

TOOBA GUL
PRECIS AND COMPOSITION
TEST:3

Q. 2

Change the voice (only five) of the following.

(ii)

The final draft must be approved by the manager before submission.

(i)

A series of experiments are being conducted by the researchers in the lab.

(iii)

My laptop has been stolen by someone from the office.

(vi)

The project will have been completed by them next week.

viii-

Stricter environmental regulations should be implemented by the government.

Q.3.

write the following dialogue written in Direct speech into paragraph form (Indirect).

Emma asked Jake whether he had seen the latest draft of the community project proposal. Jake replied that he had looked over it ~~the~~ ^{the} ~~last~~ ^{previous} night. He further stated that overall it was fine, but some ~~some~~ parts needed more detail. Emma asked him which parts were unclear. Jake replied that the budget section was a bit vague, and the timeline did not account for delays. Emma said that she ~~also~~ ^{had} noticed that too. Should they have tried to fix it before the next day meeting. Jake replied in the affirmative ~~that~~ whether they ~~have~~ left it as was, the committee might question their planning. Emma affirmatively said that she would handle the budget section. She further asked ~~that~~ him could he take care of the timeline. Jake replied in affirmative that they should also throw in a note about risk management, just in case. Emma ~~exclaimed~~ ^{with joy} proposed that they should meet after lunch to combine their changes and finalize it. Jake

agreed to the idea with ^{the} hope that that version would impress them and avoided unnecessary questions.

Q.4

Translation:

Success in life is achieved not only by luck but also by consistency, hard work and wisdom. Though paths to success are often hard and full of unexpected hurdles, those who strive with courage and determination, achieve their goal successfully. Some people get jealous of the success of others and make hasty decisions due to which they get stranded in the sack of failure. However, those who give importance to experience and seek advice, they find opportunity in every hardship. People, who realize their mistakes and try to control them, they not only become successful themselves but also become a beacon of hope for others. Similarly, those who have passion to get education and learn from new experiences, they are capable of making

better decisions in their thoughts and action.

Q.1

Precis:

Title: Importance of Informal Learning

Learning occurs beyond educational institutions by participating in informal gatherings. It broadens observation. Informal communications enhances knowledge. It takes place in the surrounding environment while indulging in a common activity. Besides, participation for practical purposes incorporate cooperative and communication skills. People learn peaceful resolution of disagreements in a shared activity. They learn to respect the perspectives of others in a society. Moreover, it strengthens social relations and mutual dependence. Individuals learn practical skills through informal learning. It fosters their decision making at workplace and family. However, in present times, people have less time to benefit from informal learning. This diminishes

exchange of knowledge and communal interactions beyond formal learning. Some opine that informal learning is offering in new forms to foster individual interaction.