

Q1) Change the voice of the following

- 1) A series of experiments are being conducted by the researchers in the lab.
- 2) The final document must be approved by the manager before submission.
- 3) The door should be closed immediately.
- 4) Stricter environmental regulations should be implemented by the government.
- 5) The dessert had been prepared by the chef before the arrival of ^{the} guests.

Q2: Write the following dialogue written in direct speech into a paragraph form (Indirect speech).

Emma inquired Jake that whether he had seen the latest draft of the

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community project proposal? Jake replied in affirmative that he had looked over that last night. Overall, it was fine but some parts needed more detail. Emma asked that which parts were unclear? Jake answered that the budget section was a bit vague, and the timeline didn't really account for delays. Emma said that she noticed that too. She asked that whether ~~she~~^{they} should try to fix that a day before meeting? Jake replied, "Definitely" and said that as it was, the committee might have questioned their planning. Emma said, "alright", she would handle the budget section. she asked Jake that whether she could take care of the timeline? Jake answered, "sure thing" and said that they should also throw in a note about risk management, just in case. Emma ~~reacted~~ reacted, "Good idea" and said that they would meet after lunch to combine their changes and finalize that.

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1. ^{said} Take repeated, ~~from~~ that it sounds good and hopefully, ~~that~~ that version would impress them and avoid unnecessary questions.

Make précis of the following passage

Learning is not restricted to formal training rather it can take place through informal setting by observing and participation. Informal learning takes place outside institutions. People observe their surroundings and ~~do participate in~~ ^{different} ~~participate in~~ interact with each other. Their focus is not restricted rather diverse during interaction. During this interaction knowledge is effectively transferred. Family & social interaction in addition to shared workplaces are similar forms of learning. Participants get use to cooperation, communication & judgement while disagreement is due to diverse opinions & experiences. Due to the value of interaction they prefer cooperation over withdrawal. This adaptation ability

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encourages interactions and mutual reliance to adjust in unfamiliar surroundings. In addition to original content Informal learning assists in social and domestic interactions. Likewise a collaborator can work in diverse settings. However it is concerned that Informal learning is declining due to social isolation. But it is argued that rather decline it is evolving through different forms.