

Question No 2

(Change of voices)

- 1) A series of experiments are being conducted by the researchers in the lab.
- 2) The final draft must be appraisal by the manager before submission.
- 3) My laptop has been stolen by someone from the office.
- 4) The dessert had been prepared by the chef before the guests arrived.
- 8) Strict environmental regulations should be implemented by the government.

Question No 3

(Direct / indirect speech)
(Paragraph form)

Emma asked Jake whether he had seen the latest draft of the community project proposal. Jake replied that he had looked over it the previous night and said that it was fine, but some parts needed more details. Emma enquired which parts were unclear. Jake explained that the budget section was a bit vague, and the timeline did not really account for details. Emma remarked that she had noticed it too and suggested that they should try to fix it before the next day meeting. Jake acknowledged and

That if they left it as it was, the committee might question their planning. Emma again suggested that she would handle the budget section and Jack could take care of the timeline. Jack agreed and added that they should also throw in a note about risk management, just in case. Emma appreciated the idea and said that they meet after lunch to combine their changes and finalize the proposal. Jack agreed and hopefully said that the revised version would impress the committee and avoid unnecessary questions.

Question No 4

(Translation)

Success in life is not merely a matter of fate or good luck; rather, it is a result of consistency, hard-work, and prudence. Although, the pathway to success are often filled with difficulties and unexpected hurdles. But those who proceed with confidence and courage become successful to achieve their goals. Some people see the success of other through the eye of envy and take decisions in hurry. Due to that hurry, they stuck in the catch of failure while those who give importance to experiences and consultations find a solution in every difficulty. Those people who recognize their demerits

and try to overcome them not only prosper their own ~~lives~~ lives but also become a symbol for others. In this way, those who are fond of learning knowledge and new experiences become able to decide better in intellectual and practical life.

Question No 1

(Presis)

Informal learning plays a vital role in acquiring knowledge through participation beyond formal instructions. It occurs outside institutes in local interactions of people by discussing technicalities with experts and exchanging advice. During this, all domains are discussed with solving techniques and knowledge is exchanged informally. Social gatherings are means through which people acquire skills that are essential for societal well-being. Disagreements emerge but resolve through discussions rather than withdrawal. By this, people learn absorbing disagreements to adapt in different situations. This problem-solving skill of individuals influences family decision-making as well. In contemporary times, informal learning is declining due to lesser exchange of knowledge by people physically. Some argue that it still continues in new forms with preserved basic functions of enabling people to acquire knowledge through interactions and shared societal responsibilities.

TITLE OF THE PRECIS

"Role of Informal Learning in Skill
Development of Society"

Total words of passage = 404

Required words = 134

Precis words = 133