

# **Compulsory English-I**

**Matric 207**

**Units 1-6**



**Department of English Language and Applied Linguistics  
Allama Iqbal Open University Islamabad**

Code # 207

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## **Introduction to the Course**

Welcome to the Matric Functional English course. This is the second and revised edition of Matric Functional English course which has successfully run for fifteen years from 1985 to 1999. The writers of this course have tried their best to make the contents simple, student friendly and culturally appropriate.

You must have studied English as a subject throughout your school education. Can you recall what was in those English textbooks that you had studied so far? Well they primarily have texts, some comprehension questions based on those texts, letters etc. The Functional English course is different. How? Well let us try to make you understand how different it is from regular English Language courses.

### **What is Functional English**

The word "Function" means use, perform, express, communicate. Functional English means the kind of English language you need which can help you communicate or express yourself in correct English in everyday real-life situations. Functional English will teach you about the right expressions you can use while performing various tasks in daily life. Let me repeat that Functional English is the kind of English which all of us need in order to make us express our ideas, thoughts and feelings in a best possible way.

### **How is the course organized**

Matric Functional English is a full credit course. It is divided into two half credit courses which will be offered in two semesters; Spring semester and Autumn semester; each semester of six months duration. These courses are:

**Matric Functional English 207**

**Matric Functional English 221**

Once you get admission in the matric programme, you will start receiving textbooks of the courses you have taken. The English study packet will include the textbook, assignments, one audio cassette, assignment and tutorial schedule, and the addresses of the tutor and the tutorial place. Let us take each component separately. The Matric Functional English courses has the following components:

## **1 Textbook**

There is one textbook of six units. Read the "Introduction to the course" carefully and try to first of all understand what this course is all about and how it is organized. Read each unit thoroughly and carefully, practice the language skills and learn to enjoy the textbook. Remember that the objective of studying does not mean to get a certificate but it is more than that, it is about getting educated, learned and in the process wiser.

The main emphasis of the course is to teach you how to communicate in English Language. Each language has four basic skills that all of us need to learn and master. These are:

### **The Speaking Skill**

### **The Listening Skill**

### **The Reading Skill**

### **The Writing Skill**

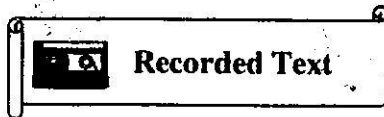
You can be a proficient in the English language if you acquire all these skills and are able to express yourself in speaking and writing and perform well as a listener and reader by understanding the speaker's and the writer's message. The course therefore, addresses all the four language skills of speaking, listening, reading and writing. The course is divided into six units, each starts with a different function that is:

- Unit 1            Talking About Yourself**
- Unit 2            Talking About Your House, Family and Life at Home**
- Unit 3            Talking About Your Education and Career Plans**
- Unit 4            Talking About Your Likes and Dislikes**
- Unit 5            Talking About Your Travelling Plans**
- Unit 6            Inviting people, Accepting and Declining and Invitations**

The Unit starts with a dialogue which sets the stage and gives out the theme or main idea of the unit. This dialogue which is given in the beginning of each unit is recorded on the audio cassette so that you can also learn how to understand spoken English and the correct pronunciation of English words. The characters in the dialogue are using the kind of English which you can use in the given situation, i.e. if you want to talk about yourself then you need to use expressions like: "Hello, I'm Kamal Baig" or "Let me introduce myself"

There are a lot of exercises which involve all sorts of people, places, situations and topics. You will learn how to say or express yourself in any given situation, the main purpose however, always remains practising English. You should do all the exercises and encourage your class mates to do the same. Ask your tutor to clarify difficult topics and concepts and start a lot of discussion in the class, of course in English! If you still have problems do not hesitate to write or visit the English Department, AIOU, H-8 Islamabad. Within each unit you will also practice grammar but in a very simple way. We recommend that you should buy yourself a simple English grammar book and an English to English dictionary.

You would find these symbols in the unit:



That tells you that this particular dialogue is recorded on the audio cassette and has a number that will help you find it on the cassette.



Tells you that this is an important and useful explanation which you need to learn.



Tells you that there is an answer to this particular exercise at the end of the book in the "key section".

## **2 Audio Cassette**

You will receive one audio cassette in the study packet. Side A has dialogues from course 207 and side B from course 221. You are required to listen to the tape as there are a number of exercises based on the recorded dialogues.

## **3 Assignments**

Assignments are a very important component of every AIOU course and are meant as a "take away home exam". You have to complete two assignments, each carrying hundred (100) marks. Assignment 1 will be based on units 1 to 3 and assignment 2 on units 4 to 6. There will be an assignment schedule giving out due dates on which you have to finish your assignments and send them to the assigned tutor. Make sure that you complete the assignments in time, send them to the tutor by mail or personally, keep all the records such as the post receipts etc so that if your assignments are lost or misplaced you have a proof to show. You have to secure minimum forty (40) marks out of hundred (100) in each assignment in order to qualify for the exams. We would advise you to solve the assignments yourself because it will help you perform better in exams. Ask your tutor's help but not for answers to the questions.

## **4 Exams**

Exams are conducted at the end of the semester. Remember that you are eligible for the exams only if you have been declared successful or “pass” in assignments. Exams are based on the units and assignments, therefore we would again like to remind you to study the units very carefully and do the assignments yourself. Matric exam paper is of hundred (100) marks and you have to get minimum thirty three (33) out of hundred (100) marks to stand successful.

## **5 Tutorials**

You need to attend around seven to eight tutorial sessions per semester. These tutorials are held after every two weeks at local schools or colleges. Tutorials are “optional”, that means they are not compulsory. But we would strongly advise you to attend them because these will allow you a face to face contact with your tutor, give you a sense of participation in the course, a chance to meet other course mates, an opportunity to learn from each other and seek the tutor’s help and guidance. Wishing you all the best in your studies.

**Farzana Ursani**  
**Assistant Professor**  
**Course Development Coordinator**

ہم آپ کو میٹرک فنکشنل انگریزی کورس میں خوش آمدید کہتے ہیں۔ یہ اس کورس کا دوسرا نظر ثانی شدہ ایڈیشن ہے۔ پہلا ایڈیشن 1985ء تا 1999ء تک بے حد کامیابی سے چلا۔ اس کورس کو حتی الامکان معاشرتی روزمرہ ضرورتوں کو مد نظر رکھتے ہوئے آسان اور سہل بنانے کی کوشش کی گئی ہے۔

علامہ اقبال اوپن یونیورسٹی کے اس کورس میں داخلہ سے پہلے ثانوی سطح تک حاصل کی گئی تعلیم میں آپ نے یقیناً انگریزی پڑھی ہوگی۔ آپ میری اس بات کے ساتھ اتفاق کریں گے کہ ان کتابوں میں زیادہ تر مواد کہانیوں، خطوط اور سوالات پر مبنی تھا جبکہ فنکشنل (عملی انگریزی) کا یہ کورس مختلف انداز میں پیش کیا گیا ہے۔ اس فرق کو ثابت کرنے اور سمجھنے کے لیے مختصر جائزہ لیا جاتا ہے۔

## فنکشنل یا عملی انگریزی کیا ہے

فنکشن کا مطلب ہے ”عمل“ استعمال، رابطہ، بیان یا اظہار۔ عملی انگریزی آپ کو صرف کتاب کی حد تک پڑھنے تک محدود نہیں رکھتی بلکہ اس کو پڑھنے کے بعد آپ اس قابل ہو جائیں گے کہ آپ انگریزی زبان کا ضرورت کے وقت مناسب استعمال کر سکیں جو کہ آج کل کے دور میں حقیقی زندگی کے تقاضوں کو پورا کرنے کے لیے بے حد ضروری ہے۔ انگریزی زبان میں مہارت کی مدد سے ہم اپنی سوچ خیالات اور احساسات کو زیادہ بہتر اور مؤثر انداز میں بیان کر سکیں گے۔

## تدوین نصاب

فنکشنل انگریزی دو نصف حصوں پر مشتمل ایک مکمل کورس ہے۔ داخلہ دو سمسٹر بہار اور خزاں میں لیا جاتا ہے۔ ہر کورس کا دورانیہ 6 ماہ ہے۔

میٹرک فنکشنل انگریزی۔ کوڈ نمبر (207) نصف کریڈٹ

میٹرک فنکشنل انگریزی۔ کوڈ نمبر (221) نصف کریڈٹ



یونیورسٹی کی طرف سے جو نصابی مواد پیکٹ کی صورت میں آپ کو بھیجا گیا ہے۔ اس میں کتابیں۔ مشقیں۔ کیسٹ اور ٹیوٹوریل اوقات نامہ ہوگا۔ تفصیل درج ذیل ہے۔

## ا نصابی کتب

یہ کتاب 16 اسباق (یونٹ) پر مشتمل ہے۔ کورس کا تعارف پڑھنے سے آپ کو کتاب کے اغراض و مقاصد اور ترتیب کا پتا چل جائے گا۔ یہ بات ذہن نشین کر لیں کے پڑھنے کا مقصد صرف شوقیہ حاصل کرنا نہیں بلکہ اس کو پڑھنے کے بعد آپ کا عمل اور رویہ اس بات کو ثابت کرے گا کہ آپ نے کیا پڑھا اور سیکھا ہے۔

جیسا کہ آپ کو پہلے بتایا جا چکا ہے کہ اس کتاب میں زیادہ تر زور آپ کو انگریزی زبان سیکھانے پر دیا گیا ہے لہذا اس زبان کی بنیادی چار عدد مہارتوں کو بیان کیا گیا ہے جو کہ درج ذیل ہیں۔

بولنے کی مہارت

سننے کی مہارت

پڑھنے کی مہارت

لکھنے کی مہارت


ان چاروں مہارتوں کو سیکھنے کے بعد آپ انگریزی زبان بہتر طور پر سمجھ اور پڑھ سکیں گے۔ اسباق (یونٹ) کی تفصیل اس طرح سے ہے:


- |                    |   |
|--------------------|---|
| یونٹ (سبق) نمبر 1: | اپنے آپ کو متعارف کرنا                          |
| یونٹ (سبق) نمبر 2: | اپنے گھر اور خاندان کے کوائف بیان کرنا          |
| یونٹ (سبق) نمبر 3: | اپنی تعلیمی قابلیت کو بیان کرنا                 |
| یونٹ (سبق) نمبر 4: | اپنی پسند اور ناپسند کا اظہار کرنا              |
| یونٹ (سبق) نمبر 5: | اپنے سفر کے بارے میں اظہار کرنا                 |
| یونٹ (سبق) نمبر 6: | دعوت نامہ کی قبولیت یا ناک قبولیت کا اظہار کرنا |


ہر یونٹ کا آغاز ایک مکالمہ سے کیا گیا ہے۔ تاکہ سبق کے اغراض و مقاصد واضح ہوں۔ آپ کی سہولت کے

لیے یہ مکالمے کیسٹ پر بھی ریکارڈ کیے گئے ہیں۔ تاکہ آپ صحیح ”تلفظ“ سمجھ سکیں۔ مکالمے میں وقوعہ کے مطابق الفاظ کا چناؤ کیا گیا ہے۔ مثلاً اگر آپ اپنا تعارف کروا رہے ہیں تو کہیں گے: ”ہیلو میرا نام یا مجھے کہتے ہیں“ وغیرہ۔

اسباق کے اندر شمار مشقیں اور مثالیں مختلف مواقع اور موضوعات کے مطابق دی گئی ہیں۔ ان مشقوں کو آپ حل کریں اور مشکل پیش آنے پر اپنے ٹیوٹر سے رابطہ کریں۔ مزید رہنمائی کے لیے آپ براہ راست کورس کو آرڈینیٹر کو بھی خط لکھ سکتے ہیں۔ بہتر ہوگا کہ آپ اپنی آسانی کے لیے ایک عدد انگریزی ڈکشنری اور آسان انگریزی گرامر کی کتاب خرید لیں۔

اس نشان کا مطلب ہے کہ اس مکالمے کو کیسٹ پر آپ سن سکتے ہیں۔ 

اس نشان کا مطلب ہے کہ بیان کردہ (مجوزہ) مواد ضروری اور کارآمد ہے۔ 

اس نشان کا مقصد ہے کہ مذکورہ بالا سوال کا جواب آخر میں (Key Section) میں دیا گیا ہے۔ 

## ii آڈیو کیسٹ

آپ کے تدریسی پیکٹ میں ایک عدد آڈیو کیسٹ بھی ہے۔ سائیڈ A پر کورس 207 کے مکالمات ریکارڈ کیے گئے ہیں اور Side-B پر کورس 221 کے مکالمات ریکارڈ کیے گئے ہیں۔ تمام مکالمات غور سے سنئے اور پھر ان پر مشتمل مشقیں دھیان سے حل کریں۔

## iii مشقیں

فاصلاتی نظام تعلیم میں مشقوں کو مثبت اہمیت حاصل ہے۔ یہ کورس کا لازمی حصہ ہیں جن میں کامیابی ہی فائل کامیابی کا زینہ بنتی ہے۔ ہر مشق 100 نمبر کی ہوتی ہے۔ دو مشقیں فی کورس حل کرنی پڑتی ہیں جن میں کامیابی کے لیے کم از کم 40% نمبر حاصل کرنا لازمی ہے۔ مشقیں خود پڑھ کر حل کریں نقل سے پرہیز کریں تاکہ فائل پرچہ کے وقت آپ خالی الذہن نہ ہوں۔ مشق رجسٹری یا بذات خود ٹیوٹر کو بروقت دے دیں اور ڈاکخانہ کی رسید ضرور سنبھال کر

رہیں۔

#### iv فائل امتحانات

ہر سسٹر کے آخر میں فائل پر چہ لیا جاتا ہے جو کہ تمام اسباق پر مشتمل ہوتا ہے۔ پاس ہونے کے لیے کم از کم 33% نمبر حاصل کرنا لازمی ہے۔

#### v ٹیوٹوریل

آپ ہر سسٹر میں سات یا آٹھ ٹیوٹوریل سیشن میں شرکت کر سکتے ہیں۔ حالانکہ یہ ٹیوٹوریل لازمی نہیں لیکن ہم آپ کو یہ تاکید کریں گے کہ آپ ان سیشن میں ضرور جائیں تاکہ آپ اپنے ٹیوٹر سے اور اپنے باقی ہم جماعت لوگوں سے مل سکیں۔ یہ سیشن آپکو کورس سمجھنے میں بہت کارآمد ثابت ہونگے۔

**نوٹ:** ”فائل پر چہ میں شامل ہونے سے پہلے مشقوں میں مطلوبہ نمبر حاصل کرنا ضروری ہے۔“

We welcome you as a tutor of the Matric Functional English course. This is the revised edition of the earlier matric Functional English course. The first edition has been very successful since 1985. While revising this course, the course team has taken into account all the comments and suggestions from students and tutors and have tried their best to improve the contents. We hope that the revised edition will be even more successful in achieving the teaching and learning objectives, yet, we still welcome any suggestions for its future improvements. We have tried to make this revised edition more student and culture friendly, for both students and teachers. The dialogues are more communicative, the characters are typically local, there are interesting exercises focusing on all the four Language skills of Speaking, Listening, Reading and Writing. We have specially emphasised the importance of the speaking skill yet giving equal emphasis on all the other language learning skills. You would find useful grammar tips and a variety of vocabulary building exercises as well. The success of the course depends on how well you teach it and help your students throughout their study period with professional honesty and sincerity.

What is:

Functional English is basically about everyday English. It gives students a chance to learn the kind of English they can use in normal every day real-life situations. Therefore, we have put together functions such as “ Talking about Yourself, Talking about your Education and Family Education and Future Plans, Talking about your Likes and Dislikes, etc. Each unit involves around its main theme or function and the numerous exercises will give students opportunities to practice the function, grammar, reading and writing techniques and in the process are able to learn English.

As a tutor, appointed by AIOU, to teach the Matric Functional English course you need to follow certain general and specific rules. These are:

**General Guidelines/Rules:**

- Read the "Introduction to the course" as it spells out the main objective and organization of the course
- Follow the tutorial schedule sent to you or organize the sessions after consultation with your learner group
- Be punctual and do not miss the tutorial sessions
- Encourage students to solve the assignments on their own
- Check assignments carefully and thoroughly and return them in time before the exams
- Write detailed comments or remarks on assignments which will be great help to a distance education student
- Maintain all records such as, student mark sheets, bills etc.
- Make your tutorial sessions interesting by involving students to participate
- Remember a good, well prepared, efficient and friendly teacher get instant recognition when the attendance is full in the class. Therefore exhibit the qualities of a good tutor in order to make this course a success.

**Specific Guidelines/rules :**

- Start the unit by explaining them the function which is actually the main theme of the unit
- You may use Urdu or any other language to make concepts clear
- Help students understand the variety of expressions given in each unit and ask them to use these in order to gain fluency
- Arrange for a cassette player and use the audio cassette in tutorials

- Be prepared well before time and have patience while you do the listening exercises on the tape recorder
- Play the dialogues once or twice and then discuss the relationship between the speakers, language points any other idea which need more explanation
- Practice role play and drama in the tutorial sessions by exploiting characters from the dialogue as it will add humour and variety in the sessions and increase the interest level of your students
- You can be innovative by creating your own exercises or situations which will give students more opportunities to speak
- Give students enough freedom to communicate with each other in English which will give them confidence
- Give additional explanations wherever needed, especially to clarify certain grammar points
- Help students to solve all the exercises during the tutorials
- Allow students reading passages in the class and then discuss them
- Give students difficult and longer exercises as home work
- Encourage students to ask questions

Please do not hesitate to contact the department on the following address if you need any help.

**Department of English Language and Applied Linguistics**

**Allama Iqbal Open University**

**H-8, Islamabad, Pakistan**

**Telephone # 051-9057762**

## رہنمائے ٹیوٹر

ہم آپ کو میٹرک عملی انگریزی کے ٹیوٹر کی حیثیت سے خوش آمدید کہتے ہیں۔ یہ میٹرک انگریزی کورس کا نظر ثانی شدہ ایڈیشن ہے۔ اس کتاب کا پہلا ایڈیشن ۱۹۸۶ء میں طبع ہوا اور انتہائی کامیاب رہا ہے۔ اس کورس کی نظر ثانی کرتے ہوئے کورس ٹیم نے ٹیوٹر صاحبان اور طلبہ کی طرف سے موصول ہونے والی تجاویز کو مد نظر رکھتے ہوئے اس کورس کو بہتر بنانے کی حتی المقدور کوشش کی ہے۔ ہمیں امید ہے کہ نظر ثانی شدہ یہ ایڈیشن تعلیمی مقاصد کے حصول میں زیادہ کامیاب ثابت ہوگا۔ اس کے باوجود ہم مستقبل میں اسے مزید بہتر بنانے کے لیے آپ کی تجاویز کا خیر مقدم کریں گے۔ ہم نے نظر ثانی شدہ ایڈیشن کو طلبہ اور اساتذہ کے لیے ثقافتی ہم آہنگی اور طلبہ دوستی کے خطوط پر استوار کرنے کی کوشش کی ہے۔ لیکن بلاشبہ کورس کی کامیاب تدریس اس بات میں مضمر ہے کہ آپ اس کورس کو کس طرح پڑھاتے ہیں اور مطالعہ کے دوران آپ طلبہ کی رہنمائی کتنی پیشہ ورانہ دیانت داری اور اخلاص کے ساتھ کرتے ہیں۔

عملی انگریزی، روزمرہ زندگی کے مواقع پر

عملی انگریزی بنیادی طور پر روزمرہ انگریزی سے متعلق ہے۔ یہ طلبہ کو حقیقی زندگی میں مختلف مواقع پر استعمال ہونیوالی انگریزی سیکھنے کا موقع فراہم کرتی ہے۔ چنانچہ ہم نے اس میں روزمرہ زندگی کے مختلف موقعوں پر بولی جانے والی انگریزی زبان کو شامل کیا ہے۔ جیسے کہ اپنے بارے میں کچھ بتانا، اپنی تعلیم خاندان اور مستقبل کے منصوبوں کے بارے میں گفتگو کرنا اور اپنی پسند ناپسند کے بارے میں باتیں کرنا وغیرہ۔ اس کورس میں شامل یونٹ زبان کی چاروں مہارتوں، بولنا، سننا، پڑھنا اور لکھنا سے متعلق ہیں اور ان سے متعلق مختلف النوع مشقیں دے کر طلبہ کو انگریزی سیکھنے کے زیادہ مواقع فراہم کیے گئے ہیں۔

علامہ اقبال اوپن یونیورسٹی کی طرف سے عملی انگریزی پڑھانے کے لیے بطور ٹیوٹر نامزدگی کے بعد آپ کو مندرجہ ذیل چند عمومی اور خصوصی ہدایات پر عمل کرنا ہوگا۔

## مجموعی رہنمائی

- برائے مہربانی بھیجے گئے یوٹوریل شیڈول پر عمل کریں یا اپنے معلمین کے گروہ سے باہمی مشورے سے اپنے نظام الاوقات کو ترتیب دیں۔
- مطالعاتی مراکز میں باقاعدگی سے جائیں اور کبھی ناغہ نہ کریں۔
- امتحانی مشقیں خود حل کرنے کے سلسلے میں طلبہ کی حوصلہ افزائی کریں۔
- امتحانی مشقوں کی توجہ اور تفصیل سے پڑتال کریں اور طلبہ کو بروقت اور امتحان سے قبل واپس کریں۔
- امتحانی مشق سے متعلق اپنی ایسی رائے اور تبصرہ دیں جو آپ کے طلبہ کے لیے مددگار ثابت ہو۔
- اپنا تمام ریکارڈ مثلاً امتحانی مشقوں میں حاصل کردہ نمبروں کے گوشوارے اور مختلف بل وغیرہ سنبھال کر رکھیں
- اپنی تدریس کے دورانیے کو دلچسپ اور قابل توجہ بنائیں۔
- طلبہ کی کمرہ جماعت میں شمولیت کی حوصلہ افزائی کریں۔

## خصوصی رہنمائی

- کسی یونٹ کی تدریس کا آغاز کرنے سے قبل اس یونٹ کے متعلق ضروری وضاحت کریں۔ اس مقصد کے لیے آپ اردو یا کوئی بھی علاقائی زبان استعمال کر کے یونٹ کے تصورات کو واضح کر سکتے ہیں۔
- یونٹ میں دیئے گئے مختلف اظہارات کو سمجھنے میں طلبہ کی مدد کریں اور ان کی ادائیگی میں روانی پیدا کرنے کے لیے طلبہ کو ایک خاص ترتیب سے استعمال کرنے کو کہیں۔



- کیسٹ پلیر کا انتظام کریں اور ٹیوٹوریل کے دوران انہیں یونٹ سے متعلق آڈیو کیسٹ سنوائیں۔
- قبل از وقت اپنی تیاری مکمل کریں اور ٹیپ ریکارڈ پر مشقیں سننے کے دوران صبر و ضبط برقرار رکھیں۔
- کلاس میں مکالموں کی ادائیگی ان کے کرداروں کے مطابق کروائیں اور طلبہ کو ایکٹنگ کے ساتھ ادا کرنے کو کہیں۔
- مکالمے کی ایک دوبار ادائیگی کریں اور کرداروں کے باہمی تعلقات یا تصورات یا بول چال سے متعلق زبان کے مختلف نکات پر بحث کریں۔ موقع محل کے مطابق ایسی مشقیں تیار کریں جو طلبہ کو انگریزی میں گفتگو کرنے کے زیادہ سے زیادہ مواقع فراہم کریں۔
- طلبہ کو ایک دوسرے سے انگریزی میں اظہار خیال کرنے کے لیے زیادہ سے زیادہ مواقع فراہم کریں تاکہ ان میں اعتماد پیدا ہو سکے۔
- جہاں ضرورت محسوس ہو وہاں کسی چیز کی اضافی وضاحت بھی کریں۔ خاص طور پر گرامر کے مختلف نکات کی ضرور وضاحت کریں۔
- ٹیوٹوریل کے دوران تمام مشقیں حل کرنے میں طلبہ کی مدد کریں۔ یاد رہے کہ مدد کرنے سے مراد ان کو سوالات کے جوابات بتانے ہرگز نہیں ہے۔
- طلبہ کو کلاس میں مختلف پیرے پڑھنے کو کہیں اور پھر ان پیروں کے متن کو زیر بحث لائیں۔
- نسبتاً مشکل اور تفصیلی مشقیں طلبہ کو گھر پر حل کرنے کے لیے دیں۔
- سوال پوچھنے پر طلبہ کی حوصلہ افزائی کریں۔
- ہم آپ کو ایک بار پھر خوش آمدید کہتے ہیں۔ امید ہے کہ آپ اپنے فرائض کو بخوبی نبھائیں گے۔ اگر کسی معاملے میں مزید وضاحت درکار ہو تو شعبہ کے کسی بھی تدریسی اسٹاف سے بلا جھجک رابطہ کر سکتے

ہیں۔ ایڈریس یہ ہے

شعبہ انگریزی

علامہ اقبال اوپن یونیورسٹی

H-8 اسلام آباد۔ پاکستان

فون: 051-9057762

# **UNIT 1**

## **TALKING ABOUT YOURSELF**

*Farzana Ursani Akbar*

## Part A TALKING ABOUT YOURSELF



*We talk about ourselves as part of a social system. We talk about ourselves so that others may know about us. This is a social skill that people practice all over the world. In our society, people want to know about each other. For instance, when we travel in a bus, on a long distance, we start to talk with the person sitting next to us. A man will perhaps talk to the man sitting next to him, and a woman to the woman sitting next to her. So we are constantly talking about ourselves. In this unit you will learn how to talk about yourself and the kind of information you need to give about yourself. You can talk about yourself verbally or in writing.*

*Now here is a situation where Kamal Baig has to talk about himself to a policeman. Kamal Baig (K) is driving his uncle's car in Peshawar. A policeman (P) stops him and asks him some questions. Listen to the conversation between the two.*



- P: What's your name please?
- K: Kamal Baig.
- P: Where do you live?
- K: In Islamabad.
- P: What're you doing here, in Peshawar?
- K: I'm visiting my uncle.
- P: What's your address in Peshawar?
- K: 10, University Town.
- P: Whom do you work with?
- K: I don't work, I'm a student.
- P: How old are you?

- K: Sixteen.
- P: Your driving licence please?
- K: M....m...I don't have one.
- P: Whose car is this?
- K: My uncle's.
- P: Let's go to the police station, and call your uncle.

### Exercise 1

Are the following statements true or false? Listen to the dialogue again and write (T) after the true statements and (F) after the false statements.

#### Example:

Kamal Baig was driving his own car. F

- 1 Kamal has had an accident.
- 2 Kamal comes from Islamabad.
- 3 Kamal is staying with a relative in Islamabad.
- 4 Kamal is too young to drive a car.
- 5 Kamal does not have a driving licence.
- 6 Kamal left his driving licence at home.
- 7 Kamal's uncle owns the car.
- 8 Kamal studies in Peshawar.
- 9 Kamal does not work.
- 10 The policeman allows Kamal to go.



Now let us read and repeat some of the expressions the policeman uses to find out who Kamal Baig is:

- What's your name?
- Where do you live?
- What're you doing?
- What's your address?
- Whom do you work with?
- Whose car is this?

When asking questions, we can use the following **question forms**:

- What
- Where
- Who
- Whose
- When
- Why
- Which

The above question forms are called **WH questions**. Let us read the following two statements and questions once again:

Question: **What's** your name?

Statement: My name is Kamal Baig.

Question: **Where** do you live?

Statement: I live in Islamabad

Let us practice constructing questions using different WH question forms on one statement.

Statement: The policeman stopped Kamal Baig because he didn't have a driving licence.

Question 1 **Who** stopped Kamal Baig?

Answer 1 The **policeman** stopped Kamal Baig.

Question 2 **Who** was stopped by the police man?

Answer 2 **Kamal Baig** was stopped by the Policeman.

Question 3 **Why** did the policeman stop Kamal Baig?

Answer 3 **Because** he didn't have a driving licence.

### Exercise 2

Here are two statements about Kamal Baig. Construct at least two questions about each statement and write their answers as well.

1 Statement: Kamal Baig is in Peshawar to visit his uncle.

Question 1 \_\_\_\_\_?

Answer \_\_\_\_\_.

Question 2 \_\_\_\_\_?

Answer \_\_\_\_\_.

2 Statement: Kamal Baig is sixteen years old and is a student.

Question 1 \_\_\_\_\_?

Answer \_\_\_\_\_.

Question 2 \_\_\_\_\_?

Answer \_\_\_\_\_

### Exercise 3

Kamal Baig is required to fill out the following form at the police station. Can you help him with it?

Name	
Gender	
Father's name	Mateen Baig
National Identity Card Number	
Nationality	
Date of Birth	February 1985
Place of Birth	Islamabad
Domicile	
Education	
Job	
Residential Address	
Parent's occupation	Business man

### Exercise 4

On the basis of the information that Kamal Baig has filled out for himself in the form, write a paragraph about Kamal Baig. You can start like this:

Kamal Baig is sixteen years old. His father's name is \_\_\_\_\_



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### Exercise 5

Now here is another form. Write your personal information.

Surname	
First name in full	
Father's name	
Nationality	
Religion	
Permanent Address	
Present Address	
Education	
Occupation	
Place of work	
Mother tongue	
Any other languages spoken	
Personal interests	

### Exercise 6

What do you think? Give your **personal judgement** on the following:

- 1 Is the policeman right to take Kamal Baig to the police station?
- 2 Should Kamal Baig be driving his uncle's car at his age?

### Exercise 7

Here are some sentences about Gul Bibi from Saidu Sharif in Swat. The following statements are her answers to your questions. What questions will you ask her? Write a question for each statement.

1 Question: Where are you from?

Gul Bibi: I am from Saidu Sharif.

2 Question: \_\_\_\_\_?

GB: I am a Pathan.

3 Question: \_\_\_\_\_?

GB: I speak Pushto.

4 Question: \_\_\_\_\_?

GB: I am a housewife

5 Question: \_\_\_\_\_?

GB: My husband is a farmer.

6 Question: \_\_\_\_\_?

GB: These are my grandchildren.

Now read this paragraph about Gul Bibi as all her answers are organized in a paragraph.

Gul Bibi lives in Saidu Sharif in Swat. She is a Pathan and speaks Pushto. Gul Bibi is a housewife and her husband is a farmer. She has grandchildren too.

### Exercise 8

Now here are some sentences about a newly wed bride. Read the sentences that are the answers to the questions. What questions will you ask her in order to get the following answers?

1 Question: \_\_\_\_\_?

Answer: My name is Jehan Ara.

2 Question: \_\_\_\_\_?

Answer: I live in Azad Kashmir at my husband's house.

3 Question: \_\_\_\_\_?

Answer: I came to Lahore to visit my parents.

4 Question: \_\_\_\_\_?

Answer: I wore a pink dress.

5 Question: \_\_\_\_\_?

Answer: I stayed at my parent's house.

6 Question: \_\_\_\_\_?

Answer: I went back yesterday.

7 Question: \_\_\_\_\_?

Answer: My husband was with me.

### Exercise 9

Now rewrite the information about Jehan Ara in a paragraph form similar to the one about Gul Bibi.



When we talk about ourselves we first give personal information, such as our name, parents' name, education etc. If we want to talk or write more about ourselves then we give additional information about our family, friends, employment, free time activities, likes, dislikes and much more information.



It is also appropriate and quite relevant to ask about someone's **occupation**. We can ask questions like:

- Where do you work?
- What's your job?
- What do you do?
- What do you do for a living?

### Exercise 10

Now ask the following people about their **occupation**. Use the above expressions.

#### Example:

A: What do you do?

B: I'm a teacher. I teach children at a local school.

- 1 I fly aeroplanes.
- 2 I serve food in a hotel.
- 3 I work in a mango orchard.
- 4 I type letters in an office.
- 5 I plant saplings in a plant nursery.

### Exercise 11

Can you guess the **profession** of these people ? Write in the blank spaces.

#### Example:

I write for newspapers. I am a journalist.

- 1 I drive a taxi. I'm a \_\_\_\_\_.
- 2 I look after the cash in a bank. I'm a \_\_\_\_\_.
- 3 I have my own private business. I'm a \_\_\_\_\_.
- 4 I design buildings. I'm a \_\_\_\_\_.
- 5 I stitch clothes. I'm a \_\_\_\_\_.
- 6 I look after the management of a hotel. I'm a \_\_\_\_\_.
- 7 I paint people's homes and offices. I'm a \_\_\_\_\_.

Some times when we meet a foreigner or a stranger we often want to know about his or her **nationality**. So we can ask:

- Where are you from?
- Which country are you from?
- Which country do you come from?
- What is your nationality?

**Example:**

A: Where are you from?

B: The United States, I am an American.

**Exercise 12**

Complete answers to the following questions.

1 A: Where are you from?

B: Pakistan, I am \_\_\_\_\_.

2 A: Which country are you from?

B: Malaysia, I am \_\_\_\_\_.

3 A: Which country do you come from?

B: Iran, I am \_\_\_\_\_.

4 A: What is your nationality?

B: Bangladesh, I am \_\_\_\_\_.

5 A: Where do you come from?

B: China, I am \_\_\_\_\_.

6 A: Which country are you from?

B: England, I am \_\_\_\_\_.

7 A: Where are you from?

B: Sri Lanka, I am \_\_\_\_\_.

8 A: Where are you from?

B: France, I am \_\_\_\_\_.



Read how Ahtesham talks about himself:

Hello, I am Ahtesham. I am in Class nine and would like to be an economist.

Both my parents are professors of English and teach in a university. I have two younger sisters. I love to play cricket and have many friends. Ali is my best friend as we have a lot of things in common.

You must have noticed that Ahtesham is introducing himself. Why do we need to introduce ourselves? When people meet each other for the first time, they introduce themselves. Let us listen to how Ahtesham introduces his friend Ali to his parents.



**Recorded text # 2**

Ahtesham: Ali let me introduce you to my parents. Father, this is my friend Ali. He's my class fellow.

Father: I'm pleased to meet you young man. Please do sit down.

Ali: Thank you. I'm pleased to meet you too sir.

Mother: So Ali tell us about your parents.

Ali                    My parents live in Multan and my father looks after his agricultural lands.

Father:              It means you stay in a hostel.

Ali :                  Yes sir.

Mother:             Why don't you come and stay with us.

Ali:                    Thank you. I'll ask my parents.



When we introduce ourselves or other people we use some of the following expressions:

- I would like to introduce myself
- Let me introduce myself
- Let me introduce Ms Abbas
- Let me tell you about myself
- Hello, I am Ms Abbas
- How do you do? I am Ms Abbas

### Exercise 13

- 1        How would you introduce yourself to your new colleague in school?
- 2        How would you introduce your cousin to your friends?



## PART B READING AND WRITING

Read this paragraph about Sadiqa.

My name is Sadiqa. I am twentyfive years old and was born in Dadu, Sindh. My father owns a small shop that deals in local handicrafts. He sells “ajraks”, Sindhi and Balouchi embroidered mirror work dresses. I am married and have a one year old son, Rahat. My husband is a small landowner, and grows mangoes in a small orchard. We live in Hyderabad city along with my husband’s family. I have taken admission to the matric programme of the Allama Iqbal University. My husband is extremely supportive of my education and he wants me to study for at least a bachelors degree, so that I may become a school teacher.



### Exercise 14

Using Sadiqa’s paragraph as an example, write a short profile about yourself or some one in your family or in the neighbourhood. At the initial stage do not worry too much about the correctness of grammar, concentrate on the content or subject matter. You may need to write two or three drafts on a rough piece of paper before you write the final version.

### **Exercise 15**

Suppose you meet different people belonging to different places or regions of Pakistan. How would you write their brief introduction? You may need to talk to them and also read some books that will give some information about the places and help you write profiles of the following people:

- 1 Allah Dad from Bahawalpur.
- 2 Zubaida from Turbat.
- 3 Aashique from Thatta.
- 4 Mir Hassan from Ghari Dupatta.
- 5 Younis from Mansehra.

## **UNIT 2**

# **TALKING ABOUT YOUR HOUSE, FAMILY AND LIFE AT HOME**

***FARZANA URSANI***

## Part A      TALKING ABOUT YOUR HOUSE, FAMILY AND LIFE AT HOME

*Mr Inam-ul-Haq is a Major in the Pakistan Army. He has been transferred to Hyderabad Sindh. He has a wife, Irum Haq, who is a lecturer in a college. Major and Mrs Haq have two children, daughter Zara, who is ten and Zoheb, who is six years old. Mr and Mrs Inam-ul-Haq and family are in Hyderabad. They are living at a friend's house and are looking for a house of their own. They read an "accommodation available" advertisement in the local newspaper and call the owner. Listen to the conversation between Major Haq and the owner Mr Allah Buksh Soomro.*



### **Looking For A House!**

---

A beautiful three bedroom house, with a large courtyard and verandas is available for rent.

Has a garage, a servant quarter and a separate car porch. Only serious parties may call Allah Buksh Soomro at 790099.

- Haq: Assalam-o-Alaikum. Is this 790099?
- Soomro: Yes, it is. What can I do for you?
- Haq: Can I speak to Mr Allah Buksh Soomro please?
- Soomro: Yes. This is Soomro speaking.
- Haq: Soomro Sahib, I've seen the advertisement of your house for rent in today's newspaper. I'm looking for a house and am interested to see it.
- Soomro: Certainly. It's a beautiful house in a safe locality.
- Haq: Well. The advertisement says it's in the cantonment area. As my office is near by, I'd like to see it and then meet you.
- Soomro: That would be fine. What time do you want to come *Saen*?
- Haq: How about five in the evening?
- Soomro: Today at five? Uhm. Okay. Let me tell you the address. It's 4, civil lines, second house on the right of the civil line road. You won't miss it, the front main gate is covered with pink and white bougainvillea.
- Haq: Thank you Soomro Sahib, I'll see you at five then.



Let us repeat some of the key sentences of the dialogue:

- I've seen the advertisement of your house
- I'm looking for a house
- It's a beautiful house
- I'm interested to see it
- Let me tell you the address
- I'll see you at five

People who want to hire or rent a house might like to ask these questions:

- How much rent are you demanding?
- How much advance are you asking for?
- What about the gas and electricity meters? Are they separate or joint?
- How many rooms are there?
- Does the house have a big kitchen?
- Does the house have a lawn?

### Contractions

I am ----- I'm

I have ----- I've

I would ----- I'd

### Exercise 1

You have listened to the dialogue between Major Haq and Soomro Sahib on the cassette, now let's see if you remember the details. Fill in the blank spaces with the correct information.

- 1 Name of the owner \_\_\_\_\_
- 2 Name of the interested tenant \_\_\_\_\_
- 3 Telephone number of the owner \_\_\_\_\_
- 4 Address of the house \_\_\_\_\_

### Exercise 2

Major and Mrs Haq have moved into their new house and are very pleased with it. They have their reasons for liking the house. Think about the **reasons** for which

the Haq family likes their new house. Read the example given below and then write similar sentences **expressing reasons**.

**Example:**

Major and Mrs. Haq like their new house because it is in a safe locality.

- 1 \_\_\_\_\_.
- 2 \_\_\_\_\_.
- 3 \_\_\_\_\_.
- 4 \_\_\_\_\_.
- 5 \_\_\_\_\_.



Whenever we want to express our reasons for doing something, we mostly use the word **because**. Read the following statements and notice how Major Haq expresses his reasons:

- I have joined the Army **because** I want to serve my country.
- I take regular exercise **because** it keeps me physically and mentally fit.

Now let us see what other words we can use to express reasons.

Words to express reason:

- As
- Because
- Since
- Therefore
- Due to

We can also express our reasons without using words like because, as and since and yet put our message across correctly. Read the following sentences carefully and notice that the meaning is still clear even without using these words.

- I can not lift this table it is too heavy.
- I can not afford these curtains they are very expensive.

### Exercise 3

You have been living in a house for the last five years. Now you want to move out and find a new accommodation. You will obviously have your reasons for shifting to a new place. What reasons do you have? Write at least five **reasons** using words which we have already told you such as, because, as, due to, since, therefore.

#### Example:

I want to shift to a new house because the landlord has increased the rent.

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_



#### Exercise 4

Now that the Haq family has a place of their own, the next step is to buy some of the basic and most essential things they need. Major Haq is in the army therefore, the family is used to transfers. They always carry some important items with them. What essential items do you think they will carry along with them. Add some items to the list.

Essential Items:

- 1 Cooking Utensils
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

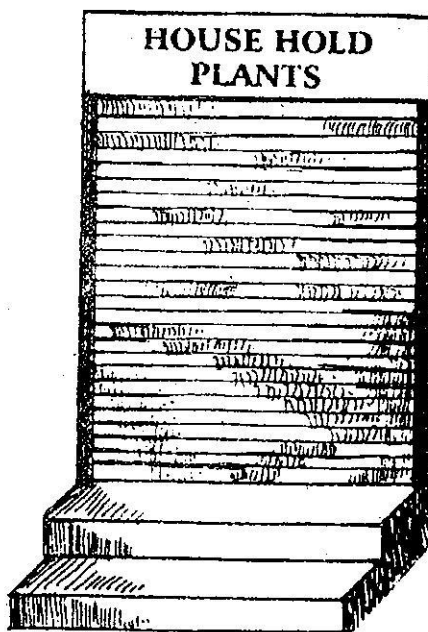
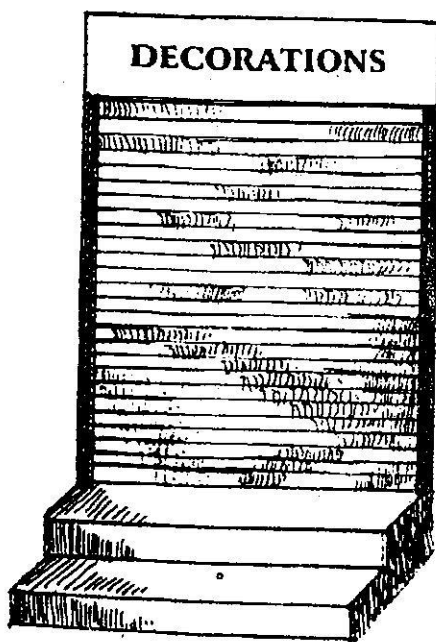
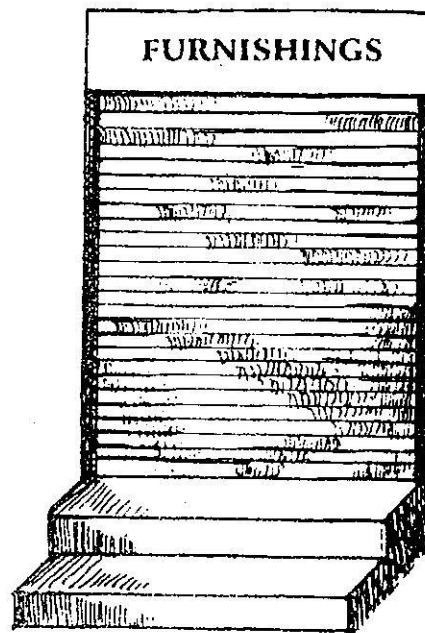
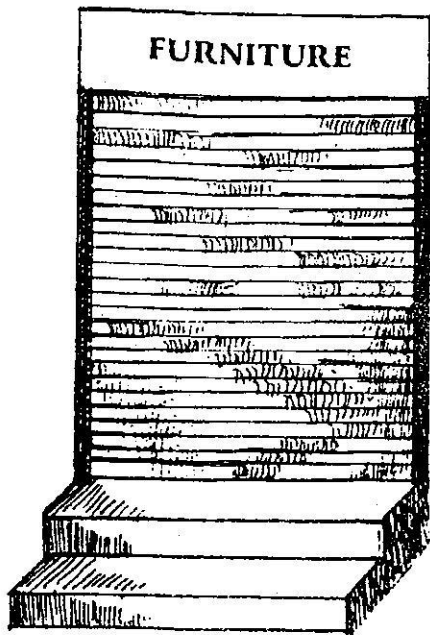
#### Exercise 5

The next step for the Haq family is to decorate the house and give a personal touch to it. Mrs. Haq has a very good taste and likes to choose local items that are both economical and durable. She goes to the market to shop for various things. What do you think Mrs. Haq needs for the house? Look at the pictures given at the opposite page and guess what she is going to buy from these shops?

Suppose Mrs. Haq wants to buy some nice fabric for curtains, she asks certain questions to the salesman. Let us read the dialogue between them.

**Example:**

- Mrs. Haq: **What** is the price of this material?  
Salesman: It is Rs.120 per meter?  
Mrs. Haq: **Can** you tell me its width please?  
Salesman: Yes of course, it is one & a half meter wide.  
Mrs. Haq: **Will** it shrink?  
Salesman: Yes a little, as it is 100% cotton.  
Mrs. Haq: **Are** the colours fast?  
Salesman: Yes, we give you a guarantee for that.



### Exercise 6

There are various ways of asking questions in English. You have come across a number of question forms in unit 1 and some more in this particular unit. Let us repeat these question forms once again and write short dialogues between Mrs. Haq and different salesmen. Mrs Haq is shopping for things and she is asking questions to the salesmen.

- **What** can I do for you?
- **Can** I speak to Mr. Allah Bux soomro?
- **How** about five in the evening ?
- **Does** the house have a garage?
- **Will** it shrink?
- **Are** the colours fast?

### Exercise 7

Suppose you want to buy things for your house and go to the market. What things do you want to buy from the following shops and what questions will you ask the salesmen of these shops? Read the example and then write appropriate **questions** using the question forms we have given you above.

#### Example:

- 1 At a meat shop.

Can you please give me two kilos of mince meat?

- 2 At a hard ware shop.

\_\_\_\_\_?

- 3 At a general store.

\_\_\_\_\_?

4 At a grocery shop.

\_\_\_\_\_?

5 At a plant nursery.

\_\_\_\_\_?



Major and Mrs. Haq want to hire the services of the following people to do different jobs in the house. They need:

- a carpenter to fix a window
- a painter to paint the gate
- a tailor to stitch the curtains
- an electrician to fix the tube lights

### Exercise 8

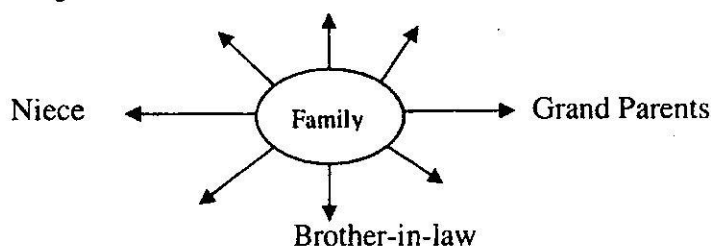
There are many other people who come to work in Major and Mrs Haq's house. What do these people do in their house?

- 1 A sweeper who comes to \_\_\_\_\_.
- 2 A plumber who comes to \_\_\_\_\_.
- 3 A washer man (*Dhobi*) who comes to \_\_\_\_\_.
- 4 A maid who comes to \_\_\_\_\_.
- 5 A gardener (*Maali*) who comes to \_\_\_\_\_.
- 6 A cook who comes to \_\_\_\_\_.

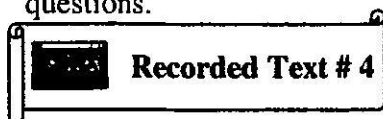


In Pakistan we still have extended or joint family system, that is a lot of family members live together under one roof. There are different relatives who join together to make one big family. Here is a diagram that gives out the names of

various family members or relationships. Can you add some more names of relatives to the diagram?



Arifa and Riffat are talking about their family members. Listen to their conversation carefully, note down the important details and answer the given questions.



Arifa: I'm extremely busy these days. I don't even have the time to watch my favourite play on TV.

Riffat: Why? Are there guests in the house?

Arifa: Not guests but we've planned Sara's wedding in December and being the eldest *bhabhi* I've so many responsibilities.

Riffat: What about other *bhabhis* Naila and Shagufta? Aren't they helping out ?

Arifa: Yes they're. But then *Amma ji* needs full attention and you know how one has to be careful dealing with mothers in law.

Riffat: I know. I don't have a *saas* but my father in law is bed ridden and needs an attendant all the time. After all it's our responsibility to take care of our elders.

Arifa: Yes of course. I'm lucky to have very supportive in laws. My two *nands* who are the youngest in the family are most loveable and are great fun around the house.

## Contractions

I do not ----- I do'nt

We have----- We've

It is----- It's

They are----- They're



There are two types of family relatives; the **maternal or mother's side** of family and **paternal or father's side** of relatives.

### The maternal relatives:

- Grandmother/father (*nani and nana*)
- Aunt and uncle (*khala and mamu*)
- Niece and nephew (*bhanji and bhanja*)

### The paternal relatives:

- Grandmother/father (*Dadi and dada*)
- Aunt and uncle (*phupi and chacha*)
- Niece and nephew (*bhatija and bhatiji*)

### Exercise 9

Now answer the questions based on the dialogue between Arifa and Riffat.  
Notice the use of different question forms.

- 1 How many in laws do Arifa have in her family?
- 2 Who is getting married?
- 3 When is the wedding ceremony scheduled to take place?
- 4 Who is very busy?
- 5 Who is bed ridden?
- 6 How many *bhabhis* or sisters in law does Arifa have?
- 7 Who are the most loveable in Arifa's family?
- 8 How many brothers in law does Arifa have?

## PART B READING AND WRITING

Read the paragraph about Arifa's Family:

Arifa lives in an extended or a joint family. She has a mother in law whom every one calls "*Amma Ji*", two brothers in law who are younger to her husband and are married and two sisters in law who are the youngest in the family. Arifa has a third sister in law Sarah who is getting married.

### Exercise 10

How many members are there in your family? Write a similar kind of paragraph about your family. If you want to add more details then write about the maternal and paternal relatives also.

### Exercise 11

By now you are quite familiar with the Haq family. Fill in the blanks choosing the correct relationship from the list.

Husband, Wife, Brother, Sister, Son, Children, Father, Mother





1. Inam ul- Haq is Irum's \_\_\_\_\_.
2. Irum Haq is Major Haq's \_\_\_\_\_.
3. Zoheb is their \_\_\_\_\_.
4. Zara is their \_\_\_\_\_.
5. Zara and Zoheb are their \_\_\_\_\_.
6. Zoheb is Zara's \_\_\_\_\_.
7. Zara is Zoheb's \_\_\_\_\_.
8. Irum Haq is Zara and Zoheb's \_\_\_\_\_.
9. Major Haq is Zara and Zoheb's \_\_\_\_\_.

Major and Mrs. Haq have a busy life style. Both of them work, major is in the army and Mrs. Haq is a lecturer in a college. Read Mrs. Haq's typical daily schedule.

Mrs. Irum Haq wakes up at six (6:00 a. m or 600 hours) in the morning and immediately takes a shower. She **then** wakes up her two children, and goes into the kitchen to prepare breakfast. The **next** thing she does is to set up the table and **then** rush to see that children are properly dressed and their school bags are ready. **Later on** she wakes up her husband, **meanwhile** she gets dressed and joins the family for breakfast. **After wards** Mrs. Haq drops the children at school and **then** drives down to her college. Mrs. Haq is free from the college at about half past one (1:30 p. m or 1330 hours). **First** she picks up her children, **secondly**, she stops at different places to do some errands such as buy vegetables, pay the bills or pick up clothes from the *dhobi*. **Finally** she reaches home at around two in the afternoon (2:00 p. m or 1400 hours). **Later** in the day when the major arrives home at about two thirty (2:30 p. m. or 1430 hours) the whole family eats the lunch together and **after that** Mrs. Haq rests for an hour.

Major and Mrs. Haq take the evening tea at around five (5:00 p. m or 1700 hours) and **then** all of them go for a short walk at the contonment park. **Later** in the evening Mrs. Haq helps her children with their homework. By eight (8:00 p. m. or 2000 hours) in the evening she is free and has time to herself.



The above paragraph gives you a step by step process or sequence of Mrs. Haq's daily routine. While reading the paragraph you must have noticed the words which are given in bold. These words are called **sequence markers** and they help us understand the steps or order of actions or events, that is what happened first, then, later and so on so forth. When we watch a film or read a novel or a story, events take place one by one. A proper and step by step narration helps the viewers or the readers to follow the story. If the incidents or events in a film or a novel are not in a proper order or sequence then we become confused and are unable to follow the story. Therefore, it is very important that when we write something we should follow a certain order or sequence.

Read these words which you can use while writing a step by step composition:

- **First**
- **Firstly**
- **Second**
- **Secondly**
- **Later**
- **Next**
- **After that**
- **Meanwhile**
- **In the Meantime**
- **Finally**

### Exercise 12

Read the sentences given below. These are about Zara Haq. You would notice that these sentences are not in a proper sequence or order. First rearrange all these sentences in a correct sequence and secondly, join these sentences to construct a paragraph. Use sequence markers such as first, next, after that, later, then, finally to link the sentences.




**Example:**

Zara wakes up at six every morning and then takes a shower.

- 1 At around eight thirty Zara sits before the computer and tries to learn typing.
- 2 She comes back from school at around two in the afternoon.
- 3 She finishes her homework by seven in the evening.
- 4 Zara leaves for school at about seven thirty every morning.
- 5 She reads a book before going to sleep.
- 6 Zara joins her parents for a walk in the evening.
- 7 She takes a glass of milk and then switches off the lights.

**Exercise 13**

Read the passage about Mrs. Haq's daily routine once again. The passage ends with this line "By eight in the evening she is free and has time to herself". Now think about Mrs. Haq's other activities after eight. What other things does she do? To help you write, here is the opening line, you can continue writing. 

By eight in the evening she is free and has time to herself. She goes through the morning newspapers in detail and then \_\_\_\_\_

---

---

---

---

---

### Exercise 14

Now write about your daily routine. What do you do the whole day?

Start by writing the details about your morning activities, then your afternoon schedule and finally your evening activities. Use the sequence markers we have already given you.

Here is a short poem written by Maryam Munir taken from the "US" magazine of the daily NEWS.

#### My Little House

I am glad our house is a little house  
Not too tall nor too wide  
I am glad the hovering butterflies  
Feel free to come inside  
Our little house is a friendly house  
It is not shy or vain  
It gossips with the talking trees  
And makes friends with the rain  
And quick leaves cast a shimmering light  
Against the white walls  
And in the phlox, the courteous bees  
Are paying duty calls.



What is this young poetess trying to tell the readers? She is describing her little house and is telling us how happy and secure she feels in it.

When poets write poetry, one of the most important element they consider is their choice of words. The words they use in their poems should attract the reader's interest and also add music to the poem. Their choice of words also help create images in readers' minds. In the poem "My Little House" the poetess uses certain

words which add music to the poem and create interesting images in our minds.  
Let us read these words once again:

- hovering butterflies
- talking trees
- friendly house
- leaves cast a shimmering light
- courteous bees

### Exercise 15

Here are some difficult words from the poem. First tick (✓) the correct meaning from the three choices and then look into the dictionary to confirm your answer.

1 **Hovering** means:

- a fly
- b shout
- c whisper

2 **Gossip** means:

- a chat with a friend
- b talk about people
- c talk constantly

3 **Shimmer** means:

- a shine
- b shiver
- c move

4 **Phlox** means:

- a group of trees
- b photograph
- c scenery

5 **Courteous** means:

- a helpful
- b good mannered
- c rude

Now here is a longer text. Read it carefully once or twice in order to understand it.

### **Return Of The Native**

"Thank God, I'm home!" I said with a sigh of relief, as PIA plane made a rather bumpy landing at the Quaid i Azam International Airport, Karachi. Throughout the descent, I had been craning my neck to look out of the plane windows. In fact, looking at the pure ecstasy and enthusiasm on my face, the gentleman next to me asked, "You're a university student going home, aren't you?"

University for me had been all that it promised: lots of fun, a great opportunity to experience life in a foreign country and meet and work with people from all around the world. But that is only the tip of the iceberg. When I think about my first semester at college, the first word that comes to my mind is 'stress'. The second word is computers and a whole range of machines.

Life in the university passes at a roller coaster pace. The day begins early and ends late, as students visit each others rooms to party, make late night visits and spend the wee hours of the night struggling to keep up with assignments, course work and tests.



This rigorous study usually followed by more enjoyable coffee breaks. Between the wonderful experience of getting to know the textbooks, there are a whole list of chores to be done: keeping a bank account in order, paying phone bills, doing dirty laundry and cleaning up the room. After living in Karachi all my life with a fleet of servants and a most doting and co-operative parents, I suddenly discovered that running ones own life is actually difficult than it originally appears. Food and sleep become less prominent, books and mother more dear than ever before.

Another thing that troubled me the most was adjusting to the manner in which machines especially computers rule the western world. I went to the university as a complete computer illiterate and came out of it a computer wizard, obviously out of compulsion. After hours of frustration, I finally mastered or at least learnt to tackle a host of machines.

The greatest change that occurs I believe is the manner in which living abroad makes students appreciate home. At first it was family and friends I missed most, then the food and all those favourite places back home and lastly the dress. The absence of the sights and sounds of home make the heart grow fonder, the traffic noises, the chaotic roads and bazaars and every one wearing the same Shalwar Kameez and speaking the same language is what I missed.

All in all, by December I was exhausted with the hectic fast paced life and all I wanted was to go home. So it wasn't surprising that when the plane touched the turmac, I forgot all the exhaustion of travel and with a smile on my face, I breathed the thick air of Karachi greeting myself "Welcome Home".

#### Exercise 16

What is the text about? What is the writer trying to tell us? You would be able to answer these questions only if you are able to understand the **main idea** or **theme** of the text. To help you understand the theme of the text here are a list of possible

main ideas of the text. Keep these in mind while reading the text for the second time. As you read the text make your judgement as which main idea best suits the text. You might find most of the following ideas suitable but there has to be only **one** that summarizes the entire text.

- 1 Writer's remembrance of her university days abroad.
- 2 Her joy at coming home.
- 3 Her hatred for computers and machines.
- 4 The fast and disciplined life at the university.
- 5 Her love for Pakistani things.
- 6 Her homesickness.
- 7 Her preference for living in a foreign country.
- 8 Her comparison of life at a foreign university and back home.

### **Exercise 17**

Now answer these questions based on the text. In order to answer these questions you need to read the text carefully and then give your personal **opinion**.

- 1 Does the writer hate machines?
- 2 Did she enjoy her stay abroad?
- 3 Why is she so happy to return home?
- 4 Why did she smile when she reached the Karachi airport?
- 5 Does she like the traffic on Karachi roads?



Here is an interesting term which is taken from the text:

**Craning my neck.** What does it mean? To help you guess its meaning let's take one step at a time:



- A You are sitting in a cinema theatre watching a film.
- B You cannot see the screen clearly because there is tall fat man sitting in front of you.
- C So what do you do?
- D You move your head from one side to another in order to get a better view.
- E You are actually stretching your neck to see the screen.
- F In other words you are actually **craning** (stretching) your neck.

Now read the following two sentences using the same term.

- 1 The auditorium was full so I've to **crane my neck** to see the speaker on the stage.
- 2 As the train arrived at the platform, the passengers **craned their necks** from the windows to see their relatives.

### Exercise 18

The text has other such terms. These terms and their meanings are written in two columns. Match each **term** in column 1 with its correct **explanation** in column 2.

Column 1	Column 2
1 Sigh of relief	A Dawn or early hours of the morning
2 Tip of the ice berg	B Feeling relieved or relaxed
3 Roller coaster pace	C Excitement or expectation
4 Wee hours of the night	D Beginning of some thing
5 Makes the heart grow fonder	E Fast and racy

# **UNIT 3**

## **TALKING ABOUT YOUR EDUCATION AND CAREER PLANS**

***ABDUL HAFEEZ***

## PART A TALKING ABOUT EDUCATION AND CAREER PLANS

*Saeed has passed F.Sc exams. He wants to continue his education. In the following dialogue, he is discussing his educational plans with his uncle Farhan. Listen to the dialogues carefully.*

### Recorded text # 5

Farhan: What do you plan to do after your F.Sc?

Saeed: I want to go to medical college.

F: So, you intend to become a doctor.

S: Yes.

F: What subjects did you study for your F.Sc?

S: Besides compulsory subjects, I studied physics, chemistry, biology, and botany.

F: What percent of marks did you get?

S: I got sixty percent marks.

F: I'm afraid, it would be difficult for you to go to medical college.

S: Why?

F: Because the merit is very high. Last year, the last candidate on the merit list was with eighty percent marks.

S: Then, what should I do?

F: Why don't you study computer sciences?



- S: Oh, no, I'm not interested in computer sciences.
- F: You can then do a degree in business administration which is in a great demand these days.
- S: Yes. That seems to be a good idea.

### Exercise 1

Now, listen to the dialogue once again and then tick (✓) the correct information about Saeed given below:

- 1 Saeed wants to go to:  
a medical college      b engineering college  
c law college      d agricultural college
- 2 Saeed intends to become:  
a an engineer      b a teacher  
c a doctor      d a pilot
- 3 In FSc, Saeed got:  
a 60% marks      b 68% marks  
c 65% marks      d 63% marks
- 4 Last year, the last candidate on the merit list was with:  
a 78% marks      b 58% marks  
c 80% marks      d 60% marks
- 5 Saeed may study:  
a computer sciences      b business administration  
c public administration      d english literature

Let us read the following sentences. These sentences express Saeed's **future planning**.

- Saeed wants to go to medical college
- Saeed intends to become a doctor
- Saeed plans to study medicine
- Saeed would like to become a doctor
- Saeed is interested in studying medical subjects

### Exercise 2

Read about the future plans of three friends Azhar, Ali and Aamir. Follow the example given below and develop the points given in the table into full sentences stating the **future plans** of these three friends.

**Example:** Azhar intends to go to engineering college.

Azhar	Ali	Amir
<ul style="list-style-type: none"> <li>• Engineering college</li> <li>• Engineer</li> <li>• Join a construction company</li> <li>• Earn money</li> </ul>	<ul style="list-style-type: none"> <li>• Agricultural college</li> <li>• MSc in Agriculture</li> <li>• Work in the department of Agriculture</li> <li>• Start his own agricultural farm</li> </ul>	<ul style="list-style-type: none"> <li>• Fine arts college</li> <li>• Degree in fine arts</li> <li>• Work in an advertising firm</li> <li>• Open his own advertising firm</li> </ul>

Read what Zahid says about his future plans:

After completing Matric, I will go to a technical college. I will do a diploma in civil engineering and will work in the country for at least three years. After acquiring some job experience, I will try to find a job abroad, perhaps in the middle east. I will have some more work experience and of course will earn considerable money and then will come back and start my own private engineering firm.



You must have noticed that Zahid uses the word “**will**” many times. Why does he do that? Well, he uses “will” to express his opinions, his hopes, his future ambitions and his intentions. At the same time Zahid is not too sure whether all his hopes and plans will materialize. So we normally **use will when we are not too sure about the results yet we are making plans.**

### Exercise 3

Would you like to express your **future plans**? Try and express them orally first in the tutorial meeting or while talking to a friend, then write about your hopes and ambitions. Use **will** as much as you can.

### Example:

You: I will try to finish my assignment this week.

Now read about Saeed:

Saeed has passed his F.Sc exams. He studied physics, chemistry, biology, and botany besides compulsory subjects. He secured sixty percent marks. He wants to become a doctor.

#### Exercise 4

Ask your friends to tell you the subjects they studied in their school or college and the percentage of marks they obtained. Also ask them about their future planning. Here is an example that you can follow:

#### Example:

You: What were your subjects in Matric?

Friend: English chemistry, physics and urdu.

You: What do you plan to study now?

Friend: Pre medical, I plan to become a doctor.

Now write a paragraph about your friend similar to the one given above about Saeed.



You must have heard people saying that they have done FA. Do you know what these two letters 'F' and 'A' stand for? These letters stand for **Faculty of Arts**.

#### Exercise 5

Match the shortened forms of **certificates** and **degrees** in column I with their full names given in column II.

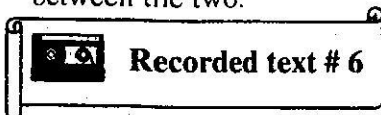
Column I	Column II
1 I Com	A Bachelor of Arts
2 F.Sc	B Bachelor of Commerce
3 BA	C Intermediate of Commerce
4 B Com	D Faculty of Science
5 BBA	E Bachelor of Computer Science
6 BSc	F Bachelor of Business Administration

7 BCS	G Bachelor of Technology
8 B Tech	H Master of Science
9 BSc (Engg)	I Bachelor of Science
10 MBBS	J Bachelor of Science (Engineering)
11 MA	K Master of Philosophy
12 MSC	L Bachelor of Medicine and Bachelor of Surgery
13 Mphil	M Doctor of Philosophy
14 PhD	N Master of Arts



Please note that FA, FSC, and I Com are Certificate programs, whereas all other are degree programmes. There are also diploma programmes in different fields such as Diploma in Engineering, Diploma in Education and so on. Diploma in some cases is done after Matric, Intermediate, while in other cases after graduation or even post graduation.

Kamran Shahid is an educational consultant. His job is to help, and advise young graduates regarding their career plans. Arshad Mahmood is one such person who has done his bachelor's and wants career advice. Listen to the conversation between the two.



Arshad: Sir, I've an appointment with you. I want you to advise me regarding my career plans.

Kamran: Please sit down. Before I give you any advice, tell me about your age and education first.

A: I'm 27 years old. I passed my BA last year.

K: What subjects did you study for your BA?



- A: I studied English, Islamic studies, Pakistan studies, Political science, and Sociology.
- K: What grade did you get?
- A: I got a grade 'B'.
- K: What type of job are you looking for?
- A: I'd like to join a bank as an officer.
- K: I'm afraid, it wouldn't be possible for you.
- A: Why?
- K: As far as your education is concerned, it's alright but due to two reasons you're not eligible for the post of a bank officer.
- A: What're those reasons Sir?
- K: Firstly, age limit is 26 and your age is 27.  
Secondly, You haven't studied the required subject which is mathematics or accounting.
- A: What would you advise me to do then?
- K: You can join civil services or you can become a lecturer after doing a master's degree in any of the subjects you studied for your BA.
- A: Thank you very much for your advice sir.

### Contractions

What are -----what're

You have not -----You haven't

Would not-----Wouldn't

### Exercise 6

Did you listen to the dialogue carefully. Now fill in the blank spaces with the correct information about Arshad.

Age: \_\_\_\_\_

Education: \_\_\_\_\_

Grade in BA: \_\_\_\_\_

Subject: studied: 1 \_\_\_\_\_ 2 \_\_\_\_\_

3 \_\_\_\_\_ 4 \_\_\_\_\_

5 \_\_\_\_\_

### Exercise 7

Kamran tells Arshad that there are two reasons due to which he cannot become a bank officer. Can you remember these reasons? If not replay the dialogue again and then write these reasons below:

**Reasons:**

1 \_\_\_\_\_

2 \_\_\_\_\_

### Exercise 8

As Arshad cannot become a bank-officer, Kamran has advised him to take up any of the two different jobs. What are these two jobs? Write them here on the given lines.

1 \_\_\_\_\_

2 \_\_\_\_\_



In the dialogue, Kamran says:

“You are not eligible for the post of a bank officer”.

Let us read what other expressions are used in similar situations:

- You can /cannot apply for this post
- You are qualified /not qualified for this post
- You fulfill/ do not fulfill the conditions for this post
- You fulfill/ do not fulfill the requirements for this post

### Exercise 9

Read the given advertisement carefully. Then read the particulars of the candidates given below. Decide about each of the candidates whether he is eligible for the post or not. Use the expressions which we have given above.

#### Example:

Kamal is not eligible for the post because his educational qualifications are not suitable

### SITUATION VACANT

Applications are invited to fill the following post at the Allama Iqbal Open University, Islamabad.

The applications must reach the undersigned by 23<sup>rd</sup> April 2000. Two attested passport size photographs and attested photocopies of the testimonials must be attached to the application.

<u>Post</u>	<u>Age</u>	<u>Education</u>	<u>Experience</u>
Superintendent	26 - 30	MA/MS	At least five Years in the relevant field

Dr M. Aslam Asghar  
Registrar  
Allama Iqbal Open University.  
H-8, Islamabad, Pakistan.

**Particulars of candidates:**

<b>Name</b>	<b>Age</b>	<b>Education</b>	<b>Experience</b>
Kamal	31	FA	4 years
Shakir	25	BA	6 years
Naeem	27	MA	5 years
Aslam	29	BSc	9 years
Azhaar	29	MSc	6 years
Zakir	28	MA	7 years

**PART B READING AND WRITING**



When we read, we come across many new or difficult words. So what do we do? The easy way out is to ask someone its meaning, look into a dictionary or guess it ourselves. But we do not always consult a dictionary because it gets very tiring and time consuming. Most of us try and guess the meaning of difficult words ourselves. In order to guess the meaning we take help from the **hints** or **clues** or **situations** given within the sentence. These hints help us guess the meaning of a difficult word. But if we are still confused then we should look into a dictionary.

Let us understand how we can guess the meaning of a difficult word. Read the example given below:

**Example:**

The test papers of four students were **identical**, each one exactly the same.

Some of you might find the meaning of the word **Identical** difficult. Yet some of you might have guessed its meaning as:

**Identical** means:

- Same
- Similar

- Exact
- Alike

Some of you have guessed the correct meaning. How did you guess its meaning? What helped you? May be you don't know but you have been able to guess the meaning of the word "**Identical**" by understanding the clue given in the sentence. And that hint or clue is the word "**exactly the same**". Words which have almost similar meanings are also called **synonyms**.

### Exercise 10

Read the following sentences carefully. Each sentence has a difficult word which is written in bold. First of all guess the meaning of that word by finding a clue or hint within the sentence. Then write the meaning you have guessed and finally look into the dictionary to find similar words or **synonyms** and write them down in the given chart. The first one is done for you.

- 1 Students learn the social skill of **cooperation**, of working together in school.
- 2 Students **memorize** information; they learn and remember basic rules and facts.
- 3 Each educational system is a mirror that **reflects** and shows the values of the society.
- 4 The visiting foreign English Language teacher was **startled** by the old methods of teaching in local school, and was surprised.

Difficult word	Clue in the sentence	Your guess	Synonyms
1 Cooperation	Working together	Joining together	Act together, share, support each other
2 _____	_____	_____	
3 _____	_____	_____	
4 _____	_____	_____	

## Exercise 11

You have learned that we can guess the meaning of a word by searching for a clue within the sentence. Here is a passage with missing words. Read the entire passage first and try to guess which suitable word can be added to each blank. After completing this exercise, go to the key section to check your answer.

Good readers make use of what they already know to figure out what they don't know about the \_\_\_\_\_. It is a game between the \_\_\_\_\_ and the text. Readers bring their knowledge of the world, their experience with other books and their knowledge of the subject of the text. Readers use this \_\_\_\_\_ to predict the contents of the text. They make \_\_\_\_\_ about what will follow, continue reading and sometimes change their guesses. This is the game we are constantly \_\_\_\_\_ with the text.

**Read the text:**

### Aziz's success story

Aziz belongs to a poor family. He always dreamt of studying and improving his standard of living. Aziz loved to see young students carrying school bags to school and wanted to be one of them. Following his dream, he worked hard and did his Matric from a local school. He could not go to college because his parents Couldn't afford his further studies. Aziz, who was determined to continue his education, got admission in college as a private student and although he studied without anybody's help he cleared his FA in first division. Since this encouraged him, he continued studying and once again secured first division in BA. As Aziz believed in hard work and God's help he thought that if he has come this far, he could also do MA and he did it! he got a second division in MA in English literature. If he had a first division in MA, he could have got a job in a university, consequently, he joined a local college as a lecturer. Aziz still wants to further his education and does not want to stop here.



You have read the passage about Aziz. You must have found certain words difficult to understand. Try and understand the use and meaning of the following words: **because, although, since, as, if, consequently** by doing the next two exercises.

### Exercise 12

Read how these words are used in the given sentences. Guess the meaning of the words in bold. Tick (✓) the correct choice.

- 1 **Because** his parents were poor, he could not go to college.
  - a For the reason that
  - b Unfortunately
  - c Unwillingly
- 2 **Although**, he studied without anybody's help, he got first division.
  - a As a result
  - b In spite of the fact that
  - c Luckily
- 3 **Since**, this encouraged him, he continued studying.
  - a Keeping in view
  - b Quickly
  - c Suddenly
- 4 **As**, Aziz believed in hard work, he continued studying and working.
  - a Happily
  - b Slowly
  - c Due to the reason

5 If he had a first division in MA, he could have got a job in a university.

- a On the condition that
- b By chance
- c By force

6 **Consequently**, he joined a college as a lecturer.

- a Carefully
- b Therefore
- c Unhappily

### Exercise 13

We hope that you have guessed the meanings of the above words correctly and by guessing their meanings you have also understood the use of these words. Let us once again do this exercise which will further help you understand the use of because, although, since, as, if and consequently. Try and match the first half of each sentence in column 1 with its correct second half in column 2.

Column 1	Column 2
1 Although the candidate was highly qualified	A he went to medical college
2 Since he is not eligible for this post	B he could not impress the selection board in the Interview
3 Since he got first division in F.Sc.	C we cannot call him for an interview
4 As he can type	D he can hardly write correct English
5 If he has applied for the Post	E consequently, he went abroad
6 He could not find a job in the country	F we can appoint him as a typist
7 Although he has degree in English	G we will call him for an interview



### **Exercise 14**

Here are some more different terms taken from "Aziz's Success Story" Guess the meaning of each word. Then construct your own sentences in order to prove that you have understood the meaning of these words.

- 1      Standard of living
- 2      Following his dream
- 3      Further his education

## **UNIT 4**

# **TALKING ABOUT YOUR LIKES AND DISLIKES**

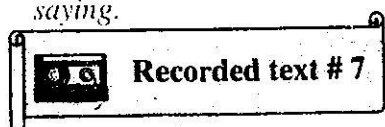
***SHAGUFTA SIRAJ***

## Part A

## TALKING ABOUT YOUR LIKES AND DISLIKES



Every one of us has likes and dislikes. For example we like certain kind of people and dislike certain others. Similarly we all have our own individual choices in food, colours, dresses, films, songs, so on and so forth. In this unit we are going to talk about how to express our likes and dislikes about people, things, hobbies, dresses, colours, foods and other things. It is generally noticed that we all are interested in knowing about the lives of famous people. These famous people can be film stars, singers, painters, politicians, writers and people belonging to various fields. We want to know more and more about their likes and dislikes, hobbies, interests etc. The following is an interview with a famous TV star Roohi Khan. Let us listen to the interview carefully in order to find out what she is saying.



Interviewer -I

Roohi Khan -RK

I: Your date of birth and zodiac sign?

RK: June 28 and so my star is cancer.

I: What're your favourite colours?

RK: I like white, green and blue.

I: What do you do in your spare time?

RK: I enjoy reading, painting, sleeping and being with friends.

I: Your dislikes?

RK: I hate proud, dishonest and corrupt people.

I: Which was your favourite subject in school?

RK: I loved English.

- I: You said you enjoyed reading. Who is your favourite author?
- RK: I'm very fond of Razia Butt's novels.
- I: If you could be another person, whom would you choose to be?
- RK: I'd love to be myself again.
- I: The best thing you like about yourself?
- RK: I admire my nose.
- I: What's your reaction when people recognise you?
- RK: Very positive, I feel really good.

### Contractions

What are ----- What're

What is ----- What's

I would ----- I'd



Let us repeat some of the expressions Roohi Khan uses to express her **likes**:

- I like
- I love
- I am fond of
- I enjoy
- I admire
- I feel good

While listening to Roohi Khan you might have noticed one expression she uses to express her dislike and that is "I hate proud, dishonest and corrupt people". There are many other expressions which we can use to express our **dislikes**:

- I don't like
- I hate
- I don't feel like
- I detest
- I dislike

### Exercise 1

Here are two columns. Column A with a set of questions and column B with a list of answers. After listening the interview of Roohi Khan carefully can you match a question in A with an answer in B.

A	Questions	B	Answers
1	What are her likes?	A	She loves English
2	What are her favourite colours?	B	She is fond of reading Razia Butt
3	Which writer does she enjoy reading?	C	She loves to paint, sleep, read and enjoy friends' company
4	What does she admire in herself?	D	She likes white and green
5	Which was her favourite subject in school?	E	She admires her nose

### Exercise 2

Now suppose a friend asks you questions about your likes and dislikes about the following, how would you express them?

- 1 Colours
- 2 Personalities
- 3 Writers

- 4 Past time activities
- 5 Films
- 6 Singers
- 7 Dresses

**Example:**

- I love to go for walks in the evening.
- I don't like summers at all.

The following is an interesting passage stating likes and dislikes of Scorpions born between October 24 and November 23. Some of you may be scorpions yourself and must be interested to know more about your Zodiac sign (star).

Let us read the paragraph carefully:

**Works and Hobbies of a Scorpion.**

Many scorpions prefer to work in the field of medicine either as surgeons or psychiatrists. Police work also interests people of this sign. They also admire engineering and military work.

A scorpion's typical interests would be wrestling, boxing, and football as well as sailing. Many scorpions love to listen to good music. Scorpions love to eat their favourite foods. They are attached to their homes, businesses, professions and possessions. They like books and music and also like to own a large and comfortable car.

**Exercise 3**

After reading the above passage, list all those sentences which express likes of scorpion people.

**Example:**

Scorpions prefer to work in the field of medicine.

**Exercise 4**

The following sentences are based on the passage about Scorpion people. Tick (✓) sentences which are true and cross out ( x ) sentences which are false.

- ☐ Scorpions are not interested in wrestling
- ☐ Scorpions are fond of high standards of living
- ☐ Scorpions love to eat any kind of food
- ☐ Scorpions are very possessive about their things
- ☐ Scorpions are not fond of books
- ☐ Scorpions enjoy good music
- ☐ Scorpions like people



All of us have our personal likes and dislikes. Suppose the following people do not like certain things and you are trying to change their mind or opinions. How would you convince them and change their disliking into liking. You would naturally want to support your argument by giving reasons or advantages. Read the example carefully and notice how Azhar is trying to convince Ali.

**Example:**

Ali: I don't want to watch the film Titanic. I've heard it's very lengthy and too tiring.

Azhar: I don't think it's tiring. It's a very exciting film full of beautiful scenes and based on a true story. I think you shouldn't miss it.

### Exercise 5

Complete the short dialogues. You are trying to convince your friend. How would you do that?

- 1 Friend: I don't like travelling by train. It's very tiring.  
You: \_\_\_\_\_
- 2 Friend: I hate reading science fiction books. They're so dry.  
You: \_\_\_\_\_
- 3 Friend: I detest staying in this hostel. It's too noisy.  
You: \_\_\_\_\_
- 4 Friend: I am least interested in meeting your friend. She's a big show-off.  
You: \_\_\_\_\_
- 5 Friend: I don't want to discuss maths at this moment. I'm totally confused.  
You: \_\_\_\_\_



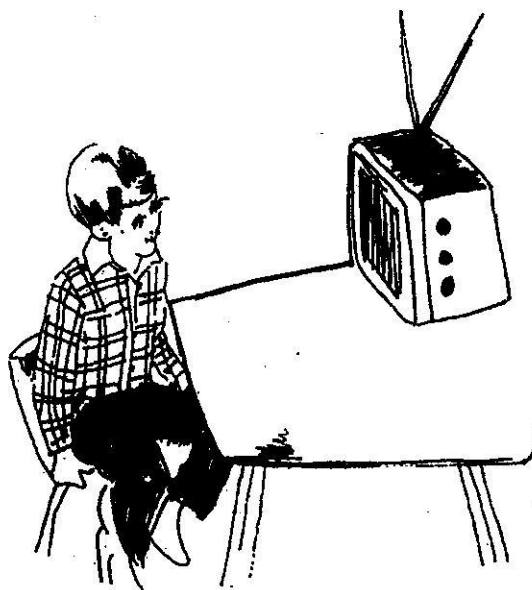
Let us introduce you to two different kinds of personalities. We will call them **Extroverts** and **Introverts**.

**Extroverts** are those people who are social by nature, like to make friends, love to socialize and arrange parties and other fun activities. They are "doers" and like to keep themselves busy. **Introverts**, on the other hand are quieter, less social, keep their feelings, thoughts and ideas to themselves and take very little interest in social gatherings and functions. In fact, most of them are "thinkers".



To know more about these two kinds of people and also to find out your own kind, let's read the following lists given in column A and column B.

Extroverts	Introverts
<ul style="list-style-type: none"> <li>• Like to have a lot of friends</li> <li>• Fond of partying</li> <li>• Love sharing things and personal details</li> <li>• Love crowds</li> <li>• Interested about people and social news</li> <li>• Good conversationalists</li> <li>• Love outdoor activities as sports, picnics, trips etc.</li> <li>• Prefer jobs that involve public dealing</li> </ul>	<ul style="list-style-type: none"> <li>• Like to be on their own, enjoy ones own company</li> <li>• Dislike socializing and partying</li> <li>• Hate disclosing personal details</li> <li>• Avoid large gatherings and crowds</li> <li>• Prefer to be reserved and observant</li> <li>• Love to sit at home and enjoy doing personal things such as listening to classical music and reading</li> <li>• Enjoy a working environment that is quieter and private</li> <li>• Don't like to be noticed</li> </ul>



### Exercise 6

The following are ten statements. Tick (✓) only those which suit you. If you tick five likes you are an Extrovert. If you tick five dislikes then you are an Introvert.

- ☐ I am not interested in parties and party goers
- ☐ When I have some problem I love to share it with my friends
- ☐ I am not very fond of sports and politics
- ☐ I do not like inviting people at home
- ☐ I do not want to be disturbed by the outside world
- ☐ I love to participate in different kinds of social activities
- ☐ I prefer to share my feeling with others
- ☐ I do not like to have too many friends
- ☐ I like those jobs in which I have opportunities to meet new people
- ☐ I hate noise and like to be on my own



Now let us tell you an interesting grammar point. The word **like can be used as a verb as it tells us about an action**. Read the following sentences carefully.

- **Do you like to** have sugar in your tea?
- **Fouzia likes to** wear colourful dresses
- **Aman likes to** eat simple food
- **They like to** have friends

In the above sentences **like serves as a verb, because it means an action. The verb like is also supported by a person or the subject (you, Fouzia, Aman, they).**

The word **like** can also be used as a **preposition**. Read the sentences given below:

- She is **like** you.
- She speaks English **like** natives.
- She looks **like** a film star.
- Don't behave **like** a child.

In these sentences **like** serves as a **preposition**, because it has an object (you, native, filmstar, child) after it.

### Exercise 7

Read the following sentences. Differentiate between the uses of the word **like**. Is it used as verb or preposition? Write the correct answer in the spaces given.

- 1      **Do you like** to travel by air or by road?

The word **like** is used as a \_\_\_\_\_.

- 2      He definitely **looks like** my cousin.

The word **like** is used as a \_\_\_\_\_.

- 3      She said that she is **like** her father.

The word **like** is used as a \_\_\_\_\_.

- 4      What would **you like** to do tonight?

The word **like** is used as a \_\_\_\_\_.

- 5      If **you like** we can see a movie next weekend.

The word **like** is used as a \_\_\_\_\_.

- 6      Always cook rice **like** this.

The word **like** is used as a \_\_\_\_\_.

7 That sounds **like** a **phone bell**.

The word **like** is used as a \_\_\_\_\_.

8 Would **you like to** speak on this topic?

The word **like** is used as a \_\_\_\_\_.

### Exercise 8

Here are two sets of questions given in the two boxes, box A and box B. Match a question in Box A with a relevant question in Box B.

A	B
1 What's he like?	A Tell me about his interests and hobbies?
2 What would he like to do?	B Tell me about his physical appearance?
3 What does he like doing?	C Tell me about his personality?
4 What does he look like?	D Tell me about his health?
5 How is he?	E Tell me what he wants to do?



Here is another interesting grammar rule. Let us take the word **light**. Read the following sentences and notice how this word is used differently in each sentence.

### Light

- **Light** is very important for life      Light is used as a **noun**
- **Light** colours suit her best      Light is used as an **adjective**
- Let's **light** a fire in our room      Light is used as a **verb**

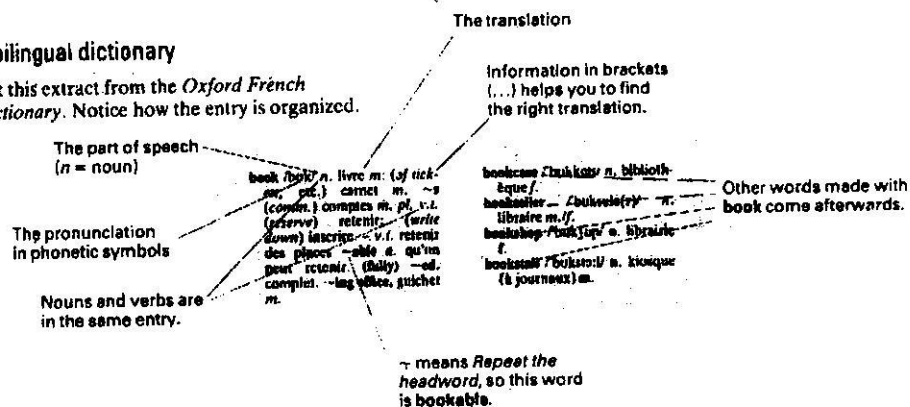
Similarly the word **past** can also be used as a noun, adjective and preposition. Read the following sentences carefully to notice the use of **past** as a noun, adjective and preposition.

## PAST

- I have been there many times in the **past**. Past is used as a **noun**
- The **past** month has been a difficult one for me. Past is used as an **adjective**
- There is a bus at twenty minutes **Past** eleven. Past is used as a **preposition**

### Using a bilingual dictionary

- 1 Look at this extract from the *Oxford French Mini-dictionary*. Notice how the entry is organized.



Nouns, verbs, adjectives, prepositions are all **parts of speech**. You will read more about different parts of speech in unit 5. Read the following dictionary page, notice the several uses of the word **fine**. It is used as four parts of speech, i.e. as a noun, a verb, an adjective and adverb.

**subject.** 3 Can you find me a hotel/find a hotel for me? 3 [Tn, Dn-n, Dn-pr] < sth/sb (for sb) obtain or get back (esp sth/sb that was lost): Did you find the pen you lost? 4 The missing child has not been found yet. 5 I'll help you find your shoes/find your shoes for you. 4 [Tn] succeed in obtaining (sth); provide or supply: I keep meaning to write, but never seem to find (the) time. 6 Who will find the money to pay for this trip? 5 [Tn, Cn-n] discover (sth/sb) by experience (to be or do sth); become aware of: I find (that) it pays to be honest. 7 How do you find your new job? 8 She found it difficult to understand him/find him difficult to understand. 9 We found the beds very comfortable. 10 We found him (to be) dishonest. 6 [Tn] arrive at (sth) naturally; reach: Water will always find its own level. 11 The arrow found its mark. 7 [Tn] (used in a statement of fact, indicating that sth exists): You'll find (ie There is) a teapot in the cupboard. 12 These flowers are found (ie exist, grow) only in Africa. 8 [Cn-a] (law) decide and declare as a verdict: How do you find the accused? 9 The jury found him guilty (of manslaughter). 9 (idm) all 'found' (of wages) with free food and lodging included, he found wanting be shown to be not sufficiently reliable or capable of undertaking a task, etc. find fault (with sb/sth) look for and discover mistakes (in sb/sth); complain (about sb/sth): I have no fault to find with your work. 10 She's always finding fault (with me). find/lose favour with sb/in sb's eyes < FAVOUR. find one's feet (a) become able to stand, walk, etc steadily: After a six-week illness it took me some time to find my feet again. (b) become able to act independently and confidently: I only recently found the firm so I'm still finding my feet. (not) find it in one's heart/oneself to do sth (usu with can/could) (not) be able to do sth because of kindness or consideration: I cannot find it in myself to condemn a mother who steals for a hungry child. 11 Can you find it in your heart to apologize? 12 find oneself discover one's true abilities, character and desires: At twenty-two, he's just beginning to find himself. find/meet one's match < MATCH. find one's own level find and associate with the people with whom one is morally, socially or intellectually equal. find/lose one's voice: 'tongue' be able/unable to speak or express one's opinion: Tell me what you think or have you lost your tongue? find its way to... reach a destination naturally: Rivers find their way to the sea. find one's way (to...) discover the right route (to a place): I hope you can find your way home. 13 She couldn't find her way out of the building. take sb as one finds him accept sb as he is without expecting him to behave in a special way: We've only just returned from holiday so you must take us as you find us. 10 (phr v) find (sth) out learn (sth) by study or inquiry: Can you find out what time the train leaves? find sb out discover sb who has done wrong, lied, etc: He had been cheating the taxman but it was years before he was found out. find for/against sb (law) give a verdict in favour/against sb: The jury found for the defendant.

**finder** *n* 1 person who finds sth. Lost: one diamond ring. Finder will be rewarded. 2 small telescope attached to a larger one used for locating an object for observation. 3 (idm) finders 'keepers' (saying) whoever finds sth has the right to keep it.

**find-ing** (usu pl) 1 thing that is discovered as the

result of an (official) inquiry: the findings of the Commission 2 The report's main finding is that pensions are inadequate. 2 (law) decision or verdict of a court or jury.

**find** *v* [Tn, Dn-pr, Dn-n] < sb (for sth/doing sth) valuable or pleasing: Our new gardener was a marvellous find. 2 act of finding sth/sb: an important archaeological find 3 I made a great find in that second-hand bookshop yesterday.

**fine** *n* [Tn, Dn-pr, Dn-n] < sb (for sth/doing sth) punish sb by a fine: fined for dangerous driving 4 The court fined him £500.

**fin-able** *adj* (of an action) that is likely to be punished by a fine, a finable offence.

**fine** *adj* (-r, -st) 1 (a) of high quality: a fine painting 2 a very fine performance 3 fine food, clothes, material. (b) carefully and skilfully made; easily damaged; delicate: fine workmanship 4 fine silk. (c) good; beautiful; pleasing; enjoyable: a fine view 5 We had a fine holiday in Switzerland. 6 (ironic) This is a fine mess we're in! 2 (of weather) bright; clear; not raining: It poured all morning, but turned fine later. 3 made of very small grains or particles: fine powder, flour, dust, etc 4 Sand is finer than gravel. 4 slender; thin: fine thread 5 a pencil with a fine point. 5 (of metals) refined; pure: fine gold. 6 (a) difficult to perceive; subtle: You are making very fine distinctions. (b) that can make delicate and careful distinctions: a fine sense of humour 7 a fine taste in art. 7 (of speech or writing) ornate; rhetorical; complimentary, esp in an insincere way: His speech was full of fine words which meant nothing. 8 in good health; well; comfortable: 'How are you?' 'Fine, thanks.' 9 (informal) satisfactory: I'm not very hungry - a small snack is fine for me. 10 (idm) chance would be a fine thing < CHANCE. the finer points (of sth) the details or aspects of sth which can be recognized and appreciated only by those who understand or know it well: I don't understand the finer points of snooker but I enjoy watching it on TV. get sth down to a fine art (informal) learn to do sth perfectly: She's got the business of buying birthday presents down to a fine art. not to put too fine a point on it to speak plainly: I don't much like modern music in fact, not to put too fine a point on it, I hate it. one fine day (in story-telling) on a certain day, in the past or in the future.

**finely** *adv* 1 well; splendidly: finely dressed.

2 into small particles or pieces: finely chopped herbs. 3 with precision; in a subtle way: a finely tuned engine 4 The match was finely balanced.

**fine-ness** *n* [U].

**fine art** (also the fine arts, art) art or forms of art that appeal to the sense of beauty, eg painting, sculpture, etc; (attrib) a fine-arts course.

**fine-tooth comb** (idm) (go over, through, etc sth) with a fine-tooth comb (examining sth) closely and thoroughly: Police experts are sifting all the evidence with a fine-tooth comb.

**the fine print** THE SMALL PRINT (SMALL).

**fine** *adv* 1 (informal) very well: That suits me fine. 2 (in compounds) in a fine way: fine-drawn (ie subtle) distinctions - fine-spun, ie delicate. 3 (idm) cut it/things fine leave oneself only the minimum amount, esp of time: If we only allow five minutes for catching our train, we'll be cutting it too fine.

**finery** *n* [U] gay and elegant clothes or

## **PART B    READING AND WRITING**

Read about the following three famous sportsmen, a cricketer, a hockey player, and kabbadi player. As you read about them notice their likes and dislikes.

### **Cricketer**

- Date of birth, November 20, which makes me a scorpio
- I love reading both Urdu and English books
- I like to play cricket
- I like to follow the cricket board's policies
- I detest my inability to change things around me
- I love all kinds of music which relaxes me

### **Hockey Player**

- Born on February 2, therefore, I'm an Aquarius
- I like to listen to classical music
- I enjoy reading, cycling, taking photographs.
- I don't like traitors and proud people
- I like hardworking, organized and honest people.
- I am least interested in films

### **Kabbadi player**

- Born November 13, 1942, am a Scorpio
- I enjoy reading Bano Qudsia
- I enjoy listening to raag Darb'ari
- I'm fond of sleeping late and reading
- I admire courageous people
- I hate life without activities

## Exercise 9

You have read personal likes and dislikes of the above people. What kind of people do you think they are? Which one do you like the most? And why do you like that person? Give your reasons by writing:

### Example:

I like the hockey player because he admires honesty in people.

Read the extract from an essay written by a young school boy in which he is expressing his likes and dislikes.

### Me - Myself

My name is Ruhail. I am thirteen years old and study in class 8 at the Roots School Islamabad.

I enjoy playing cricket and Imran Khan is my favourite cricketer. I don't like anybody me when I am watching cricket match on TV. Besides, I love playing computer games and am very fond of collecting computer CDs. Another game I enjoy is watching wrestling. These days I am having a good time learning to play cricket in a cricket club. During summers I enjoy swimming. I don't like basketball and baseball.

In food, I just love to eat french fries and bananas. Almost every day I enjoy eating these two things,



I hate eating vegetables and my mother



scolds me for that. I also love to eat chicken biryani. I am crazy about peps and drink it everyday. However, I hate to drink tea.

I love all colours but blue is my favourite. I like to wear shalwar kameez and feel very comfortable in it. Since I enjoy summers, I like wearing T.Shirts and shorts. My best past time is to watch funny films and TV programmes. I also like to be in the company of people who are full of jokes and fun. I don't like rude people. My future plan is to be a pilot because I love to travel, meet new people and see interesting places.

### Exercise 10

After reading Ruhail's likes and dislikes, write them down separately in the given columns

Ruhail likes	Ruhail dislikes

### Exercise 11

Now you should express your likes and dislikes. Write a short paragraph about your personal likes and dislikes about the following:

- 1 Food
- 2 Colours
- 3 Films
- 4 People
- 5 Music
- 6 Dresses

- 7 Books
- 8 Places
- 9 Seasons
- 10 Friends

### Exercise 12

There is a welcome party for new comers in your class. Many new students have joined you. You are interested to know more and more about them. Find your partner and practise asking and answering the following questions.

- 1 How was your previous school?
- 2 What kind of activities did you like doing?
- 3 Which teacher do you like most in your class?
- 4 What did your teachers look like?
- 5 What kind of people do you like?
- 6 What do you like to do in your recess time?



### Exercise 13

As you ask different questions from your partner, keep on writing about his/her likes and dislikes in a note form. Use these notes to write a short but connected paragraph. Let us help you write a paragraph. Here is the beginning you can continue writing:

#### Example:

Fatima has come from Wahid Public School. In that school she liked to participate in debates. Her favourite subject was General Science and her favourite teacher was \_\_\_\_\_

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### Exercise 14

We share our lives with many people, for example, parents, brothers, sisters, friends, teachers, relatives etc. We like certain things about them and dislike others. Now think about someone in your family who is close to you. Write brief paragraphs on their likes and dislikes. You can write about:

- Why do you like that person?
- What does that person look like?
- What does that person like doing ?
- What would that person love to do in future?
- What dress or colour that person likes to wear?

Let us introduce you to two twin brothers, Ali Akbar and Khan Akbar. As you will be introduced to them you will realize that they have a few things in common and yet many differences. Read about them.

Ali Akbar is full of fun. He spends a lot of money on clothes and has a small car. He loves to take his wife and small son for drives and likes to buy them things. He also enjoys meeting new people and making friends, but he doesn't like to have insincere people as friends. He hates sitting idle and likes to keep himself busy.

Khan Akbar resembles his brother Ali Akbar in looks but different in likes and dislikes. He is quieter than his brother and prefers to spend his time reading. He hates to drive a car and likes to travel by public transport. He loves to cook by himself and do gardening. He spends evenings at home with his family.

### **Exercise 15**

After reading about the two brothers, write:

- 1      What is common between the two?
- 2      Which brother is an introvert and why?
- 3      Which of the two brothers do you like the most and why?

Here is a picture of my kitchen. It is my favourite room in the house.

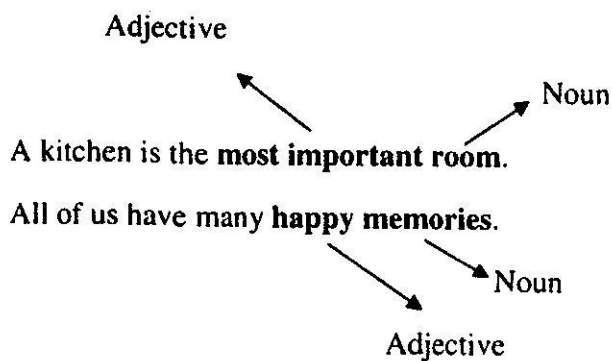


Read its description.

My favourite room is our kitchen. Kitchen is the most important room in many houses. It's not only where we cook and eat but it's also the main meeting place for the family members. All of us have many happy memories of times spent there, such as cooking delicious dishes for special occasions as Eid, birthdays and weddings. During troubled times when endless and comforting cups of tea in the middle of the night gave me company, ordinary daily events such as making breakfast on dark, cold winter mornings for sleepy children before sending them off to school and then sitting down to enjoy reading the morning paper with a steaming hot cup of coffee. The whole day my kitchen seems to be the busiest room in the house.

The above description has a lot of **adjectives**. Before going any further let us tell you about what adjectives are. **Adjectives are the words or a part of speech that adds quality to a noun.** You would practice more about adjectives in the next unit.

Read the following sentences taken from the passage and notice how an **adjective** adds a quality to the noun:



### Exercise 16

Do you have a favourite room in the house? Think of your favourite room and write why you like it. Describe the room using appropriate **adjectives**.

It would be interesting if you draw the picture of the room similar to the one given.

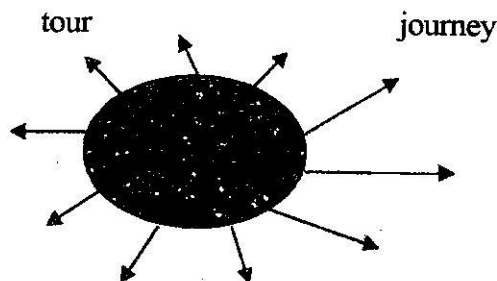
## **UNIT 5**

# **TALKING ABOUT YOUR TRAVELLING PLANS**

***FARZANA URSANI***

## Part A TALKING ABOUT YOUR TRAVELLING PLANS

*In this unit you will practise to talk and read about visiting places and travelling. Before we give you the necessary information about travelling, try to answer this simple question: What is travelling? Just close your eyes and concentrate on the word "travel" and think about all the related words and ideas which come to your mind.*



*What is travelling? It means going from one place to another on a journey. A person who goes on a journey or likes to travel is called a **traveller** or **tourist**. A tourist likes to visit new places, meet people, and experience the cultural and social customs and traditions of different people. Tourists need people who can book tickets and make necessary travel arrangements for them and so they consult a **travel agent**. There are **tour operators** who take care of additional needs of tourists such as arrange for transport and accommodation, suggest interesting places to visit, safety precautions to take and many other such travel-related details. Another important person in the tourist industry is a **tourist guide** who takes tourists to see interesting places. A tourist guide has a lot of information and knowledge about the places and knows the history, geography and cultural and traditional heritage of these places.*

*Kadeem Khan is very popular tourist guide. He is a native of Hunza valley in the northern area of Pakistan. He is thirty-five years old. In his teens he was extremely fond of travelling and has travelled a lot across the country. Kadeem Khan takes tourists, both local as well as foreign tourists, around the northern areas and tells them about its rich and colourful heritage. Kadeem Khan also*



*advises tourists about interesting tourist attractions, such as where to shop for good and cheap things, which local people to meet and talk to and where to taste the regional food. Kadeem Khan is with a group of tourist on a visit to Shangrila, a very popular tourist spot in the northern area. Let us listen to how he is introducing Shangrila to them.*




"Shangrila is located at the height of 2,440 metres and is surrounded by some of the highest and majestic mountain peaks in the world. Shangrila is also known as "the roof of the world". There is this clear and beautiful Kachura lake encircling Shangrila, you should also notice the lovely, colourful and fragrant fruit trees around. Some people also call this place "heaven on earth".

### **Exercise 1**

You just heard Kadeem Khan Shangrila. Now let us check how much information do you remember. Here are a few sentences. Some of these sentences give correct information about Shangrila and some of them give incorrect information. Read all these sentences and tick (✓) only the correct sentences.

- ☐ Huge mountains surround Shangrila
- ☐ Lake Saiful muluk flows besides Shangrila
- ☐ It is 4,420 high
- ☐ There are beautiful fruit trees around it
- ☐ It is called the wonder of the world
- ☐ Kachura lake flows around it
- ☐ It is called the roof of the world

 How do we travel? We travel by :

- Road
- Car
- Wagon
- Coach
- Train
- Airplane
- Ship

We choose our mode of travelling according to its:

- Cost, that is can we afford the fare
- Time, that is, how long does it take, Is it too fast or slow
- Safety, that is, is it safe from accidents or thefts
- Facilities, that is, what additional benefits are offered in terms of food, stopovers
- Comfort, that is, how relaxing, comfortable and pleasant it is



Different journeys need different arrangements. There are some important and basic things everyone has to carry while travelling and these are:

- Tickets
- Suitcase
- Toilet kit
- Identity card
- Money

- Suitable clothes
- Proper shoes
- Medicine Kit

If one is travelling outside the country then there are other essential things one needs to carry, such as:

- Passport
- Visa of the country you are visiting
- Foreign exchange
- No objection certificate (NOC) if you are a government employee
- Medical clearance certificate

The choice of things depend a lot on the place we are travelling to. For example if we are visiting a place which has a warm or hot climate then we choose our clothes and other items accordingly, similarly if we are on a visit to a hill station or mountainous area then we choose clothes, shoes and other items accordingly.

## **Exercise 2**

Suppose you want to travel to another city, write:

- 1 **Why** are you going to that particular place? (**Purpose**)
- 2 **How** are you going there? (**Mode of Travelling**)
- 3 **Why** have you chosen that particular mode of travelling? (**Reason**)
- 4 **What** are your preparations? (**Travel arrangements**)

**Follow this example:**

I am going to Karachi, because my uncle is getting married and secondly, I've heard so much about this exciting city that I asked my parents not to miss this chance. **(Purpose)**

First we thought we'd go by air as it saves time although expensive at the same time, but we finally decided to go by train as it is cheaper and my parents wanted me to experience journeying through Punjab and Sindh, stopping over various towns and cities. **(Mode of travelling)**

We started packing our bags and it was fun putting all kinds of basic things, such as clothes, shoes, towels, soaps, toothbrushes and pastes, and a lot of gifts for friends and relatives. My mother also took a heavy tiffin full of delicious dishes to eat during the travel. **(Travel arrangements)**

Farhan and Raashid are friends who are going on a trip to Kalam. Let us listen to these teen-aged friends discussing their travel arrangements.

**Recorded Text # 9**

Farhan: Let's get ready now. After all we've to leave early tomorrow.

Raashid: I've already packed most of things, but need to put in a few more.

Farhan: Such as?

Raashid: Well, let me check. Um. Here's my toilet kit, my tooth brush is there, so is the tooth paste, where's the hair brush? Oh here it is, my shaving cream, razor, shampoo, soap, a packet of aspirin, cough syrup, Iodex balm... Now where's the map?

Farhan: Which map? Is this the one?

Raashid: Yes thanks, I thought a map of swat and Kalam is necessary, don't you think so?

Farhan: Absolutely, this's our first visit there, we might need it. I'd suggest we should carry a pair of binoculars.

Raashid: Yes. Farhan, are you taking the electric kettle? I know you will because you can't live without tea.

Farhan: I've everything here. Look, a box of tea bags, a packet of dried milk, a jar of coffee, a whole big carton of biscuits and chips and a packet of chocolates and a lot of dry fruit.

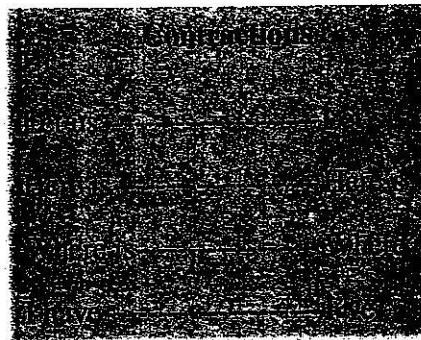
Raashid: And what about the camera?

Farhan: I've taken it along with a few reels and some batteries. You had to lend me your jacket?

Raashid: Oh yes. Where is it? Oh there you're! Take it.

Farhan: You've another one for yourself, don't you?

Raashid: Of course, don't worry. I'm fully loaded with woolies. I've taken two raincoats, a pair of woolen gloves and socks, a few caps and mufflers.



### Exercise 3

You just listened to Raashid and Farhan discussing their travel arrangements. Can you remember what things they are taking along with them? Try to recall the items and then fill in the information in the vacant chart given below. Some of you might not remember all the items, so you may replay the recorded text and listen to their conversation again.

**FOOD**

**CLOTHES**

**MISCELLANEOUS**

### Exercise 4

Whenever we think about something a number of images cross our mind. If we are thinking about a school friend we immediately remember the classroom, teacher, games, free classes, canteen, surroundings and many other such things. Human mind is such ! Close your eyes and think of your school, neighbourhood or city. What images do you see? Write down the words or ideas that come to your mind. These ideas can be about the sights, sounds, smell, tastes and feelings of your city

**SOUNDS**

**SMELLS**

**SIGHTS**

**TASTES**

In exercise 4 you have noted the images of your school, neighbourhood or city. Now how about organizing these ideas into a paragraph form. Try and construct a paragraph by writing a detailed description of the place, whether it is your school

neighbourhood or city. Here is an example of a paragraph which might give you some help.

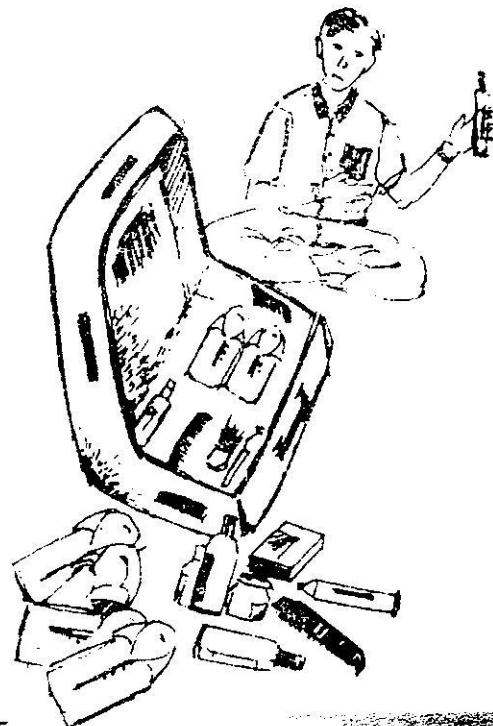
I used to live in the old part of Hyderabad. It was a different life altogether. Narrow lanes, big houses, long stairs, airy rooms and a lot of children to play around with. I remember in the long hot afternoons, we used to wait for the tinkling bell of the *Kulfi wala* and run down the street to buy *Kulfi* of all sizes.

In the cool breezy evenings, our grand parents used to sit outside in the big courtyard, freshly sprinkled with water to settle the dust and cool the air. The evening tea used to be an every day ritual where fresh *Pakorās* and palm-sized *meethi rotis* were served. Oh how I still long for those happy, simple and easy going days.



If you are writing about your village or city, you might like to collect some basic and useful information about that place. Talk to an elder who can give you interesting information or read books which can give you all the information you need. The information can be about:

- Geographical location
- Historical background
- Folk traditions
- Social customs
- Languages
- Literature
- People
- Education system
- Famous buildings
- Personalities
- Bazaars
- Food
- Any other information you want to add



You may follow the writing pattern given below:

### **My home town**

I was born in Lahore, the city of gardens and historical sights. Lahore is popularly known as the "Mughal showcase" as it has some beautiful Mughal buildings such as , the Royal Fort, Badshahi Mosque, Shalimar Garden and tombs of emperor Jahangir and empress Noorjehan. Lahore is also one of the country's important art, cultural and literary centre. It has country's most well known educational institutions such as the Government College, Kinnaird College, F.C. College, Lahore College for Women and the National College of Arts, Lahore is also famous for its shopping centres such as Ichhra, Anarkali and Liberty and has many interesting eating places.

### **Exercise 6**

Think of different places that you have visited. For example: market, cinema hall, bus station, forest, sea, railway station or airport and so on. Write details of:

- What did you see?
- What did you hear?
- What were the smells?
- What did you taste?
- What were you doing?
- What are your overall feelings?

Usman, Saadia and Roohi belong to different cities. They are with a group of foreign students and are introducing their respective cities to them. Let us first listen to what Usman has to say about his city



"The word "Peshawar" is derived from an ancient word "*Parshapur*" which according to some means a place where all the professionals people used to live and work, while others say it means the "Frontier town". It was a capital of king "*Kanishka*" who

The North West (NWFP) is *Gandhara*

close to the central Asian something of an 1001 Arabian intriguing

lanes, ancient mosques, and a number of

of spiced, meat, *naans*, *pista*, *kishmish* and instantly hit a cloth, Afghan stalls, elaborate

ware, silver jewelry add a stunning impact to the place. But it's the people, predominantly the *Pathans*, who give Peshawar its special character. The best place to experience Peshawar's bustling atmosphere is the *Qissa Khawani Bazaar*.

This Bazaar will for wear, could break their and refresh, listen to the tales. Therefore, Bazaar is also "the street of the" Nearby this another street the bazaar Smiths. A visit to

must as how could one miss out huge brass trays, intricately worked *somovars*, coffee and tea pots on display and not tempted to buy a souvenir."



A typical Pathan



A typical tea shop at Qissa Khawani Bazaar

was a Buddhist. Frontier Province famous for its civilization. It is Afghanistan and states. It has an atmosphere of nights as it is a mixture of narrow buildings, tall remarkable bazaars. An aroma of fresh *tandoori badams*, *akhrot*, *Ingeers* will travel. Rich rugs, *hookah*, brass and copper

traditionally a place for travellers who journeys here, rest themselves and romantic and folk the *Qissa Khawani* popularly known as story tellers". In this bazaar there is a fascinating old of the Copper. This bazaar is a

## Exercise 7

Do you remember what Usman said about his city. Let us see if you could complete the following sentences with the correct information.

- 1 Name of the city \_\_\_\_\_.
- 2 Its old name and meaning \_\_\_\_\_.
- 3 The name of the King who ruled it \_\_\_\_\_.
- 4 The religion of the King \_\_\_\_\_.
- 5 The name of the ancient and famous civilization \_\_\_\_\_.
- 6 The name of the local people \_\_\_\_\_.
- 7 The street of story tellers is another name for \_\_\_\_\_.
- 8 People came to this bazaar to \_\_\_\_\_.
- 9 People visit the bazaar of copper smiths to buy \_\_\_\_\_.

When you listened to Kadeem Khan's description of Shangrila in the recorded text 8 as well as the description of Peshawar in the recorded text 10, you must have noticed that these two people are describing the places by using certain words. For example, Kadeem Khan describes the mountains as **majestic mountain peaks**. The word **majestic** is an **adjective that gives a quality to the mountains**; it describes the mountain peaks in a way that it creates a picture or an image in our minds.

Kadeem Khan also uses other **adjectives** to describe the beauty of Shangrila, Let us once again repeat these words/adjectives:

### Adjectives

- **highest** and **majestic** mountain peak
- **clear** and **beautiful** Kachura lake
- **lovely**, **colourful** and **fragrant** fruit trees.

An adjective is one of the most important part of speech and is used to describe something. In unit 4 you have been briefly told about adjectives and have done an exercise about my favourite room. Here let us explain this part of speech(adjective) a little more. But first let us tell you briefly about all the **eight parts of speech**.

Words are divided into different kinds of classes called **parts of speech**. These parts of speech are divided according to their use or the work they do in a sentence. There are eight parts of speech:

<b>Parts of speech and their uses</b>	<b>Examples</b>
1 <b>Noun</b> or the naming word	<b>Name</b> of Person (Fareeha) <b>Place</b> (Shikarpur) <b>Animal</b> (Leopard) <b>Thing</b> (Computer)
2 <b>Pronoun</b> or the word used instead of noun	He, she, it, they, their, we, us, our
3 <b>Verb</b> or doing word to describe an action	The girl <b>writes, plays, draws</b>
4 <b>Adjective</b> or describing word used to add quality to a noun	<b>Beautiful</b> dress, <b>delicious</b> dish, <b>kind</b> person
5 <b>Adverb</b> an added word to a verb or an adjective	The dress is <b>extremely</b> beautiful, He worked on his assignment <b>quickly</b> .
6 <b>Conjunction</b> a word to join sentences	They are cousins <b>and</b> study in the same school <b>but</b> in different classes
7 <b>Interjection</b> a word to express a sudden feeling	Hurrah! Wow! Really!, Alas!
8 <b>Preposition</b> a word to show position	There are guests <b>in</b> the room She is fond <b>of</b> reading novels

**Example:**

Here is a word "Weather". What adjectives would you add to this word in order to give it different qualities? You might have written the following adjectives:

**beautiful** weather

**rainy** weather

**cold** weather

**hot** weather

**Exercise 8**

Add suitable adjectives to these words.

1      Dress

2      Dish

3      Game

4      Book

5      Child

**Exercise 9**

Now switch on your cassette recorder and listen to recorded text 10 where Usman is describing Peshawar. Also read that passage and then write down all the adjectives he uses.

**Example:**

- **ancient** word
- **professional** people
- **famous** for its Ghandhara civilization .

There are **Comparative adjectives** and **Superlative adjectives**. These are formed in three ways:

- 1 By adding ... **er** and ... **est** as in **brighter**, **brightest**, **smarter**, **smartest**
- 2 By adding ... **ier** and ... **iest** as in **funnier**, **funniest**, **happier**, **happiest**.
- 3 By adding **more** and **most** as in **more exciting**, **most exciting**

#### Exercise 10



Write the **comparative** and **superlative** forms of the following adjectives. You may like to consult a dictionary or ask your tutor.

Word	Comparative	Superlative
Beautiful		
Ugly		
Big		
Small		
Busy		
Cheap		
Expensive		
Clear		
Cold		
Hot		
Crowded		
Exciting		

## PART B READING AND WRITING

Read what Kadeem Khan says about his job.

I have always been very fond of travelling. When I was in school, I joined the scouts and travelled to a lot, met interesting people and visited lovely places. When I did my BA, my parents wanted me to study English Literature but I requested them to let me join an institute where I can get training as a tourist guide. In Pakistan tourism needs a lot of attention, we are blessed with diverse geographical, cultural and linguistic heritage and we should try to promote tourism to local and foreign tourists.

### Exercise 11

The above paragraph has a lot of different parts of speech. Can you differentiate between nouns, pronouns, verbs, adjectives, conjunctions, interjections, adverbs and prepositions and write them in their respective columns:

Noun	Verb	Adjective	Adverb	Pronoun	Preposition	Conjunction	Interjection

Read the following post card. It is to Mohsin from Farhan and Rasheed.



August 2, 1999.

Dear Mohsin,

We're having a great time in  
Kaghan. The weather is not  
very friendly but that's the best  
part of the trip as it offers  
surprises + challenges. Luckily  
we're staying in a nice hotel.  
So a good night sleep helps  
us take long walks + hikes.  
We've explored the valley and  
yesterday pitched a tent in  
middle of a vast green patch  
surrounded by beautiful  
mountains. Will write again.  
Love

Produced by : FOTO BANK  
15-A, 3rd Floor, Bilal Centre, 9 - Nicholson Road, Lahore - Pakistan  
Tel: (042) 6360273 - 6374253

Farhan  
Rasheed

LC 156

STAMP

To

Mohsin

I - B.

Bazaar Road

Islamabad.

A Beautiful Lush Green Plateau "Paya" 8 kms from  
Shogran and 18 kms from Kawai (Kaghan Valley)

## Exercise 12

In the above post card, Farhan and Raashid have used a lot of adjectives. The following sentences are taken from the post card. Choose a suitable adjective from the box and **substitutue** the actual adjective in each of the sentences given below.

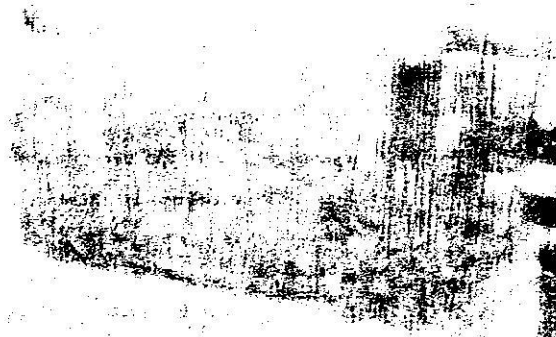
Welcoming, lengthy  
lovely, peaceful,  
open, interesting,  
attractive

- 1 We re having a **great** time.
- 2 The weather is not very **friendly**, but that is the **best** part of the trip.
- 3 Luckily we're staying in a **nice** hotel.
- 4 A good night sleep helps us take **long** walks
- 5 In middle of a **vast** green area surrounded by **beautiful** mountains.

Now read what Saadia says about her city:

Quetta is the capital of the Baluchistan province and according to different sources its name is derived from the Pushto word, "*Kivatta*" whereas other historical sourcers claim that Quatta got its name from royal coat or "*Khillat*" that was given to the *Baluchi* Chiefs. Situated on a 5,550-foot plateau, the city enjoys clear skies, beautiful climate, and rich fruit orchards. Grapes, red apples, oranges, peaches and apricots are found in *abundance* in this valley.

Quetta is surrounded with *Chiltan* hills, *Koh-*winters are severe with snow in the months (



sajji - Leg of Lamb - A Delicacy of Quetta



bustling town with three major ethnic groups, the *Pathans*, *Baluchis* and *Brahvis*, each following their own distinct ethnic culture. No visitor in Quetta should leave without trying the regional speciality "*Sajji*", which is a whole lamb cooked on coals.

Here is what Faiz says about his city Hyderabad:

Hyderabad's old name is "*Nirunkot*". Its old rulers "*Kalhoras*" made it their capital in 1760's and built a massive fortress "*Qilla*" which is still a relic of

Hyderabad's glorious past. Hyderabad is a big, hot and dusty city but enjoys breezy evenings. A traveller to Hyderabad will find its streets and bazaars empty in the afternoons as the locals retire for their afternoon rest. The best buys are the beautifully embroidered Sindhi suits and *chaddars*, and men's caps, and a large variety of *clourful* and intricately stitched "*rillies*", and Sindhi "*Ajraks*", a



traditional cotton shawl equally worn by both women and men and is famous for its natural dyes and block prints. Hyderabad is also famous for its glass bangles.

### Exercise 13

Saadia and Faiz describe their cities using various adjectives. Which adjectives did they use? Write these in the given columns.

Quetta	Hyderabad
Vast	Glorious
Clear	Big



Pakistan is blessed with good tourist sights. Thousands of tourists from many parts of the world come to experience the five thousand year old Indus valley civilization's customs and traditions and the Pakistani way of life. Different people come to Pakistan to see the centuries old Moen-Jo-Daro ruins in Larkana, the city of wind catchers Hyderabad, the bustling metropolis Karachi, the relics of Gandhara civilization scattered around the Frontier province, the historical Lahore, city of saints Multan, Bahawalpur, Uch Sharif and the scenic northern areas, the wonderful mountain ranges, the Karakorum highway, the Khyber pass and many many more tourist attractions. We need to tell people about these places so that they should visit them and help the country earn money through tourism. The tourism department designs and distributes information booklets or **travel brochures** in order to advertise these tourist spots. Before going any further, try and answer these questions:

#### Exercise 14

- 1 What is a travel brochure?
- 2 Why do people need a travel brochure?
- 3 What kind of information do you expect to find in a travel brochure?

### Introduction

One of the most important sights of the higher peaks of the Himalayas is at a height of 24,000 feet. The view is simply breathtaking. The beauty of the world is here. The mountains are like a giant's hand, reaching out to the sky. The air is so pure, it makes you feel like a child again.

A visit to the Himalayas is not just a holiday, it is a journey. It is a journey of the soul. It is a journey of discovery. It is a journey of the heart. It is a journey of the mind. It is a journey of the spirit. It is a journey of the body. It is a journey of the soul. It is a journey of the heart. It is a journey of the mind. It is a journey of the spirit. It is a journey of the body.

The Himalayas are a part of the world. They are a part of the world. They are a part of the world. They are a part of the world. They are a part of the world. They are a part of the world. They are a part of the world. They are a part of the world. They are a part of the world. They are a part of the world.

**There is so much more to do...**

• Hiking  
• Trekking  
• Camping  
• Hunting

**to see...**

• The Himalayas  
• The Ganges  
• The Yamuna

**SPECIAL AGENTS  
IN THE PAKISTAN  
FOR SUMMER 1997**

**FAMILY  
PACKAGE**

The Pakistan Special Agents are the best of the best. They are the best of the best. They are the best of the best. They are the best of the best. They are the best of the best. They are the best of the best. They are the best of the best. They are the best of the best. They are the best of the best. They are the best of the best.

**INDIVIDUAL  
PACKAGE**

The Pakistan Special Agents are the best of the best. They are the best of the best. They are the best of the best. They are the best of the best. They are the best of the best. They are the best of the best. They are the best of the best. They are the best of the best. They are the best of the best. They are the best of the best.

**SHANGRILA**

The Shangrila resort is the best of the best. It is the best of the best. It is the best of the best. It is the best of the best. It is the best of the best. It is the best of the best. It is the best of the best. It is the best of the best. It is the best of the best. It is the best of the best.

The Shangrila resort is the best of the best. It is the best of the best. It is the best of the best. It is the best of the best. It is the best of the best. It is the best of the best. It is the best of the best. It is the best of the best. It is the best of the best. It is the best of the best.

### Exercise 15

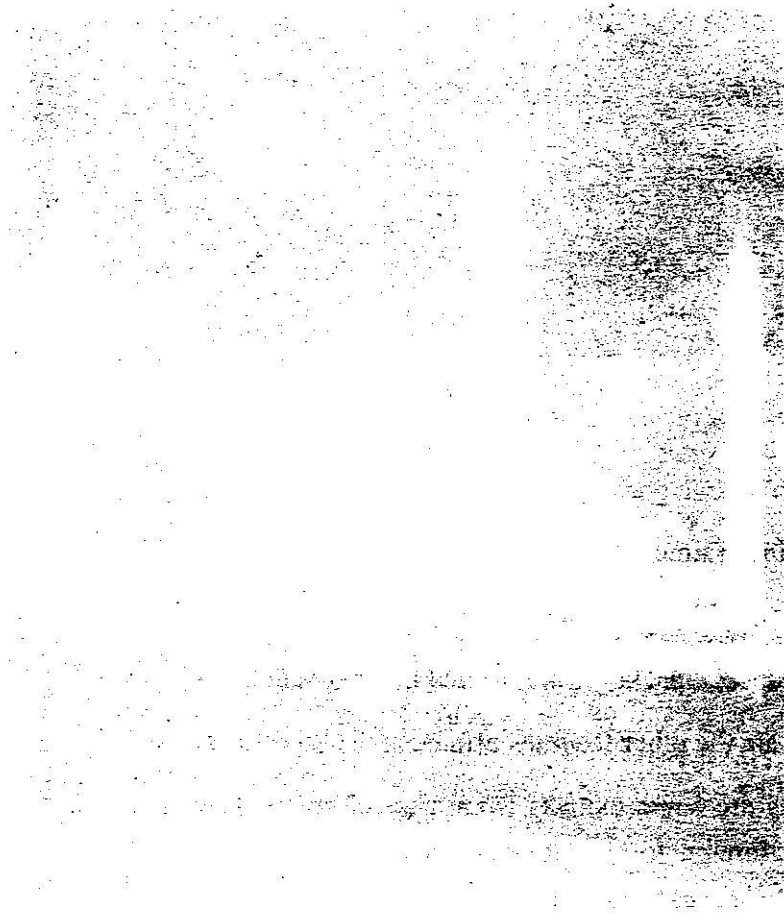
- 1 Which air line goes to Skardu?
- 2 How much time does it take to reach Skardu airport?
- 3 How many flights are there in a week?
- 4 What special packages are offered in the brochure?
- 5 What are the other facilities offered at the Shangrila resort?

The following are some extracts from a travel book "The Beauty of Pakistan", written by a foreign tourist. Read how he describes his travel experiences to Islamabad, Murree and Bhurban.

Day 1

## My Travel Diary

My first glimpse of Islamabad was the high green Marghalla hills that surround the capital. The atmosphere was clear and I took several deep breaths of the early morning fresh and fragrant air and had an immediate sense of excitement. The drive to hotel Marriot in the city center through the well-kept, tree-lined roads was a quiet one with hardly a horn or two except chirping birds. At my hotel I ate delicious Pakistani breakfast of an onion, tomato and chilli omelet and a ghee-soaked crisp *paratha* and sat back to plan my next action.



## Day 2

I went around the beautiful city of Islamabad and visited the Shakarparian hills which had a variety of beautiful trees. Daman-I-koh which offered an interesting and breath taking view of Islamabad, Rose and Jasmine garden full with bright and colourful rose bushes, the Institute of Folk heritage which had an impressive collection of country's art and craft, Rawal lake where I had a boat trip and ate crisp, fried fish, the white marbled Faisal mosque which had a serene and graceful atmosphere. The Constitution avenue where all the major administrative buildings are located was a pleasant yet sober sight in contrast to the noisy and upcoming commercial center known as the Blue area. I even visited the Jinnah super market to catch a glimpse of the fashionable elite and buy my self a delicious *kabuli* lunch of *tikka-kebabas* and *kabuli pulao*.

## Day 3

From Islamabad I moved on to visit the famous hill station *Murree*. The one and half hour comfortable drive to this hill station was the beginning of a delightful three day journey to the nearby travel resorts known as the Galliat, Bhurban, Nathiagali and Abbotabad. Murree has an old world charm, the crowded mall road lined with interesting shops selling woolen shawls, fur coats and walking sticks are must tourist buys. I could not resist the aromatic *karahi Chicken* and *tandoori rotis* and sat to eat at a cramped hotel without thinking twice what it will do to my stomach which is not used to spicy food. I stayed in one of the federal lodges, which was not a very clean and efficient place to stay. The weather turned chilly during the night and I left my cozy room once again to have a hot Cappuccino at the Mall.

## Day 4

The next day I went to Bhurban, yes on foot, I actually walked to Bhurban with a group of local students studying at one of the missionary schools of Murree. The two-hour walk was the most thrilling and enjoyable episode of my travel to this part of Pakistan. It was an opportunity for physical exercise with a bunch of robust teenagers, who knew everyone on the road, stopped to chat with the locals, drink sweet, milky tea at the road side shanty cafes popularly called *khokhas*, eat endless roasted corns, locally known as *challies*. Bhurban used to be a small, sleepy hill resort, but after the opening of a posh and expensive Pearl Continental hotel, this small resort is transformed into a bustling place for local and foreign visitors, newly-weds, touring students and professionals who hold their meetings, conferences and seminars here.

### Exercise 16

The extracts from the travel diary contain words that appeal to our four senses, the senses of sound, smell, taste and touch. Can you list all those words that appeal to you four senses? Fill in the given columns with suitable words.

Sights	Smells	Tastes	Sounds
High green hills	Fragrant air	Omelet	Chipping

## **UNIT 6**

# **INVITING PEOPLE ACCEPTING AND DECLINING INVITATIONS**

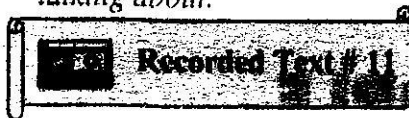
***SHAGUFTA SIRAJ***

## Part A INVITING PEOPLE, ACCEPTING AND DECLINING INVITATIONS



Inviting people to do different things and to participate in functions and activities is a matter of every day life. Sometimes we invite others and at times others invite us. We may invite our friends, relatives, colleagues, officials, business partners etc for various occasions. For inviting different people we may use different expressions. And when we are invited we either **accept** or **decline** the invitation. We shall talk about all this in detail in this unit.

You are going to listen to a dialogue between Riaz and Tahir who are close friends. Riaz wants to invite Tahir at his home. Let's listen to what they are talking about.



Riaz: Hello Tahir how are you?

Tahir: I'm fine. How about you?

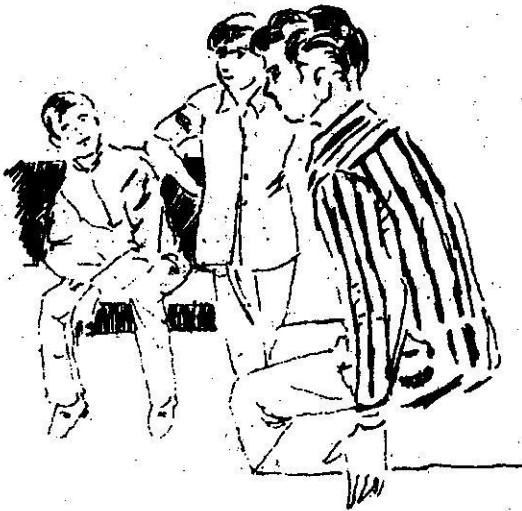
Riaz: I'm okay. What're you doing in the evening today.

Tahir: Well tonight I've planned to watch the movie that I've been interested in for quite sometime.

Riaz: What about tomorrow evening? I was thinking if you could come over to my place and spend the evening with me? Can you?

Tahir: I'd love to. But tomorrow I'm expecting a guest from Lahore.

Riaz: How about Sunday evening?





Tahir: That's fine. Is there something special?

Riaz: Nothing really. Just getting together, chat and listen to music over a cup of tea or coffee.

Tahir: Oh that's a nice idea! But you know I can't just sit and chat, so let's do something more.

Riaz: We can play some interesting games on the computer or if you like we can go for a walk. You liked long walks, didn't you.

Tahir: That sounds nice. I'd love to go for a walk. I think I need some fresh air.

Riaz: Then how about going out for dinner afterwards?

Tahir: Of course I'd love to.

Riaz: Then, I shall be waiting for you on Sunday evening.

### Contractions

I cannot ----- I can't

Let us ----- Let's

That is ----- That's

Did not ----- Didn't



You must have noticed the following expressions in the dialogue:

- I was thinking if you can spend the evening with me
- How about Sunday evening
- Let's do something more then that
- If you like we can go for a walk
- We can play some interesting games
- We can go for a walk
- How about going out for dinner

### Exercise 1

Listen to the recorded text 11 again and identify which of the following statements are true (T) or false (F).

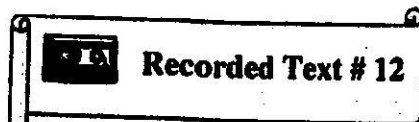
- ☐ Riaz is inviting Tahir to watch a movie
- ☐ Tahir is not interested in sitting and chatting
- ☐ Riaz has no special programme in mind
- ☐ Tahir accepts Riaz's invitation for the same evening
- ☐ Riaz does not know how to operate a computer
- ☐ Tahir and Riaz both agree to eat dinner out

### Exercise 2

Answer the following questions based on the conversation between Riaz and Tahir.

- 1 Why does Riaz invite Tahir to his place?
- 2 What does Riaz say to Tahir?
- 3 Does Tahir accept his invitation?
- 4 What do they finally decide to do?
- 5 What day do they decide to meet?

Let us listen to a few more dialogues to practice the function of **inviting**. Khalid has qualified his matric exams in first division. He wants to share his happiness with his friends and celebrate his success. Listen to how Khalid is inviting Ayaz, Sagheer, Saeed and Nasir to his party. Listen to these short conversations carefully and notice various ways of inviting.



#### Dialogue 1

Khalid: Hello Ayaz. I'd be pleased if you could join me over a cup of tea on Monday at 5 at Blue Lagoon.

Ayaz: Yes I'd love to.

### Dialogue 2

Khalid: Hello Sagheer. I'd be delighted if you could come to a party on Monday at 5 at the Blue Lagoon.

Sagheer: Thank you very much. That's very kind of you.

### Dialogue 3

Khalid: Hi Saeed. How about joining me at a small get together of friends at the Blue Lagoon on Monday at 5 PM.

Saeed: I'd very much like to.

### Dialogue 4

Khalid: Hello Nasir, you'd like to my party at the Blue Lagoon at 5 on Monday, won't you?

Nasir: Thanks. I'll be there.

### Contractions

I would ----- I'd

Would you not----- Won't you

I will ----- I'll

That is ----- That's

### Exercise 3

Listen to the dialogues between Khalid and his friends once again and list all the expression Khalid uses to invite his friends.

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_

✓ We invite different people using different expressions. We need to be **formal** with our elders and seniors and **informal** with close friends. For example, inviting your sister to go for a walk you may say:

"Let's go for a walk". But it would be awkward to say "I'd be delighted if you could please join me for a walk". Let us read some more expressions for inviting people. We categorize these as **formal** and **informal invitations**.

#### **Formal Invitations**

- I would be pleased if you could come to the dinner
- I would be delighted if you are able to attend my wedding
- We would be very pleased if you could come to our daughter's birthday
- We would be delighted if you were able to attend our wedding anniversary
- It will be a pleasure if you can attend my graduation ceremony

#### **Informal Invitations**

- How about joining me for lunch
- What about dinner tonight
- Come and let's go out for a walk
- Why don't you come along with me for a drive
- Would you care to join me for a cup of tea

#### **Exercise 4**

Here are a few people who are very close to you. How would you invite them?  
Write appropriate **informal invitations** in the given lines.

#### **Example:**

Invite your brother to accompany you to watch a theatre performance.

You: Nouman do you like to come along to see a play at the Alhamra?

1 Invite your grandmother to come and sit outside in the sun.

You: \_\_\_\_\_

2 Invite your aunt and uncle at your wedding anniversary.

You: \_\_\_\_\_

3 Invite a group of friends to spend a few hours in a park.

You: \_\_\_\_\_

4 Invite your niece and nephew for an ice cream.

You: \_\_\_\_\_



You want to invite your teacher along with a few class fellows to your home for dinner at the end of the semester. Being formal with your teacher you need to use appropriate **formal expressions of invitation**. Which of the following expressions would you choose to invite your teacher? Tick (✓) the ones you think are suitable.

- ☐ I should be very pleased if you could come and have dinner at my house
- ☐ Would you like to attend my dinner at the end of the session
- ☐ How about attending a dinner at the end of the session
- ☐ Let's have dinner at my house
- ☐ I would like to invite you for dinner at my house

### Exercise 6

You are working in a business firm as a personal secretary to Mr. Salman Malik the MD of Malik International. You are required to invite the chairman of the board of governors for lunch on behalf of your managing director. What would you say? Write at least three different **formal** expressions of invitations.



#### Example:

Sir, I am directed by our MD Mr. Salman Malik, to invite you for lunch on Sunday at 12:00 noon at Ustrania.

### Exercise 7

Mr. Salman Malik is a businessman. He leads a busy life. His office and his family commitments keep him occupied. He notes down his important engagements in a diary. Read the diary page in which Mr. Malik has written down his engagements for Saturday, November 14 and then decide how he would invite each person.

#### Saturday November 14

- Take an old college friend for lunch at the club
- Take his brother in law and his wife for tea at the hotel
- All office staff for dinner at the Chinese restaurant to celebrate the birth of a baby

## Accepting and declining invitation

Whenever we are invited by some one we either **accept** the invitation or **refuse** (decline). If we do not accept then we politely need to give the reason. The general expressions used for accepting an invitation offer are:

- Thank you for the offer/invitation
- Yes, I would love to
- Yes, that's very kind of you
- I would very much like to
- I would be delighted to
- I won't say no
- Thanks a lot
- I'd love to
- That's great
- Sure why not

If we cannot accept the invitation we do not say a plain "no" because it is considered rude and the person who has invited us may not like it. We may, therefore, use the following expressions for **declining** or **refusing** an invitation by giving a reason:

- Thank you for the offer but I can't accept it because I've another better offer
- I am afraid I can't come as I've another engagement
- I am sorry I can't make it at that time as I will be at office
- Thanks a lot for inviting but I'll not be able to come as I've flu

**I would love to but I've to pick my children from school**

**That's very kind of you but I can't come as I won't be here on that day**

### Exercise 8

Go back to exercise 4 in which you have invited your grandmother, uncle and aunt, friends, niece and nephew for different things. How did they **accept** your invitation? Write their responses in lines given below.

**Example:**

- 1 Grandmother: Why not dear it is a lovely day today.
- 2 Aunt and Uncle \_\_\_\_\_
- 3 Friends: \_\_\_\_\_
- 4 niece and Nephew: \_\_\_\_\_

### Exercise 9

Now the same people **refused** or **declined** your invitation. How did they do it? Write their responses.

**Example:**

- 1 Grandmother: Sorry dear, It's time for Maghrib prayers.
- 2 Aunt and Uncle: \_\_\_\_\_
- 3 Friends: \_\_\_\_\_
- 4 Niece and Nephew: \_\_\_\_\_

### Exercise 10

Here are a few more invitations. You may accept or refuse them. If you are declining then give a reason.

- 1 Why don't you come to the market with me?
- 2 You will come to see my art exhibition on Sunday, won't you?



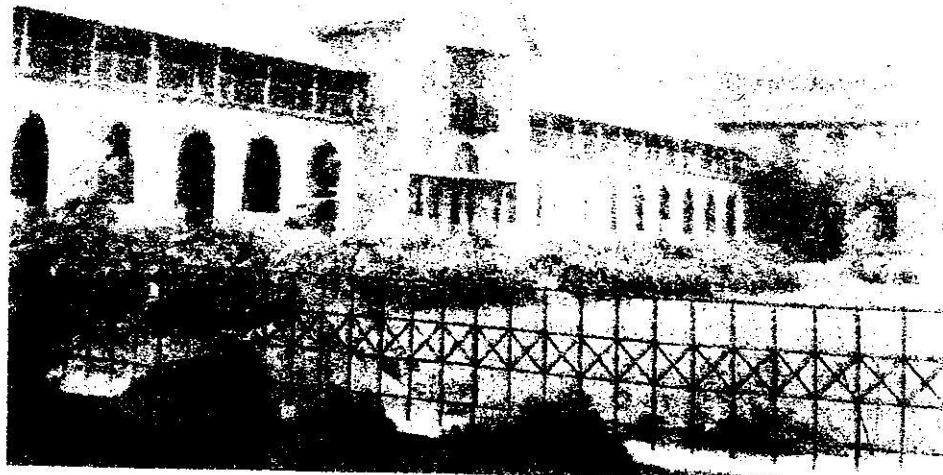
- 3 It would be nice if you could come and spend sometime with me as I get very lonely in my house.
- 4 I would like you to come and attend my sister's wedding tomorrow.
- 5 Would you like to accompany me to see the principal of our college today after the college closes?

### Exercise 11

Read the **invitations** given in column A. **Responses** to these invitations are in column B. Match each invitation with its appropriate response.

Invitations	Responses
1 Would You like to go out with me at the Vital Signs music concert at the national auditorium this evening?	A I'd love to, but I've my English test.
2 How about visiting Rabia our old school friend this weekend?	B Oh, what a shame, I won't be here on Saturday.
3 Would you like to work in my office as a receptionist?	C Sorry, I can't go with you as I'm doing some important work.
4 Would you like to join us for swimming?	D I can't, I have some guests coming in the evening.
5 I would be pleased if you could attend my brother's valima this Saturday?	E Why not I love to have some exercise.
6 We would like to invite you at our residence to discuss certain important issues regarding the neighbourhood on October 10.	F Sure, I think it is important to discuss these matters.
7 I'm going to the bazaar, would you like to come along?	G Thanks, but I'm happy with my present job.

We are sure that by now you have already understood how to invite people, accept and decline invitations. Here is a short note Saeed and family who are inviting Faraz to join them on a trip. Read the invitation note:



SENIOR SCHOOL  
1860

Dear Faraz,

We're planning to go to  
Murree. We want you to join us.  
I'm sure you'll enjoy the trip. Just  
say yes & then I'll inform you  
about the details of the programme.

All the best-

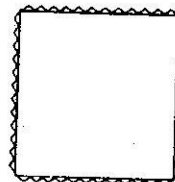
Saeed and  
Family.



LAWRENCE COLLEGE  
GHORA GALI  
MURREE

*College Views.*

PHOTO BY: M. RIAZ MUGHAL.  
Produced by: BOOK MAKER, 27 New Arkali Lahore. PH: 7358539



*To*

*Faraz*

### Exercise 12

Suppose you are Faraz. What do you want to do? Do you want to accept your friend's invitation or decline it? What is your decision? Write a note to your friend either accepting or refusing the invitation. Remember to give a reason if you are refusing it.

### Exercise 13

Here is an incomplete letter from you to a friend. Invite her or him to spend a weekend with you at your house.

Hello \_\_\_\_\_

It has been days I haven't seen you.

How about coming and

---

---

---

---

---

---

---

---

---

---

Yours



### Exercise 14

Here are a few situations where some people are inviting you. How would you respond to these invitations? Use different expressions each time.

- 1 You like climbing mountains. A colleague you have hardly ever spoken to invites you to go in his car, spend the weekend and join him for mountain climbing the next day. You decide to **decline the invitation**. What would you say?
- 2 Your close friends invite you for boating. You love boating. How would you **accept the invitation**?



In this unit you might have noticed the following expressions.

- I would like you to come to my party, won't you?
- We can
- play some interesting games on the computers, can't we?
- You always liked to have a long walks, didn't you?

These expressions have question marks at the end and so they sound like questions but these are not questions in the real sense of the word. These brief questions forms are called **tag questions**. What are tag questions?

- Tag questions are commonly used in spoken English
- They are used to seek confirmation
- They do not usually require an answer
- A speaker uses a tag question to express an idea or belief hoping that the listener will agree
- If the sentence is positive then the tag question will be negative
- If the sentence is negative then the tag will be positive
- Tag questions have two parts: a sentence or statement and a tag

Let us understand the above rules with the help of the following examples:

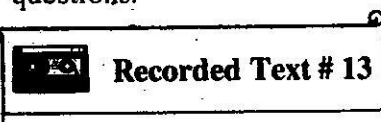
**Example 1:**

You are coming to my house **aren't you?**

In this sentence the person who is inviting is sure that the invitee will not refuse the invitation and will definitely come.

**Example 2:**

Listen to the dialogue between a little girls and her father. Notice the use of tag questions.



Girl: Papa my cat is white, **isn't it?**

Papa: Yes darling you have a beautiful white cat.

Girl: We don't keep monkeys at home, **do we?**

Papa: Yes sweeti, monkeys are not suitable as pets and sometimes can be dangerous too.

Girl We can keep dogs as pets, **can't we?**

Papa: Yes we can.

Girl: My dog Moti is very friendly, **isn't it?**

Papa: You're right, Moti is very loving.

In this dialogue the girl has all the information. She just wants her father to **agree** or **confirm** what she already knows.

**Example 3:**

Positive sentence	Negative tag questions
• You are coming to the party tonight,	aren't you?
• You can speak French,	can't you?
• She eats meat,	doesn't she?
• Our plane left at 7 p.m.	didn't it?

Positive sentence	Negative tag questions
• You don't like tea,	do you?
• She is not married,	Is she?
• They are not going abroad,	Are they?
• He doesn't like studying,	does he?

### Exercise 15

Put tag questions at the end of the following sentences.

- 1 You won't tell anyone, will you?
- 2 They haven't met Salim, \_\_\_\_\_?
- 3 She didn't like the film, \_\_\_\_\_?
- 4 We are going to Lahore, \_\_\_\_\_?
- 5 She is coming tonight, \_\_\_\_\_?

### Exercise 16

Here are a few interesting situations. In each situation you are asking a question from your friend. How would you ask? Write sentences with **tag questions**. Use the hint given in brackets.

#### Example:

Your friend Nadir has come to your house where he meets another person Salam, Nadir doesn't like Salam and feels uncomfortable. You asked him if he is upset.

You: You are upset, aren't you?

- 1 You are watching a film on T.V. with your friend. (The film bores your friend).

You: \_\_\_\_\_

- 2 You are in a shop with your sister. You find a nice sweater which you like and want to buy. (You want to ask your sister's opinion).

You: \_\_\_\_\_

- 3 You and your friend are sitting by the side of a river enjoying the beautiful sight. (You want to know if your friend is also enjoying the scene).

You: \_\_\_\_\_

### Exercise 17

Here is an incomplete dialogue between Tahir and Mr. Yasir Waheed. Tahir has come for an interview and Yasir Waheed is asking questions or rather confirming Tahir's age, qualification and experience. Complete the dialogue by writing suitable questions and their responses. Use tag question each time. You would remember that we have told you that tag questions are also used to seek confirmation.

Yasir Waheed: Your name is Tahir, Isn't it?

Tahir: Yes Sir.

Yasir Waheed: \_\_\_\_\_ (age)?

Tahir: \_\_\_\_\_

Yasir Waheed: \_\_\_\_\_ (qualification)?

Tahir: \_\_\_\_\_

Yasir Waheed: \_\_\_\_\_ (experience)?

Tahir: \_\_\_\_\_

## SECTION B READING AND WRITING

In Section A of this unit we have learned some of the common expressions for inviting people. Most of these were verbal or oral or spoken expressions. On several occasions it is not possible or even suitable to give verbal invitation such as on wedding, ceremonies, birthday parties, official lunches, dinner or business meetings. For all such occasions we need to send out formal and written invitations in form of cards or letters.

In this section we are going to look at a few sample invitation cards designed for different occasions. Read these invitation cards carefully and notice the differences in the use of language. Some of these are very formal, where as some are informal.



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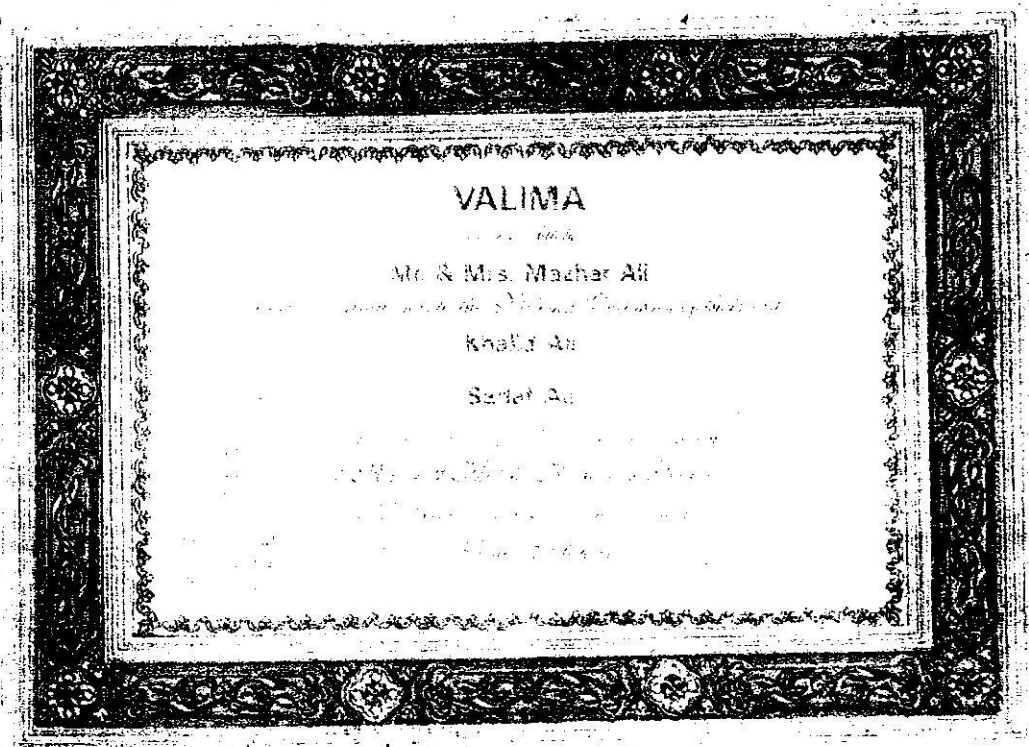
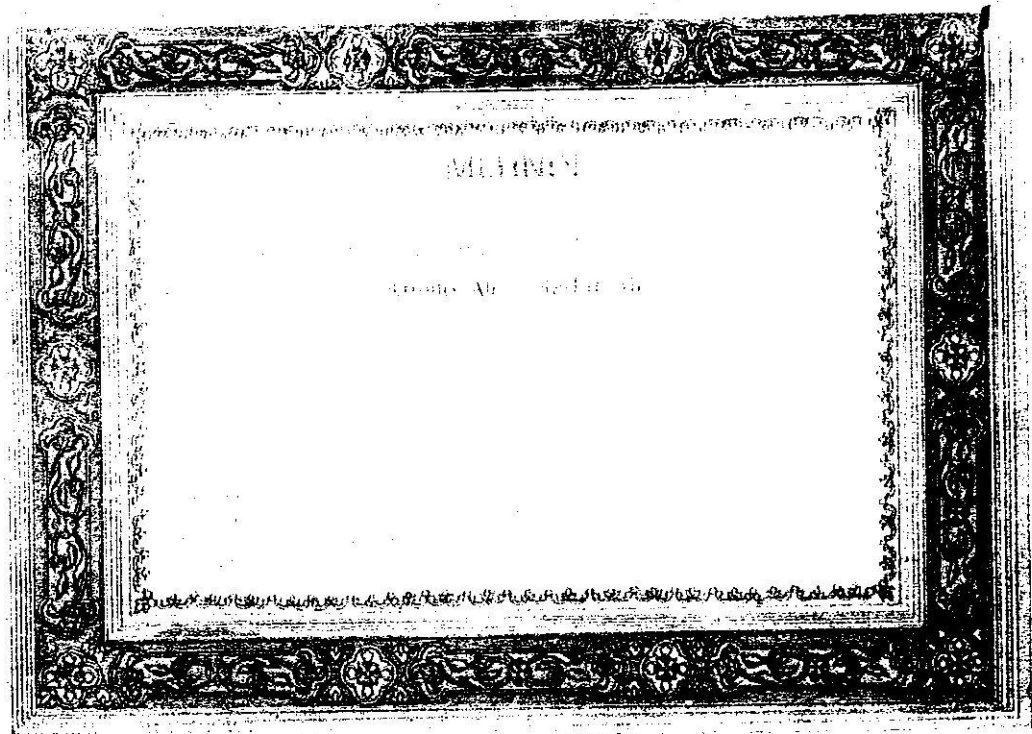
### **Celebration 1974-1999**

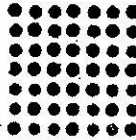
*The Vice Chancellor & Faculty of  
Allama Iqbal Open University Cordially invite you to  
**National Seminar on Information Technology & Education  
in 21st Century**  
**Software Competition, Software & Hardware Exhibition**  
**November 16, 1999***

R.S.V.P.  
435780.435765

(Programme overleaf)







Clare Newton  
Deputy Director Pakistan  
and André Michel  
request the pleasure of the company of

Ms Shagufta Siraj

at a buffet supper

on Tuesday 24 October at 7.30 pm

No. 13, Street 60  
F-6/3, Islamabad

RSVP



Allama Iqbal Open University



Rural Development Foundation



International Labour Organization

Cordially invite

Mrs. Shagufta Siraj

to the seminar on

"Poverty Alleviation in Rural Areas of Pakistan  
through Income-Generation/Micro Enterprises Leading to Employment"  
The Caretaker Prime Minister of Pakistan

**Malik Meraj Khalid**

has very kindly consented to inaugurate the seminar  
at 10.00 a.m.

on 15th January 1997

Venue: AIOU Auditorium  
H-8, Islamabad

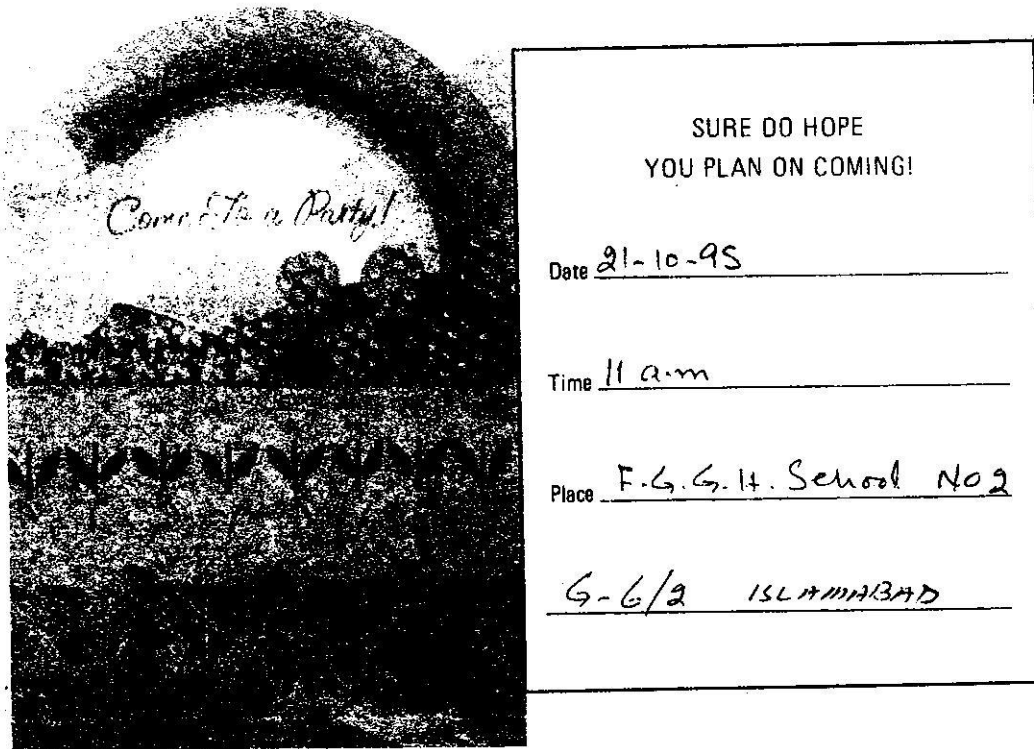
R.S.V.P. 858972, 260373  
264318, 264891-97  
(Ext. 4737)

*Wish you a very Happy New Year*

(Please see programme overleaf)

### Exercise 18

List all the expressions of invitations used in these cards.



#### Example:

- 1 Please come and share our joy and happiness.

You must have also noticed these words that are on the left or right hand corners of some of these cards. What do these abbreviations mean? Consult a dictionary to find out what these words mean.

- 1 RSVP
- 2 Regrets

### Exercise 19

Look into the dictionary to find out the different meanings of these two words:

- 1 Consented
- 2 Cordially

### Exercise 20

Following are given a few situations. Design attractive invitation cards. Create variety by using different expressions of invitation.

- 1 Your boss asks you to design an invitation card. He wants to invite his friends to celebrate the opening of a new branch of MCB at Islamabad. How would you start the invitation card? What will you write?

Fill in the missing information:

**The Management of Muslim Commercial Bank**

Is pleased to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

At : \_\_\_\_\_

On: \_\_\_\_\_

Regrets only \_\_\_\_\_

\_\_\_\_\_

- 2 You have to invite one of your business clients from Lahore to Islamabad for a business meeting. How would you invite him? Design a formal and attractive invitation letter.
- 3 Invite your friends on your 22<sup>nd</sup> birthday at Rawalpindi Club on May 15 at 5.30 P.M. Design an informal and friendly invitation card.
- 4 You are celebrating *Eid Millad-un-Nabi*. There is a ladies milad at your residence. How would you invite your women friends. Design an informal invitation card.



## Unit 1

### Exercise 2

- 1      Question 1:    Who is in Peshawar?  
         Answer 1:    Kamal Baig is in Peshawar.  
         Question 2:    Why he is in Peshawar?  
         Answer 2:    He is in Peshawar to visit his uncle.
- 2      Question 1:    How old is Kamal Baig?  
         Answer 1:    He is sixteen years old.  
         Question 2:    What does Kamal Baig do?  
         Answer 2:    He is a student.

### Exercise 7

- 2      Who are you? Or what is your ethnic background?
- 3      Which language do you speak?
- 4      What do you do?
- 5      What does your husband do?
- 6      Who are these children?

### Exercise 13

- 1      • Hello, I'm Fouzia.  
         • Let me introduce myself, I'm Ajmal and I'm your class fellow.

- 2
- Let me introduce my cousin, He is Ali and has come from Dubai.
  - Meet, my cousin Ali who has come from Dubai.
  - I would like to introduce my cousin Ali. He has come from Dubai.

## Unit 2

### Exercise 2

- Major and Mrs. Haq like their new house because it is near Major's office.
- They like their house because it is big and comfortable.
- They like their house because it has a lovely lawn.

### Exercise 3

- 1 I want to shift to a new house as the landlord is not a very pleasant person to deal with.
- 2 I want to shift a new house due to the lack of water in the area.
- 3 I want to shift to a new house since this area is getting too noisy.

### Exercise 12

4. 2. 6. 3. 1. 5. 7.

### Exercise 13

And then goes into the kitchen to clear the kitchen table. Mrs. Haq regularly watches tl. "Khabarnama" at 9.00 on T.V. She also likes to watch the late night programmes on TV, at times she listens to music as she has collected some of her favourite music cassettes. Then Mrs. Haq sits with her husband and chats with him, discussing regular, everyday topics. Later on she goes to check Zara and Zoheb in their rooms and finally at around 11:00/11:30. She retires in her room to sleep.

### Exercise 16

- First choice: No.4 "The fast and disciplined life at the University".  
Second choice: No.8 "Her comparison of life at a foreign University and back home".

### Unit 3

#### Exercise 1

- 1 medical college      2 a doctor      3 60% marks  
4 80% marks      5 business administration

#### Exercise 5

1. C   2. D   3. A   4. B   5. F   6. I   7. E   8. G   9. J   10. L   12. H  
13. K   14. M

#### Exercise 11

text, reader, knowledge, guesses/predictions, playing.

### Unit 4

#### Exercise 2

- 1 I like brown colour  
I do not like grey colour.  
2 I admire those personalities who are lively, friendly and helpful.  
I hate those people who are rude, dishonest or unfriendly.  
3 I like Amjad Islam Amjad. I do not like those writers whose writings are not realistic.  
4 I am interested in playing table tennis, Squash and Cricket.



I dislike golf and chess.

- 5 I enjoy watching old films since they are based on real life stories. I am not interested in Indian films.
- 6 These days pop singers are very popular among the young generation. I too like pop music. I do not listen to classical singers.
- 7 I prefer to wear traditional dresses. Western dresses do not appeal me.

#### Exercise 7

- 1 Verb
- 2 Preposition
- 3 Preposition
- 4 Verb
- 5 Verb
- 6 Preposition
- 7 Preposition
- 8 Verb

#### Unit 5

#### Exercise 10

Comparative	Superlative
More beautiful	Most beautiful
Uglier	Ugliest
Bigger	Biggest
Smaller	Smallest
Busier	Busiest

Cheaper	Cheapest
More expensive	Most expensive
Clearer	Clearer
Colder	Coldest
Hotter	Hottest
More crowded	Most crowded

#### Exercise 12

- 1 We're having a lovely time.
- 2 The weather is not very welcoming, but that's the interesting part of the trip.
- 3 Luckily we're staying in a peaceful hotel.
- 4 A good night sleep helps us take lengthy walks.
- 5 In middle of an open green area surrounded by attractive mountains.

#### Exercise 14

- 1 A travel brochure is a kind of information pamphlet or booklet which gives necessary information about any particular tourist resort. A travel brochure serves as a guide for tourists who want to know certain important details about the climate, hotels, shopping or sight seeing places etc.
- 2 People need a travel brochure because they want to have certain basic information about the place they are visiting. That information can be about the distance, the climate, the historical significance, customs and traditions etc. It is always better that people should read travel brochures before going on a trip to that place.
- 4 The answer to this question is similar to 2 & 3.

## Unit 6

### Exercise 4

- 1 Grandma would you like to come and sit with me outside in the sun.
- 2 I would be happy if you join me at my wedding anniversary.
- 3 How about going to the park and enjoying ourselves.
- 4 Why don't you join me for ice cream.

### Exercise 6

- 1 The Managing Director Malik International, is pleased to invite you at Lunch .....
1. Mr. Salman Malik MD, would like to invite you at a lunch .....
2. Mr. Salman Malik MD, Malik International, requests you to join him for lunch.

### Exercise 8

- 1 It's our pleasure. We would definitely attend your wedding anniversary.
- 2 That's a very good idea.
- 3 We would love to.

### Exercise 9

- 1 What a pity we are going to Lahore to attend to a very important event.
- 2 A brilliant idea, but it will be too late in the evening.
- 3 Thank you very much, We have papers tomorrow.

### Exercise 15

- 4 Have they?
- 5 Did She?
- 6 Aren't we?
- 7 Isn't she?

### Exercise 16

- 1 You aren't enjoying the film, are you?
- 2 This is a lovely sweater, isn't it?
- 3 The sight is beautiful isn't it?

