سوالیہ فقرے کی صورت میں صرف has,have کو فقرے کے شروع میں لگائیں۔ اور نفی فقرے کی صورت میں has,have کے فوراً بعد not لگائیں۔ مثلاً

(1) Has Aslam written a letter?

P.V: Has a letter been written by Aslam?

(2) He has not helped us.

P.V: We have not been helped by him.

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(7) Past Perfect Tense

قاعدہ:

اس Tense کا P.V. بناتے ہوئے had been کے ساتھ تیسری فارم لگائیں۔

مثلاً

(1) Aslam had written a letter.

P.V: **A letter had been written by Aslam.**

(2) He had helped us.

P.V: **We had been helped by him.**

نوٹ: سوالیہ فقرے کی صورت میں صرف had کو فقرے کے شروع میں لگائیں اور نفی فقرے کی صورت میں had کے بعد not لگائیں۔ مثلاً

(1) Had Aslam written a letter?

P.V: **Had a letter been written by Aslam?**

(2) He had not helped us.

P.V: **We had not been helped by him.**

☆☆☆☆

(8) Future Perfect Tense

قاعدہ:

اس Tense کا P.V. بناتے ہوئے shall have been یا will have been کے ساتھ تیسری فارم لگائیں۔ مثلاً

(1) Aslam will have written a letter.

P.V: **A letter will have been written by Aslam.**

(2) He will have helped us.

P.V: **We shall have been helped by him.**

نوٹ: سوالیہ فقرے کی صورت میں صرف will یا shall کو فقرے کے شروع میں لگائیں۔ اور نفی فقرے کی صورت میں will یا shall کے فوراً بعد not لگائیں۔ مثلاً

(1) Will Aslam have written a letter?

P.V: **Will a letter have been written by Aslam?**

(2) He will not have helped us.

P.V: **We shall not have been helped by him.**

☆☆☆☆

Passive Voice of Imparative Sentences

(حکمیہ فقرات کا Passive Voice)

مثالیں:

(1) Ring the bell.

P.V: **Let the bell be rung.**

(2) Open the door.

P.V: **Let the door be opened.**

(3) Polish your shoes.

P.V: **Let your shoes be polished.**

قاعدہ:

حکمیہ فقرات کا P.V. بناتے ہوئے سب سے پہلے لفظ "let" لگائیں پھر object کے بعد be اور تیسری فارم لگائیں۔ نفی فقرے کی صورت میں be سے پہلے not لگائیں۔ مثلاً

(1) Do not break this glass.

P.V: Let this glass not be broken.

(2) Don't beat the dog.

P.V: Let the dog not be beaten.

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Passive Voice کا "Who" والے فقروں کا

نوٹ:

Who والے فقرے کا Passive Voice بناتے ہوئے سب سے پہلے who کی جگہ By Whom لگائیں۔ اس کے بعد فقرے کا Tense کے مطابق Passive Voice بنائیں۔ مثلاً

(1) Who broke your slate?

P.V: By whom was your slate broken?

(2) Who was calling you?

P.V: By whom were you being called?

☆☆☆☆

مشق کے لئے ذیل میں دیئے گئے فقرات کو Passive Voice میں تبدیل کیجئے۔ یہ فقرات امتحانی پیپرز میں سے لئے گئے ہیں۔ پہلے خود کوشش کیجئے۔ کہیں مشکل پیش آئے۔ تو حل شدہ Passive Voice سے ملا کر دیکھ لیجئے۔

(1) Shakespeare wrote Hamlet.

(2) We built our house last year.

(3) They will inform you tomorrow.

(4) My parents taught me to read and write.

(5) My mother born me in 1980.

(6) They are playing hockey.

(7) We love Pakistan.

(8) They have finished their project.

(9) Catches win matches.

(10) No one is hearing the sound.

(11) Somebody can mend this door easily.

(12) They will hold a reception in his honour.

(13) Somebody has already shut the door.

(14) Buy a pen from your pocket money.

(15) Who has eaten the cake?

(16) Beginners make such mistakes.

(17) Someone opened the door suddenly.

(18) The boy kicked the ball.

(19) He is buying this shop.

(20) Open the window.



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Passive Vocie:

(1) Hamlet was written by Shakespeare.

(2) Our house was built by us last year.

(3) You will be informed by them tomorrow.

(4) I was taught to read and write by my parents.

(5) I was born by my mother in 1980.

(6) Hockey is being played by them.

(7) Pakistan is loved by us.

(8) Their project has been finished by them.

(9) Matches are won by catches.

(10) The sound is being heard by no one.

(11) This door can be mended easily by somebody.

(12) A reception will be held in his honour by them.

(13) The door has already been shut by somebody.

(14) Let a pen be bought from your pocket money.

(15) By whom has the cake been eaten?

(16) Such mistakes are made by beginners.

(17) The door was opened suddenly by someone.

(18) The ball was kicked by the boy.

(19) This shop is being bought by him.

(20) Let the window be opened.

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Chapter - 16

DIRECT - INDIRECT

کسی شخص کی بات کو دوسروں کے سامنے بیان کرنے کے دو طریقے ہیں:

(1) بات کرنے والے کے منہ سے نکلے ہوئے الفاظ ہو بہو ہرائے دیئے جائیں۔ اس کو روایت لفظی یا Direct Speech کہتے ہیں۔ مثلاً

اس نے کہا "میں جا رہا ہوں۔"

He said, "I am going."

(2) بات کرنے والے کا مطلب اپنے الفاظ میں بیان کر دیا جائے۔ اس کو روایت معنوی Indirect Speech کہتے ہیں۔ مثلاً

اس نے کہا کہ وہ جا رہا تھا۔

He said that he was going.

ڈائریکٹ کو ان ڈائریکٹ میں تبدیل کرتے ہوئے فقرے میں تین قسم کی تبدیلیاں واقع ہوں گی۔

(1) Tense کی تبدیلی

(2) Pronoun کی تبدیلی

(3) کچھ الفاظ یا فقرے کی بناوٹ میں تبدیلی

اب ان تبدیلیوں کے بارے میں الگ الگ بات کرتے ہیں۔

(1) Tense کی تبدیلی

ان ڈائریکٹ بناتے ہوئے Tense کی تبدیلی کے بارے میں تین باتیں یاد رکھنی ضروری ہیں۔

(1) اگر Commas سے باہر لکھا ہوا فعل (Reporting Verb) زمانہ حال یا مستقبل میں ہو تو اندر (Reported Speech) کے فعل کے زمانے پر کوئی اثر نہیں پڑے گا۔ مثلاً

(i) He says, "He is a good boy." Direct
He says that he is a good boy. Indirect

(ii) He will say, "Aslam can go." Direct
He will say that Asalm can go. Indirect

(2) اگر Commas سے باہر لکھا ہوا فعل (Reporting Verb) زمانہ ماضی میں ہو تو اندر (Reported Speech) کے تمام فعل ماضی میں تبدیل ہو جائیں گے۔ اور اگر اندر پہلے سے ماضی موجود ہے تو وہ ماضی بعید (Past Perfect Tense) میں تبدیل ہو جائے گا۔ اندر کا ماضی بعید تبدیل نہیں ہو سکتا۔ مثلاً

(i) He said, "Saleem does that work." (Direct)
He said that Saleem did that work. (Indirect)

(ii) He said, "Sajid will do that work." (Direct)
He said that Sajid would do that work. (Indirect)

(iii) He said, "Naz came at dinner time." (Direct)
He said that Naz had come at dinner time. (Indirect)

(iv) Shaheen said, "It was snowing." (Direct)

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(v) He said, "Anas had gone there." (Direct)

He said that Anas had gone there. (Indirect)

(3) اگر Commas کے اندر کوئی عالمگیر صداقت (Universal Truth) بیان کی جائے تو اس کا زمانہ کبھی تبدیل نہیں ہوتا خواہ یا ہر فعل ماضی بھی کیوں نہ ہو۔ مثلاً

He said, "The earth is round." (Direct)

He said that the earth is round. (Indirect)

مندرجہ ذیل فقرات کو پڑھیے اور ان میں Tense کی تبدیلی پر غور کیجیے۔

(1) He says, "You are a good boy."

He says that you are a good boy.

(2) I shall say, "She brought a book."

I shall say that she brought a book.

(3) I said, "I am going to college."

I said that I was going to college.

(4) I said, "Ajmal will do that."

I said that Ajmal would do that.

(5) You said, "Honesty is the best policy."

You said that honesty is the best policy.

(6) He said, "He went to college."

He said that he had gone to college.

(7) He said, "Khalid was working hard."

He said that Khalid had been working hard.

(8) I said to Zohra, "She has done well."

I told Zohra that she had done well.

(9) You said to me, "I will give you my pen."

You told me that you would give me your pen.

(10) The man said to you, "My pen has been broken by you."

The man told you that his pen had been broken by you.

(11) She said, "You are a good man."

She said that he was a good man.

(12) I said, "Khalid, I will help you.

I told Khalid that I would help him.

(13) She said, "I shall come tomorrow."

She said that she would come the next day.

(14) She said, "No, I will not go there."

She said that she would not go there.

(15) He said, "Yes, I shall come."

He said that he would come.

(16) She said to her teacher, "Sir, it is very difficult."

She told her teacher respectfully that it was very difficult.

(17) She said to us, "Good morning".

She greeted us, or she said good morning to us.

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Pronoun (2) کی تبدیلی

ان ڈائریکٹ بناتے ہوئے Pronoun کی تبدیلیوں کے بارے میں مندرجہ ذیل باتیں یاد رکھیں۔

(i) Commas کے اندر کا First Person یعنی I, We وغیرہ Commas کے باہر والے subject کے مطابق بدلے گا۔ مثلاً

He says, "I am ill".

He says that he is ill. *(indirect)*

(ii) Commas کے اندر کا Second Person یعنی you وغیرہ commas کے باہر کے object کے مطابق بدلیں گے۔ مثلاً

He says to me, "You are going".

He says to me that I am going. *(Indirect)*

(iii) اگر commas کے اندر third person یعنی he, she, they وغیرہ ہو تو وہ تبدیل نہیں ہوگا۔ مثلاً

He says, "She is going."

He says that she is going. *(Indirect)*

نوٹ: Pronoun کی ان تینوں قسم کی تبدیلیوں کا مختصر کلیہ نیچے دیے گئے لفظ (SON) میں دیکھیے۔

(I) (II) (III)

S O N

S کو یعنی Ist Person یعنی subject کے مطابق بدلیں۔

O کو یعنی Object یعنی IInd Person کے مطابق بدلیں۔

N میں IIIrd Person یعنی No change یعنی کوئی تبدیلی نہیں ہوگی۔

Interrogative Sentences
سوالیہ جملے

سوالیہ فقروں کو انڈائریکٹ بناتے ہوئے مندرجہ ذیل اصول ذہن میں رکھیں۔

(1) that استعمال نہیں ہوگا۔

(2) سوالیہ فقروں کو سادہ فقرے بنا کر تبدیل کریں گے۔ مثلاً

(1) Why are you crying? *(Interrogative)*

(2) Why you are crying. *(Statement)*

(3) جن فقروں میں سوالیہ (Question-words) لفظ مثلاً what، why، how، when، where، whom، who وغیرہ نہ ہوں ان کو سادہ بنا کر یا if یا whether کا اضافہ کرتے ہیں۔ مثلاً

(1) Are you ill? *(Interrogative)*

(2) If + you are il. *(Indirect)*

(4) باہر کا فعل ask ہوگا۔

مندرجہ ذیل مثالوں کو غور سے پڑھیے۔

(1) Ali said to his father, "Where are you going?"

Ali asked his father where he was going.

(2) Ali said to his father "Are you going?"

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(3) She said to me, "Why do you weep?"
She asked me why I wept.

(4) She said to me, "Do you weep?"
She asked me if I wept.

(5) The officer said to him, "How old are you?"
The officer asked him how old he was.

(6) He said to them, "Can you help me?"
He asked them if they could help him.

(7) I said to him, "Are you ready?"
I asked him whether he was ready.

(8) He said to me, "Who went out?"
He asked me who had gone out.

Imperative Sentences
حکمیہ جملے

یہ وہ فقرے ہیں جن میں کسی کام کرنے یا نہ کرنے کو کہا جائے ایسے فقروں کی خاص پہچان یہ ہے کہ یہ عموماً فعل کی پہلی فارم سے شروع ہوتے ہیں ان کی تبدیلی کے لیے یہ اصول ذہن میں رکھئے۔

(1) that استعمال نہیں ہوگا۔

(2) فعل کی پہلی فارم (حکمیہ) سے پہلے to کا اضافہ ہوگا۔ فقرہ نفی میں ہو تو do not کو ہٹا کر not to لگائیں۔

(1) I said, "Polish my shoes."
I ordered (him) to polish my shoes.

(2) I said to my friend, "Come here at 6 O'clock."
...y friend to come there at 6 O'clock.

(3) He said, "Please do not run so fast."
He requested not to run so fast.

(4) My father said to me, "Do not waste your time."
My father advised me not to waste my time.

☆☆☆☆

Exclamatory Sentences
استعجابیہ جملے

جن فقروں میں تعجب، حیرت، افسوس یا خوشی کا اظہار کیا جائے ان کو Indirect بنانے وقت ذیل کی چند باتیں یاد رکھئے۔

(1) جذبہ، غم یا مسرت ظاہر کرنے والے الفاظ Hurrah, Alas, Oh وغیرہ کو ہٹا کر that استعمال کریں۔

(2) باہر کے فعل کی بجائے اظہار مسرت کے لئے Exclaim with joy اظہار غم Eclaim with اور اظہار حیرت کے لیے Exclaim with sorrow wonder استعمال کریں۔

(3) حیرت ظاہر کرنے والے فقروں کو پہلے سادہ بنالیں اور پھر Indirect بنائیں۔

(4) فعل، پرونا ؤن اور دیگر الفاظ کی تبدیلیاں بدستور ہوں گی۔

مندرجہ ذیل فقرات کو غور سے پڑھئے اور اصول سمجھنے کی کوشش کیجئے۔

(1) He said, "Hurrah! I have got the first Prize."
He exclaimed with joy that he had got the first prize.
(Indirect)

(2) He said, "Alas! my son has failed."
He excalimed with sorrow that his son had failed.
(Indirect)

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(3) She said, "Alas!"
She exclaimed with sorrow that she had been very foolish. (Indirect)

(4) She said to me "Hurrah! I am successful."
He exclaimed with joy to me that she was successful. (Indirect)

(5) He said, "What a pretty flower it is!"
He exclaimed with wonder that it was a very pretty flower. (Indirect)

(6) You said, "How fine the day is!
You exclaimed with wonder that it was a very fine day. (Indirect)

(7) She said, "What a fool I am!"
She exclaimed with wonder that she was a great fool. (Indirect)

Optative Sentences
دعائیہ جملے

وہ فقرے جن میں کسی دعا یا خواہش کا اظہار کیا جائے انہیں Direct سے Indirect میں تبدیل کرتے وقت مندرجہ ذیل باتوں کو ذہن میں رکھئے۔

(1) باہر کے فعل کو فقرے کے معنوں کے اعتبار سے pray، wish یا curse میں بدل دیں۔

(2) Exclamation کے نشان (!) کی بجائے فل سٹاپ استعمال کریں۔

(3) that استعمال ہوگا۔

(4) Indirect بنانے سے پہلے فقرے کو Statement یعنی سادہ فقرے میں تبدیل کرنا ضروری ہے۔ یعنی may کو اندر اصل فعل سے پہلے لکھو۔

Optative Sentence: May he succeed.

Simple Setence: He may succeed.

(5) فعل، پروناؤن اور دیگر الفاظ کی تبدیلیاں بدستور ہوں گی۔

(6) خواہش ظاہر کرنے والے الفاظ would that، oh that، wish that ہٹا دیں اور باہر فعل wish استعمال کریں۔

(7) خواہش کے فقروں میں were واحد بھی ہے جمع بھی ہے بدلنے کی ضرورت نہیں۔

مندرجہ ذیل فقرات کا غور سے مطالعہ کیجئے۔

(1) He said, "My you live long!"
He prayed that he might live long.

(2) I said to her, "May you succeed in your life!"
I wished that she might succeed in her life.

(3) The mother siad to her son, "May God bless you with a son!"
The mother prayed for her son that God might bless him with a son.

(4) The begger said to me, "May you go to hell!"
The begger cursed that I might go to hell.

(5) He said to me, "Would that you were rich!"
He wished that I were rich.

(6) He said, "Would that I were a king!"
He wished that he were a king.

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Some important Questions from the Text Book (386)

ٹیکسٹ بک (386) سے چند اہم سوالات

Q.1: Suppose you are in passengers lounge waiting for the train. How would you start conversation with the person sitting next to you?

فرض کیجئے آپ مسافروں کی انتظار گاہ میں ہیں۔ اور ٹرین کا انتظار کر رہے ہیں اپنے ساتھ بیٹھے ہوئے شخص کے ساتھ آپ کیسے بات چیت شروع کریں گے؟

Ans: Greetings and Introduction :

I: Hello! Good morning, how are you?

Passenger: Good morning. I'm fine, thank you.

I: I'm Rahat Saeed. I am 30. I am going to Multan to see my grandparents.

Passenger: Happy to meet you. I am Qasim. I am 20. I'm also going to Multan. I study there in the medical college.

I: I work in a medicine company. I love music.

Passenger: I love painting. Happy to meet you. Hope to have a good journey.

I: Our train is here. Let's get in.

Passenger: Okay, take care.

☆☆☆☆

Q.2: Answer the following questions. You can either agree or disagree.

مندرجہ ذیل سوالات کے جوابات لکھئے۔ آپ ان سے متفق ہیں یا غیر متفق۔

Ans: Agreement or Disagreement :

1. We need to be educated in order to develop as a nation.

Ans: Yes, I quite agree, as only educated nations like U.K., America, Japan etc. are making progress in the world.

2. **Cricket is very popular in our country.**

Ans: Yes, you say right as we see the young people playing cricket on busy roads in our country.

3. **Poor construction material was used in the Margalla Towers.**

Ans: No, it is not true, Margalla Towers were smashed down due to a pwerful bomb blast.

4. **Dirty water affects our health.**

Ans: Yes, it is quite right, dirty water causes lot of diseases like hepatitis, diarrhoea etc.

5. **Writing practice improves handwrting.**

Ans: Exactly it is true as practice makes us perfect.

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Ans: It's quite right as smoking causes lungs cancer and injures our health.

7. **We have good engineers in Pakistan.**

Ans: Indeed it is true our engineers have done miracles and erected many a masterpiece like Terbela Dam, Wapda House and many more.

8. **Morning walk is very useful.**

Ans: I quite agree with it, we breathe in the fresh morning air and draw oxygen into our lungs that is quite healthful.

9. **In winters people stay indoor.**

Ans: Of course not, winters or summers, people come out and work for their livelihood.

10. **Money improves life style.**

Ans: Yes, it's rather true, we can see that the life style in posh areas is quite different than that of the shabby areas.

☆☆☆☆

Q.3: Complete the following short dialogues with appropriate experssions of pleasure.

مندرجہ ذیل مختصر مکالموں کو مناسب اظہار مسرت کے کلمات سے مکمل کیجئے۔

(i) ***Ahmad:***
I'm getting married next week.
Umar:
_____

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Friend-1:
I've brought a birthday gift for you.
Friend-2:
_____

(iii) ***Wife:***
Our child has pased the exam.
Husband:
_____

(iv) ***Son:***
I've got merit scholarship.
Father:
_____

(v) ***Mother:***
I have made your favourite dish.
Daughter:
_____

Answer:

(i) ***Ahmad:***
I'm getting married next week.
Umar:
That's very good. Accept my congratulations.

(ii) ***Friend-1:***
I've brought a birthday gift for you.
Friend-2:
I'm so happy. Thank you very much.

(iii) ***Wife:***
Our child has pased the exam.
Husband:
It's a great pleasure. Let's celebrate.

(iv) ***Son:***
I've got merit scholarship.
Father:
Well done my boy, It's very great. Let's thank God.

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I have made your favourite dish.

Daughter:

I'm so happy. Thank you.

☆☆☆☆

Q.4A: Read unit 3 and suggest how would you seek permission from people given in the bracket.....

Ans: Seeking permission

i) Sir! with your permission, can I leave early today?

ii) Father, I was wondering if I could take off from school today.

iii) Can I please wear your sweater?

iv) Do you mind if I switch off T.V?

v) I was wondering if I could make an emergency call from your phone.

B. Complete the following short dialogues granting/refusing permission in each case. Write complete sentence.

Ans: Granting/Refusing Permission

i) Son: Would you mind if I buy a new shirt?
Father: Yes, by all means. You may buy a nice shirt.

ii) Friend: Can I borrow your camera tonight?
Friend: No, I'm sorry, you can't.

iii) Customer: Could you please show me some nice prints in light colours?
Shopkeeper: Yes sure, you're welcome to.

iv) Student: Would you mind if I dont not attend your class today?

---

v) Guest: I don't really think you should.
Host: Can I have another cup of coffee please?
Yes sure, you're welcome to.

☆☆☆☆

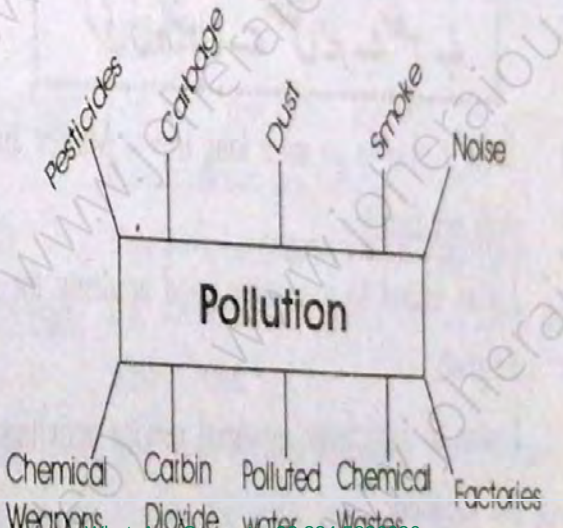
Q.5:

WORD - FAMILY

بعض اوقات کوئی ایک مرکزی لفظ یا چیز کا نام دے کر کہا جاتا ہے کہ اس سے تعلق رکھنے والی دیگر اشیاء یا الفاظ لکھیے۔ مثلاً "Pollution" "Television" پہلے "Television" کی Word-Family کے الفاظ دیکھیے۔



"POLLUTION" کی طرح اب لفظ "Pollution" سے تعلق رکھنے والے دیگر الفاظ دیکھیے



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Q.6: What is your future plan after doing F.A. / F.Sc from AIOU? Write at least five things you want to do after your intermediate in a paragraph.

علامہ اقبال اوپن یونیورسٹی سے ایف۔اے یا ایف۔ایس۔سی کرنے کے بعد آپ کے مستقبل کے کیا ارادے کیا ہیں؟ ایک پیراگراف کی شکل میں کم از کم پانچ چیزیں بیان کیجیے جو آپ انٹرمیڈیٹ کرنے کے بعد کرنا چاہتے ہیں۔

My Future Plans

After doing F.Sc. from AIOU, I intend to go to a technical college. I plan to do a diploma in civil engineering. After that I would like to work in the country for a few years. Then I will try to find a job abroad. I would like to have more experience and earn a lot of money there. Then I plan to return home and start my own engineering firm. I wish to serve my country.

☆☆☆☆

Q.7: My Plans about Summer Vacation

گرمی کی چھٹیوں سے متعلق میرے منصوبے

(1) Well, I plan to go on a long trip to Murree and Swat with my family.

(2) I also intend to join some good academy for spoken English.

(3) I plan to participate in social service activities during the vacation.

(4) I intend to prepare for the next semester Exams.

(5) I am thinking of joining some driving school to learn driving.

(6) I wish to set up a body of young blood donners.

(7) I intend to recite the Holy Quran with Urdu translation and "Tafseer".

(8) I strongly wish to perform "Umrah" alongwith my parents during summer vacation.

(9) I intend to look into my short comings and then improve myself.

(10) I also plan to go abroad to see my elder brother who is living there.

☆☆☆☆

Q.8: Give expressions of apology and use them in the situations below. Also offer the reason why you did it.

مندرجہ ذیل صورت حالات میں اظہار معذرت کیجیے۔ وجہ بھی بیان کیجیے کہ آپ سے ایسا کیوں ہوا؟

Ans: Expressions of Apology with Reasons:

(i) You have lost the pen you borrowed from your friend.

Apology: I am sorry that I have lost your pen somewhere. I think someone has stolen it..

(ii) You have hit someone with your bike.

Apology: I do feel bad that I just could not apply the brakes well in time.

(iii) You have broken a glass in your home.

Apology: Mother, I'm really sorry. The glass fell down from

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(iv) You have spoiled Nighat's dress with ink.

Apology: Night I'm indeed sorry. I just could not see you sitting here.

(v) Your dog has bitten your neighbour.

Apology: It is really my fault. I just could not chain the dog.

☆☆☆☆

Q.9: Use different descriptive adjectives to describe your father; his age, height, facial expressions and other physical features.

بیانیہ اسم صفت استعمال کرتے ہوئے اپنے ابا جان کی عمر، قد، چہرہ مہرہ اور دوسرے جسمانی خدوخال بیان کیجئے۔

Ans: My Father:

My father's name is Ahmad Hasan. He is 45 years old. His height is five feet and ten inches. He is well built and strong. He has a fair complexion with round face. He has brown hair and black eyes. He is well-dressed and elegant. He has a graceful personality. He has a polite and pleasant nature. In habits and manners he is quite simple. He is loving and caring. He is really a great father. He is very kind to us. He works in a big firm. He is very regular in his work. It keeps him fit and healthy. He is always ready to help others. He loves us a lot. We are proud of our great father.

☆☆☆☆

Q.10: You have read about different expressions for saying sorry in your text book. Below are given some .....

Ans: Apologizing

i) **You were supposed to receive your friend at the railway station but you did not.**

Ans: I'm indeed sorry. I could not receive you at the railway station.

ii) **You borrowed someone's necklace but did not return.**

Ans: I do feel bad that I could not return your necklace.

iii) **You broke your sister's flower vase.**

Ans. I'm really sorry sister, I broke your flower vase.

iv) **You were invited at a dinner but you did not go.**

Ans: I'm sorry, I could not attend your dinner.

v) **You did not reach the airport in time to see off your friends.**

Ans: What a pity that I could not reach the airport in time to see you off.

vi) **You could not attend the workshop.**

Ans: I do beg forgiveness sir for not attending the workshop.

vii) **You made fun of your colleagues in the staff room.**

Ans: I do feel bad for making fun of y ou in the staff room.

viii) **You could not buy grocery from bazaar for your family.**

Ans: It's my fault that I could not buy grocery from bazar.

ix) **You did not take care of your family in the absence of your father.**

Ans: Father, It really is my fault that I could not take care of my family properly in your absense.

x) **You did not listen to your boss.**

Ans: I do beg forgiveness sir, I could not listen to you.

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dislikes for the things given below.

نیچے دی ہوئی چیزوں کے بارے میں اپنی پسند یا ناپسند کے اظہار والے فقرے بنائیے۔

Ans:

Likes or dislikes	List of things
I enjoy going to park.	(1) Going to park
I like going to the gym.	(2) Going to the gym
I don't like playing badminton.	(3) Playing badminton
I am not fond of singing songs.	(4) Singing songs
I like my teahcer very much.	(5) The teacher
I am very fond of gardening.	(6) Gardening
I don't like sleeping for hours.	(7) Sleeping for hours
I am crazy about using computer.	(8) Using computer
Sometimes I enjoy chatting.	(9) Chatting
I like his friends.	(10) His friend

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Q.12: How to make tea?

چائے کیسے بنائی جائے؟

First of all wash the ketle clean. Then pour some wrater in it and place it on the fire. While the water begins to boil, take it off and pour the hot water into the tea - pot. Next put some tea leaves into it and cover it with a lid. Now stir up the water and the tea is ready. After that put it into the tea cups. Finally add some milk and sugar according to taste and serve it to your guests.

Q.13: Unit 3 is about Permissions. Exercise given below is about refusing and granting permission. Follow the example and do the exercise. Write two sentences; one granting permission and other refusing permission.

(i) Can I have a book of stamps, please?
Granting Permission: Yes, certainly, you can.
Refusing Permission: I'm afraid, you can't.

(ii) Could you tell me where the shoe department is?
Granting Permission: Yes, certainly.
Refusing Permission: Sorry, I can't possibly.

(iii) Can I have another plastic bag? I've got much to carry.
Granting Permission: Yes, of course.
Refusing Permission: No, I'm sorry, you can't.

(iv) Shall I take this coat with me?
Granting Permission: Yes, by all means.
Refusing Permission: I'm afraid, I can't let you.

(v) Can I take this bag as hand luggage?
Granting Permission: Yes sure, you can.
Refusing Permission: Sorry, you can't.

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Q.14: Express agreement and disagreement on the following issues.

Ans: Agreement:

(i) Petrol price should be reduced.
Agreement: Yes, I do agree with you.

(ii) Girls schools should not be destroyed.
Agreement: Indeed, you say right.

(iii) We should drive fast on roads.

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(iv) There should be load shedding in the country.

Agreement: You're talking nonsense.

(v) We should grow more trees.

Agreement: You're very true, indeed we should.

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Q.15: Write one sentence for each expressing the following functions.

مندرجہ ذیل فنکشنز کے لئے ایک ایک فقرہ لکھیے۔

(1) Regret (2) Warning
(3) Appreciation (4) Intention
(5) permission

Ans: Functions:

(1) **Regret:** (اظہارِ افسوس)

I am sorry, I have lost my purse.

(2) **Warning:** (انتباہ، دھمکی)

Ali, if you come late again, you will be fined.

(3) **Appreciation:** (داد، شاباش، تحسین)

Well done my boy! you have won the prize.

(4) **Intention:** (ارادہ)

I intend to spend my summer holidays in Murree.

(5) **Permission:** (اجازت)

May I use your pen please?

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Q.16: Here are a few situations in which certain things went wrong on your part and you are sorry about them. How would you express your apology.

(i) You promised to bring some sweets for your younger sister but you forgot.

(ii) Your boss is not happy because you didn't finish the job in time.

(iii) You came late for your class and your teacher is annoyed with you.

(iv) You did not reach the station in time to receive your uncle as a result he had to face a lot of problems.

(v) Your father asked you to bring some paper and pencils but you forgot.

(vi) You borrowed someone's book and lost it.

(vii) You disturbed your neighbours by playing very loud music.

(viii) You could not attend today's lecture.

(ix) You did not go to see your friend when he was ill.

(x) You did not attend the birthday party of your friend.

Ans: Expressing Apology :

(i) Sister I'm really sorry I could not bring sweets for you.

(ii) Sir, I'm indeed sorry that I could not finish the job in time.

(iii) Sir, it really is my fault that I'm late for class.

(iv) Uncle, sorry, I do feel bad that I could not reach the station in time to receive you.

(v) Father, it really is my fault that I forgot to bring you some paper and pencils.

(vi) I'm indeed sorry, that I lost your book somewhere.

(vii) I do feel bad that I disturbed you by playing loud music.

(viii) Sir, I do beg forgivenss for missing the lecture.

(ix) I'm indeed sorry that I could not come to see you.

(x) I'm sorry I could not attend your birthday party.

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which you had to apologise to different people, give reasons for not being able to do the above certain things.

Ans: Apology with Reasons :

(i) Sister, I am really sorry that I could not bring sweets for you as I was busy.

(ii) Sir, I apologize that I could not finish the job in time as I was attending my ailing mother.

(iii) Sorry sir, I'm late for class as my bus came late.

(iv) Sorry Uncle, I do feel bad that I could not receive you at the station in time as I was held in traffic jam.

(v) Father, it really is my fault that I forgot to bring you some paper and pencils due to over work in the office.

(vi) I'm indeed sorry that I lost your book somewhere due to shifting our house last week.

(vii) I do feel bad that I disturbed you by playing loud music due to the wedding ceremony of my elder brother.

(viii) Pardon me Sir, I could not attend the lecture because my bus came late.

(ix) I am really sorry that I could not come to see you as I was busy in my exams.

(x) I'm indeed sorry I could not attend your birthday party because my car broke down on the way.

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Q.18: Write two paragraphs describing your own experience of attending or participating in any of the following events.

(a) An engagement of a relative or friend

(b) A birthday party of relative/ friend

Ans: A Birthday Party of My Cousin:

I attended the birthday party of my Cousin Rabia last Friday. It was her 14th birthday. It was arranged in the lawn of their house. Indeed it was a colourful function. All the Cousins and friends attended the ceremony. Rabia was dressed beautifully. She was looking very pretty.

The birthday party stared in the afternoon. There was a splended birthday cake placed on a big table. On it, candles were erected. All the Cousins and friends gave Rabia beatiful gifts. The cake was cut and the candles were blown off amid cheers of "Happy Birthday to you". Then the guests were offered cake and sweets. In the evening the party was over. It was a splended function with lots of cheers and laughter.

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Q.19: Write a paragraph (of at least 15 sentences), describing any one of your family members.

Ans: My Father:

My father's name is Ahmad Hasan. He is 45 years old. His height is five feet and ten inches. He is well built and strong. He has a fair complexion with round face. He has brown hair and black eyes. He is well-dressed and elegant. He has a graceful personality. He has a polite and pleasant nature. In habits and manners he is quite simple. He is loving and caring. He is really a great father. He is very kind to us. He works in a big firm. He is very regular in his work. It keeps him fit and healthy. He is always ready to help others. He loves us a lot. We are proud of our great father.

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Suppose this is the very first day of your new job in a private company. Write a dialogue, of about ten lines.....

Ans: Dialogue:

I: Hello! I am Naveed.

Colleague: How do you do? I am Amir.

I: This is my first day here in Wateen.

Colleague: You're welcome. I'm accountant here.

I: Here my job is as assistant.

Colleague: Happy to meet you. You look so energetic and cheerful. Your qualification please!

I: I'm B.Com. Earlier I was working in Warid Telecom. But that was too far from my home.

Colleague: I am M.Com. I've been here for the last two years. The boss and the colleagues here are so co-operative.

I: I'm so happy to be among you.

Colleague: You're ever welcome.

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Q21: What expressions would you see in the following situations to refuse permission? Follow the example:

Your friend comes to you and asks you to accompany him/her to the market. You are very busy.

I'm afraid, I'm very busy.....

Ans: Refusing Permission:

(i) You are the principal of your school. A teacher comes to you and asks for one day's leave. The school has just reopened after 2 months vacation.

Refusing Permission:

No, I'm sorry. I can't let you as the school has just reopened after two months vacation.

(ii) One of your friends has a habit of borrowing everything. One day she/he asks to your new dress which you are planning to wear.

Refusing Permission:

I'm afraid, I can't possibly. I need to put on this dress on my birthday party.

(iii) You are the head of an institution. One employee requests you of loan. There are already many names on the list.

Refusing Permission:

There are already many names on the list.

(iv) You are going on a picnic with your friends. One of the friends asks you for the coat which you have recently bought. You know your friend is very careless.

Refusing Permission:

I'm afraid, I can't give you my coat. I need to wear it myself.

(v) Your husband wants you to attend a party in his office. You are busy.

Refusing Permission:

I'm afraid. I can't possibly as I'm busy at home.

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Q.22: In unit 5 we have explained the term 'run on sentences'. Identify run on sentences

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sentences.

i. My supervisor told me not to copy from the internet I'm regretting not having listened to her.

ii. My dog was upset all day he didn't get proper food for lunch.

iii. The boy was talking in class everyone thought this was rude behavior.

iv. Farah was cutting vegetables Komal was boiling rice.

v. I prefer walking cycling hurts me knees.

Ans: Run-on Sentences:

i. My supervisor told me not to copy from the internet, **hence** I'm regretting not having listened to her.

ii. My dog was upset all day **because** he didn't get proper food for lunch.

iii. The boy was talking in class, **therefore** everyone thought this was rude behavior.

iv. Farah was cutting vegetables **and** Komal was boiling rice.

v. I prefer walking **to** cycling hurts me knees.

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Q.23: All of us have memories, good or bad, pleasant or unpleasant, happy or sad (as discussed in unit 9). When we think about past, we feel nostalgic, which.....

Ans: A Happy Incident of my Life:

Our exams were over. We had a lot of free time. We some friends decided to spend some days at the Northern hilly areas. We planned to travel by train. One fine morning we packed our suit cases and started for the railway station. We bought tickets and boarded on the Khyber Mail.

The journey started. In the beginning everything went well. But soon the compartment was over packed. Then there entered an extra fat woman along with her thin husband. She asked a lady to leave the seat for her. But it was refused. And then there started a boxing between the two ladies. Soon their husbands and their helpers also jumped into the ring.

Now the compartment turned into a battle field. Some passengers were knocked her and the others were kicked there. I also got a punch on my nose. Then someone pulled the chain. The train stopped with a jerk. The railway police came and the fighting came to end. I still have a small dent on my nose. We all friends still remember the journey of our exploration. Now I travel by bus. I will never go by train.

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