

مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A Central University established by an Act of Parliament in 1998)  
(Accredited "A" Grade by NAAC)



*Directorate of Distance Education*

**FUNCTIONAL ENGLISH FOR URDU SPEAKERS**

**2016-2017**

Dear Student,

I am sending herewith three assignments i.e. (Assignment 1, Assignment II and Assignment III). Each assignment carries 30 marks. You have to get a minimum of 10 marks in each assignment. Please note that assignments are compulsory component of final evaluation. The marks secured in the assignment will be included in the final evaluation.

It is necessary for you to answer each assignment paper on a separate answer book of white paper (foolscap size) in your own hand writing. You must write the question number correctly with each answer and leave a margin of 4 cms. on each side. After completion, the students should submit their completed assignments either in person (against acknowledgement) or send by registered post to:

**The Course Co-ordinator**  
Directorate of Distance Education  
Maulana Azad National Urdu University  
Gachibowli, Hyderabad – 500 032 (A.P)

The last date for submission of first assignment is **20-06-2017** for second assignment **15-07-2017**. The assignments submitted after these dates will not be accepted.

There will be a term-end university examination. It shall consist of three papers. These papers will be of three hours duration with 70 marks each. You have to get a minimum of 26 marks out of 70 marks for a pass in the examination. As such for passing in each paper one has to get a minimum 36 marks (i.e. 10 marks in assignment + 26 marks in the end-course University examination). I am also enclosing herewith for your guidance the Model Papers for the University examination. The University examination schedule will be notified and intimated to you in due course. When examination dates are notified you will have to submit examination form and send it to the Controller of Examinations by Registered Post.

For any guidance you may contact your course Co-ordinator whose address is already given in your admission letter.

  
Director, D.D.E

**MAULANA AZAD NATIONAL URDU UNIVERSITY**  
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**FUNCTIONAL ENGLISH FOR URDU SPEAKERS**  
**ASSIGNMENTS PAPER-1, ASSIGNMENT -1**

Last date of Submission **20-06-2017**

Marks : 30

- 1) Answer all Questions
- 2) All Questions carry equal marks.

1) Answer the following question briefly.

Marks : 5

- a. What are the main types of listening?
- b. What are the structure words?
- c. Give some examples of syllabus.
- d. What are the problems which we face in English pronunciation?
- e. How many letters are there in English alphabet?

2) Write down the phonetic symbols for the sounds in following words.

Marks : 5

- a) Show b) Man c) Can d) Zoo e) Bat

3) Write down the phonetic symbols for the underlined words.

Marks : 5

- a) That b) Hat c) Chair d) Young e) Show

4) Place the stress marks for the following words.

Marks : 5

- a. Individual b) Approach c) Abuse d) Backward 5) Pronunciation

5) Complete the following conversation between doctor and patient.

Marks : 5

Doctor : Hello, come in and sit down

Patient: \_\_\_\_\_

Doctor : Well, what's the problem.

Patient: \_\_\_\_\_

Doctor: How long have you had these?

Patient: \_\_\_\_\_

Doctor: Let me check, take deep breath, is it painful here?

Patient: \_\_\_\_\_

Doctor: Nothing to worry, it is just an ordinary infection use the medicine and see after two days.

Patient: \_\_\_\_\_

6) Write five sentences about your city.

Marks : 5

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**ASSIGNMENTS PAPER-1, ASSIGNMENT -2**

Last date of Submission **15-07-2017**

Marks : 30

- 1) Answer all Questions
- 2) All Questions carry equal marks.

1. a) How will you give personal information? Marks : 5  
b) How will you begin a conversation?  
c) What skills are required to good listener?  
d) What is stress?  
e) What is it's importance

2. Write down the phonetic sounds for the following Marks : 5  
a) Fan      b) Teach      c) Lady      d) Key      e) Tea

3. Write down the phonetic symbols for the underlined sounds in the following words. Marks : 5  
a) Water      b) Bottle      c) Boy      d) Tin      e) Apparatus

4. Explain with example how the following functions are carried out in English Marks : 5  
a) Attracting Attention      b) Seeking Permission  
c) Asking for Advice      d) Expressing Thanks  
e) Accepting an Invitation

5. Complete the following telephonic conversation Marks : 5

Raj : Hello, can I speak to the manager please.

Manager: \_\_\_\_\_

Raj: Good Morning Sir: This is Raj speaking, I can't come to the office today.

Manager: \_\_\_\_\_

Raj: I have got cold and fever today.

6. Write five sentences about a historical place. Marks : 5

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**ASSIGNMENTS PAPER-2, ASSIGNMENT -1**

Last date of Submission. **20-06-2017**

Marks : 30

1. Answer all Questions
2. All Questions carry equal marks.

1) Answer the following question briefly.

Marks : 5

- a. What is a desirable range of vocabulary?
- b. What skills are required to good listener?
- c. How will you begin a conversation?
- d. What do you understand by learning a word.
- e. What is passive recognition of vocabulary?

2) Give the synonyms of the following.

Marks : 5

- f. Error b) Pleasure c) Quickly d) Allow e) Attractive

3) Give the autonyms of the following.

Marks : 5

- a. Bed of roses
- b. Red letter day.
- c. On the top of the world.
- d. Open book.
- e. Cleanliness is next to Godliness'

4) Give the antonyms of the following.

Marks : 5

- a) Lucky b) Ancient c) Responsible d) Buy c) Ugly

5) Read the following paragraph and answer the question at the end.

Marks : 5

Paragraph:

Ustaad Allah Rakha was born on 29<sup>th</sup> April 1919 at Phagal village of Jammu. He was fascinated with the sound of Tabla since the age of 12 and learnt "raag vidya" from Ustaad Ashiq Ali Khan from Patiyala Gharana. He joined the All India Radio in 1940. He

also composed music along with the Patiyala Gharana with Pandit Ravi Shankar in 1958. He was awarded Padmashri. He received the Sangeet Natak Akademy award in 1982. He gave many international performances and raised the status of solo instruments.

Questions:

- a) Who was Allah Rakha?
- b) Who taught him Raag Vidya?
- c) When did he get Padmashri?
- d) When did he join All India Radio?
- e) When did he receive Sangeet Natak Akademi award?

6) Read the following passage and answer the questions given below Marks : 5

Passage :

It is estimated that 10,000 years ago. There were no more than 100 million human beings on the earth. This population remained constant till 1000 A.D. But in the last 1000 years population on is being raised rapidly. In 1950 the world population was 2.5 million. It is predicted by 2005 there will be 8.5 thousand people on the earth.

Period	Population
10,000 year ago	----
1000 A.D.	-----
----	25 million
----	8.5 Thousand
The population remained constant	----

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**FUNCTIONAL ENGLISH FOR URDU SPEAKERS**  
**ASSIGNMENTS PAPER-2, ASSIGNMENT -2**

Last date of Submission **15-07-2017**

Marks : 30

1. Answer all Questions
2. All Questions carry equal marks.

1. Write the following questions.

Marks : 5

- a. How will you make notes?
- b. How will you describe a place?
- c. How will you use a dictionary?
- d. Write an application for a job?

2. Give the synonyms of the following.

Marks : 5

- a) Beautiful b) Brilliant c) Blunder d) Encourage e) Rapidly

3. Give the antonyms of the following.

Marks : 5

- a) Depart b) Sell 3) Dry 4) Dry 5) Dead

4. Explain the meanings of words and phrases.

Marks : 5

- a) Live wire.
- b) See eye to eye.
- c) Ask for the noon.
- d) Get cold feet.
- e) Black sheep.

5. Read the following passage and answer the question at the end.

Marks : 5

Passage:

The new information technology industry has created millions of jobs all over the world. In fact it has completely changed the nature of work. It caused a shift in demand from manual workers to knowledge or technologies and a shift from manufacturing to services. Information technologies is becoming the first choice for job. A manual worker is one who works with hands as in factories and offices. Such workers are still necessary because we have to produce goods

like dresses, automobiles, television, computers etc and also maintain records in offices. But these jobs do not pay much if you are manual worker. You have to go to factory or office to do your job.

- a) What is meant by information technology?
- b) What changes has it caused?
- c) What is manual worker?

6. Read the following answer report and complete the table.

Marks : 5

Lara Dutta is Miss World, Miss India, the 21 years old has been selected as the Miss World 2000 today. She has been selected from other 78 contestants from all over the globe. She is a model of profession. Miss Dutta is 5' 8'' tall and weight 53 k.g. She has long black hair. She dresses smartly.

Now fill the details:

Name:

Age:

Hair:

Weight:

Clothes:

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**ASSIGNMENTS PAPER-3, ASSIGNMENT -1**

Last date of Submission **20-06-2017**

Marks : 30

1. Answer all Questions
2. All Questions carry equal marks.

1.
  - a) Subject + Verb
  - b) Subject + Verb + Object
  - c) Subject + Verb + Adverb
  - d) Subject + Verb + Object + Complement
  - e) Subject + Verb + Object + Adverbial

Marks : 5

2. Give one example for each of the following sentences. Marks : 5

- a) Present Continuous Tense.
- b) Present Perfect
- c) Present Perfect Continuous
- d) Simple Past Tense.
- e) Past Continuous Tense

3. Fill in the blanks with a, an or the. Marks : 5

- a) I need \_\_\_\_\_ pen
- b) He always carries \_\_\_\_\_ umbrella.
- c) She reads two books \_\_\_\_\_ week.

4. Describe briefly visit to a park. Marks : 5

5. Form sentences following adjusting and adverbs. Marks : 5

- a) Quickly    b) Sufficiently    c) Best    d) Least    e) Similarly

6. Write a letter to Executive Engineer, Electricity Board of your area complaining against the frequent failure of electricity. Marks : 5



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**ASSIGNMENTS PAPER-3, ASSIGNMENT -2**

Last date of Submission **15-07-2017**

Marks : 30

1. Answer all Questions
2. All Questions carry equal marks.

1. a) Subject + Verb Marks : 5  
b) Subject + Verb + Adverbial  
c) Subject + Verb + Object + Adverbial  
d) Subject + Verb + Object  
e) Subject + Verb + Object + Complement.

2. Give one example for each of the following sentences. Marks : 5

- a) Future Tense.
- b) Future Continuous
- c) Simple Present Tense
- d) Past Continuous Tense
- e) Questions in Past Tense.

3. Fill in the blanks with a, an or the. Marks : 5

- a) She ate \_\_\_\_\_ apple.
- b) There is \_\_\_\_\_ egg.
- c) This is \_\_\_\_\_ book

4. Describe briefly your visit to Taj Mahal. Marks : 5

5. Form sentences following adjusting adverbs. Marks : 5

- a) Similarly      b) Completely      c) Quickly      d) Fluently      e) Carefully

6. Write a letter for the job in the form of a letter in Info city or Information Technology.

Marks : 5

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**Functional English**