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Q1. Precis.

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## Informal Learning and its Benefits.

Learning, besides formal and organized settings, also happens in informal environment through conscious involvement. The informal learning can happen in workshops, family gatherings, community centres and shared workplaces where people tend to share their own experience, techniques and methods in exchange to learn from others. This polishes one's learning and also makes<sup>an</sup> individual flexible to disagreements as individual learns to welcome new perspectives.

Moreover, this also makes an individual confident enough to perform well in an unexpected situations.

Skills learned through informal learning assist an individual in personal and professional life.

However, recent data has expressed decline of informal settings as people are restricting themselves to shared physical places. Thus, it may limit exchange of learning. On the contrary, some observe argue that informal learning is evolving into

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new forms to deliver and sustain its prime  
benefits

(139 words)

Q2

1. A series of experiments <sup>✓</sup> ~~is~~ being conducted in the lab by the researchers.
3. My laptop has been stolen from ~~my~~ the office by someone. ✓
2. The final draft must be approved before submission by the manager 5
4. The dessert had been prepared by the chef before the guests arrived
5. Let the door be closed immediately

Q3

## Indirect

✓ Emma asked Jake if he had seen the latest draft of the community project proposal. Jake replied he had looked over it the previous night and said overall, it was fine, but some parts needed more details. Upon this Emma interrogated which parts were unclear. Jake then told her that budget section was a bit vague, and the timeline did not account for delays. Upon this Emma agreed that she had noticed that too, and she asked if they should try to fix that before next day meeting. Jake replied definitely as if they would leave it as it was, the committee might question their planning. Emma agreed and said she would handle budget section and asked if Jake could take care of the timeline. Jake agreed and added that they should also throw in a note about risk management, just in case. Emma appreciated the idea and suggested to meet after the lunch to combine their changes and finalise it. Jake agreed and said hopefully he was <sup>that</sup> hopeful this version will impress them and avoid unnecessary questions.

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## Q4 Translation.

Success in life is not oriented around destiny and good luck. Instead, it is the result of consistency, hardwork and intelligence. Though, the pathways are often filled with difficulties and unexpected obstacles but they move forward with confidence and determination. Thus, they get successful in reaching their destination. Some people view the other's success with jealousy and make hasty decisions. This leads them into the pit of failure. However, those who prioritize experience and advice find opportunities in every difficulty. Those individuals who recognize their flaws and try to fix it, not only get successful but also become exemplary models for others. Similarly, those who are fond of acquiring education and learning from new experience are capable of taking better decisions with their thoughts and actions.