

ALLAMA IQBAL OPEN UNIVERSITY

ASSIGNMENT 1 SOLUTION

Course Code	1423 / 5404
Course Title	Compulsory English-I
Assignment Number	01
Semester	Autumn
Academic Year	2026

IMPORTANT NOTE

Assignments Last Date: 20-02-2027

Please submit your assignments to your tutors before this last date.

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Q.1. In Unit 1, Section A, you learned about asking and answering questions. Read the situation below and write appropriate questions and answers.

Situation: You are visiting a local market in your city. You want to buy fruits and vegetables and also ask about prices, quality, and availability. Write five questions you would ask the shopkeeper. Write five possible answers that the shopkeeper might give. Use polite expressions for both questions and answers.

Answer

Questions to the Shopkeeper:

1. Good morning! Could you please tell me if fresh apples and spinach are available today?
2. Would you mind telling me the price of bananas per dozen?
3. Are these tomatoes freshly harvested from the farm?
4. Could you please let me know if you offer any discount if I buy vegetables in bulk?
5. Excuse me, could you kindly pack two kilograms of high-quality potatoes for me?

Shopkeeper's Answers:

1. Good morning! Yes, we have received fresh arrivals of apples and spinach just this morning.
2. Certainly, sir/madam. These high-quality bananas are 180 rupees per dozen.
3. Yes, absolutely. These tomatoes were picked directly from the local farm early today.
4. Of course! I would be glad to give you a reasonable discount on a larger purchase.
5. Sure thing! I am packing two kilograms of the finest potatoes for you right away.

Q.2. In Unit 1, Section B, you learned about using the Simple Present and Present Continuous tenses. Complete the following sentences by filling in the blanks with the correct form of the verbs in Simple Present or Present Continuous tense:

1. I usually _____ (wake) up at 6 a.m. every day.
2. She _____ (read) a book at the moment.
3. We _____ (go) to school by bus every morning.
4. The children _____ (play) in the park now.
5. My father always _____ (drink) tea in the evening.
6. They _____ (study) for their exams these days.
7. The sun _____ (rise) in the east.

8. I _____ (learn) English online right now.
9. He usually _____ (visit) his grandparents on Sundays.
10. The birds _____ (sing) beautifully in the garden today.

Answer

1. I usually **wake** up at 6 a.m. every day.
2. She **is reading** a book at the moment.
3. We **go** to school by bus every morning.
4. The children **are playing** in the park now.
5. My father always **drinks** tea in the evening.
6. They **are studying** for their exams these days.
7. The sun **rises** in the east.
8. I **am learning** English online right now.
9. He usually **visits** his grandparents on Sundays.
10. The birds **are singing** beautifully in the garden today.

Q.3. In Unit 2, Section C, you learned about synonyms and antonyms. Read the words given below and write one synonym and one antonym for each word.

1. Honest
2. Difficult
3. Early
4. Success
5. Strong

Answer

Word	Synonym (Similar Meaning)	Antonym (Opposite Meaning)
1. Honest	Truthful / Sincere	Dishonest
2. Difficult	Hard / Challenging	Easy
3. Early	Prompt / Ahead of time	Late
4. Success	Achievement / Triumph	Failure
5. Strong	Powerful / Sturdy	Weak

Q.4. In Unit 2, Section D, you learned about how to write letters. Write a formal letter to a client and express your apologies for the damaged and late delivery of your product.

Answer

The Customer Relations Manager
Apex Electronics Pvt. Ltd.
Blue Area, Islamabad

Date: February 15, 2026

To,
Mr. Tariq Mahmood
Valued Client,
Lahore, Pakistan.

Subject: Formal Apology for Delayed and Damaged Product Delivery

Dear Mr. Mahmood,

I am writing this letter to sincerely apologize for the recent inconvenience you experienced regarding Order #AX-8942, which was delivered to you late and in a damaged condition.

At Apex Electronics, we take great pride in delivering high-quality products and prompt service. Unfortunately, due to unexpected logistics delays and improper handling during transit by our courier partner, your product arrived late and sustained damage to its outer packaging and screen panel. We fully recognize how frustrating this experience must have been for you.

Please be assured that we have taken immediate action to resolve this matter. We have dispatched a brand-new replacement unit to your address today via express shipping at no additional charge. Our team is also conducting an internal review of our logistics partners to prevent such issues from recurring in the future.

We deeply value your trust and continued patronage. Please accept a 15% discount coupon on your next order as a token of our appreciation for your patience.

If you have any further questions or concerns, please do not hesitate to contact me directly.

Yours sincerely,

(Signature)

Manager Customer Relations

Apex Electronics Pvt. Ltd.

Contact: 0303-6940016

Q.5. In Unit 3, Section C, you learned how to predict the content of a book by reading its title. Read the following book titles and predict what each book might be about. Write 5–7 sentences for each title.

1. A Journey Through Pakistan

2. The Power of Education

3. Life After School

Answer

1. A Journey Through Pakistan

This book is likely a comprehensive travelogue and cultural guide exploring the geographical diversity, history, and traditions of Pakistan. It probably covers various iconic regions, ranging from the historic cities of Punjab and Sindh to the stunning mountain ranges of Gilgit-Baltistan and Khyber Pakhtunkhwa. The narrative may describe local lifestyles, historical landmarks, traditional foods, and rich heritage. Readers can expect vivid descriptions of scenic landscapes, bustling bazaars, and warm hospitality. Additionally, it may touch upon personal interactions with locals, offering unique cultural insights. Overall, the book serves to promote tourism, foster national pride, and provide foreign and local readers with a deep appreciation of Pakistan.

2. The Power of Education

This book likely focuses on how education serves as a fundamental catalyst for personal development and social transformation. It explores how learning empowers individuals, enhances critical thinking skills, and creates meaningful employment opportunities. The author probably discusses the broader economic and social impacts of accessible quality education in developing nations. It may feature real-life success stories and inspirational case studies of individuals who overcame poverty through knowledge. Furthermore, the text likely addresses systemic educational challenges, such as illiteracy, gender inequality, and infrastructure deficits. Ultimately, the book highlights education as the primary engine for progress, equality, and national prosperity.

3. Life After School

This book appears to be a practical self-help guide designed for young graduates transitioning from academic life to adulthood. It addresses the key personal, professional, and financial challenges students face right after leaving high school or university. The author likely offers valuable guidance

on choosing career paths, pursuing higher studies, building professional resumes, and facing job interviews. It also provides practical advice on financial literacy, time management, and developing independent living skills. Moreover, the book emphasizes emotional resilience, coping with real-world pressure, and setting realistic personal goals. In short, it serves as an indispensable roadmap for young adults striving for a balanced and successful future.

Q.6. In Unit 4, Section D, you learned how to give advice in different situations. Imagine your younger cousin has passed matriculation and is unsure about choosing the right subjects for further studies. Write a lengthy paragraph (150–180 words) giving him/her advice on how to choose subjects wisely. In your response, focus on personal interests, abilities, career goals, and future opportunities, and use appropriate expressions of advice such as: should, should not, it is better to, it is advisable to, you ought to.

Answer

Congratulations on passing your matriculation examination! Choosing the right academic stream for your intermediate studies is a crucial decision, and you ought to approach it with careful thought. First and foremost, you should evaluate your personal interests and natural aptitude rather than simply following peer pressure or external expectations. You should not pick a discipline such as Pre-Medical, Pre-Engineering, Computer Science, or Commerce solely because your friends are choosing it. It is advisable to assess your strengths in core subjects like Mathematics, Biology, and Computer Science to determine where your genuine talent lies. Furthermore, it is better to research long-term career goals and future market opportunities before finalizing your decision. You ought to consult academic counselors, school teachers, and working professionals to gain realistic insights into various fields. Remember, you should choose a pathway that keeps you motivated and aligns with your long-term ambitions. Taking a well-planned and balanced decision now will build a solid foundation for your university education and career success.

Q.7. In Unit 5, Section D, you learned how to write job applications. Read the advertisement given below and write a formal job application letter (120–150 words).

[Advertisement Details: Punjab Daanish Schools & Centers of Excellence Authority - Job Opportunity for Junior Clerk (Accounts) DS-11 at COE (Girls) Hafizabad. Last Date: 26 February 2026]

Answer

To,
The Principal,
Centre of Excellence School (Girls),

Moh: Usman Gunj, Street # 4, Near Kalma Chowk, Hafizabad.

Subject: Application for the Post of Junior Clerk (Accounts) (DS-11)

Respected Sir/Madam,

In response to your advertisement (IPL-1374) published in the daily newspaper, I am writing to formally offer my candidature for the position of Junior Clerk (Accounts) at Centre of Excellence School (Girls), Hafizabad.

I have completed my Intermediate in Commerce (I.Com) with distinction and possess over three years of practical experience in managing financial accounts, maintaining cash books, preparing vouchers, and performing record-keeping in a reputable office environment. I possess strong computer skills, particularly in Microsoft Excel and accounting software.

I assure you that I am a dynamic, hardworking, and committed individual who will discharge all assigned accounting duties with honesty and accuracy. My detailed resume, certified educational and experience certificates, CNIC copy, and recent photographs are attached herewith for your review.

I look forward to the opportunity of an interview.

Yours obediently,

Applicant Name: [Your Name]

Father's Name: [Your Father's Name]

CNIC: 34301-XXXXXXX-X

Address: Hafizabad, Punjab

Contact Number: 0303-6940016