ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of English)

WARNING

1. **PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM THE AWARD OF DEGREE/CERTIFICATE IF FOUND AT ANY STAGE.**
2. **SUBMITTING ASSIGNMENT(S) BORROWED OR STOLEN FROM OTHER(S) AS ONE'S OWN WILL BE PENALIZED AS DEFINED IN THE "AIOU PLAGIARISM POLICY".**

Assignment Submission Schedule			
6 credit Hours	***Due Date***	***3 credit hours***	***Due date***
Assignment 1	**12-06-2025**	**Assignment 1**	**08-07-2025**
Assignment 2	**08-07-2025**		
Assignment 3	**31-07-2025**	**Assignment 2**	**20-08-2025**
Assignment 4	**20-08-2025**		
Note: ***Tutorial schedule (Rehnama-e-Tulba) will available on AIOU website: http://www.aiou.edu.pk***			

Course: Compulsory English-I (5404) **Semester: Spring, 2025**
Level: BS/BA/Associate Degree

Please read the following instructions for writing your assignments.

Please read the following instructions for writing your assignments. (SSC, HSSC & BA Programmes)

1. All questions are compulsory and carry equal marks but within a question the marks are distributed according to its requirements.
2. Read the question carefully and then answer it according to the requirements of the questions.
3. Late submission of assignments will not be accepted.
4. Your own analysis and synthesis will be appreciated.
5. Avoid irrelevant discussion/information and reproducing from books, study guide of allied material.

Total Marks: 100 **Pass Marks BA:40**
Pass Marks (AD/BS): 50

ASSIGNMENT No. 1
(Units 1-5)

Q.1 How can Asking and Answering Questions effectively improve communication skills in both academic and professional settings? Provide examples of when this skill would be important in the Pakistani

educational context.
(20)

Q.2 How does Seeking Confirmation help in avoiding misunderstandings during conversations? Provide real-life examples where seeking confirmation is necessary for communication, particularly in a multicultural environment. (20)

Q.3 Discuss the importance of Agreeing and Disagreeing politely in professional and social contexts. How can effective communication strategies help maintain a respectful tone when disagreeing in meetings or discussions? (20)

Q.4 Write an informal letter to one of your nephews and express your apologies for not being able to attend his wedding ceremony.
(20)

Q.5 Explain how modal verbs are used to express possibility and impossibility. Provide examples of sentences expressing both concepts and explain how they can be applied in both formal and informal communication in Pakistan. (20)

Total Marks: 100 **Pass Marks BA:40**
Pass Marks (AD/BS): 50

ASSIGNMENT No. 2
(Units 6-9)

Q.1 Write a dialogue between a father and a son on the importance of developing good reading habits to be successful in one's educational career. (20)

Q.2 Given below is a job advertisement. Suppose you intend to apply for the post of Manager of Communication & Marketing. How would you write an application to the Registrar? What details you would like to add to make yourself the most suitable candidate for the post? (20)

Virtual University of Pakistan
World-Class Education at Your Doorstep

AN EQUAL OPPORTUNITY EMPLOYER
BE PART OF A WINNING TEAM

Virtual University of Pakistan requires the services of bright & motivated individuals for its Business Incubation Centre (BIC) under the project by Higher Education Commission, initially for a one (01) Year contract (with the possibility of extension for an additional year), for the following positions:

Sr. No	Designation	Placement & Seats	Eligibility Criteria
1	**Manager Communication & Marketing** Lump Sum Fixed Salary: PKR 90,000/- per month	01 (Rawalpindi)	**Qualification:** 18 years of education with at least 2nd division/CGPA 2.5, preferably in Business Administration, Marketing or Mass Communication. **Experience:** One year of experience in marketing after 16 years of Qualification
2	**Business Development Officer** Lump Sum Fixed Salary: PKR 90,000/- per month	01 (Rawalpindi)	**Qualification:** 18 years of education with at least 2nd division/CGPA 2.5, preferably in Business Administration, Marketing or Mass Communication. **Experience:** One year of experience in Business Administration after 16 years of Qualification.

Q.3 How would you grant and refuse permission in the following situation? Use a different expression each time. (20)

i Your friend wants to borrow your headphones.
ii A neighbor asks to borrow your lawnmower.
iii Your colleague requests you to lend them a book from your personal collection.
iv Your cousin wants to borrow your camera for a photoshoot.

v Your friend wants to use your laptop to check an email.
vi A classmate asks to copy your notes from a missed class.
vii Your friend wants to use your gym membership card for a workout.
viii Your roommate asks to borrow your electric fan.
ix Your younger brother wants to borrow your shoes for an event.
x Your colleague requests to take a day off next week, and you're in charge of approvals.

Q.4 In a business setting, it is crucial to differentiate between facts and opinions when making decisions or presenting ideas. Imagine you are preparing a report for a company in Pakistan, and you need to analyze market trends. Select a topic related to market trends (e.g., the rise of e-commerce, shifts in consumer behavior, etc.) and:

i. Identify at least three factual statements about the topic.
ii. Identify at least three opinion-based statements related to the same topic.
iii. Explain how distinguishing between facts and opinions in your report would impact the credibility and effectiveness of your communication.

(20)

Q.5 Write a detailed essay of around 300-350 words on ONE of the following topics. (20)

i. The Evolution of Democracy in Pakistan
ii. The Role of Women in Shaping Modern Pakistan
iii. Environmental Issues and Sustainable Development in Pakistan