

ALLAMA IQBAL OPEN UNIVERSITY

Department of English Language & Applied Linguistics

Course Title	Functional English
Course Code	221
Level	Matriculation
Semester	Autumn 2026
Assignment No.	2 (Units 5–9)

Our Services

Mr Pakistani provides AIOU solved assignments, guess papers, past papers, project assistance, CV making, E-Pay services, website development, WordPress services, and other educational and digital solutions. For assignments, guess papers, educational help, and other services, contact us on WhatsApp: 03036940016.

Official WhatsApp Communities

- WhatsApp Group — [\(Click Here\)](#)
- WhatsApp Channel — [\(Click Here\)](#)

ASSIGNMENT No. 2 (Units 5–9)

Q.1 Write five suggestions to motivate your class fellows to visit the school or public library regularly.

Organize Weekly Reading Hours: Set aside a dedicated group reading session each week where classmates can explore books together.

Recommend Engaging Genre Books: Introduce peers to captivating fiction, biographical stories, and educational guides available in the library.

Form a Book Discussion Club: Create a student club to discuss interesting ideas and lessons learned from library books.

Highlight Quiet Study Benefits: Remind classmates that the library offers a calm, distraction-free environment ideal for exam preparation.

Demonstrate Library Resources: Help friends understand how to easily find reference material, past papers, and research books.

Q.2 What are Online Library Catalogues? Differentiate between Electronic Catalogues and Card Catalogues. Also explain how you can find books by Author Name or Book Title.

Online Library Catalogue (OPAC): An Online Public Access Catalogue (OPAC) is a digital database of all holdings—books, journals, and media—available within a library system, accessible via computers or the internet.

Electronic Catalogue vs. Card Catalogue:

- **Electronic Catalogue:** A computerized system where users search digital databases instantly using keywords, author names, titles, or subject headings from any connected terminal.
- **Card Catalogue:** A traditional physical system composed of wooden drawers containing index cards sorted alphabetically by Author, Title, or Subject.

How to Find Books:

- **By Author Name:** Enter the author's surname followed by their first name (e.g., Shakespeare, William) into the search field to retrieve all works authored by them.
- **By Book Title:** Type the full or partial title of the book (e.g., Functional English) directly into the title search field to locate its specific shelf classification number.

Q.3 Write the meanings of the following pairs of homophones to distinguish between their meanings:

1. Peal / Peel
2. Flour / Flower
3. Hail / Hale

4. Bridle / Bridal
5. Check / Cheque

Word	Meaning
Peal	A loud, ringing sound (e.g., of bells or thunder).
Peel	To remove the outer skin or covering of a fruit/vegetable.
Flour	A powder made by grinding grain, used for baking.
Flower	The colorful, seed-bearing part of a plant.
Hail	Frozen rain pellets falling from clouds, or to greet enthusiastically.
Hale	Strong, healthy, and full of vigor (as in 'hale and hearty').
Bridle	Headgear used to control a horse.
Bridal	Relating to a bride or a wedding ceremony.
Check	To verify, examine, or stop something.
Cheque	A written order directing a bank to pay money.

Q.4 Write dictionary formations (Verb, Noun, Adjective, Adverb, Prefix/Suffix derivatives) for the following root words:

1. ACT
2. CREATE
3. DEPEND
4. SUCCESS
5. CARE

- Root Word: ACT
- **Verb:** Act
- **Noun:** Action, Actor
- **Adjective:** Active
- **Adverb:** Actively

گھر بیٹھے حل شدہ مشقیں، گیس پیپرز، کتابیں اور خلاصے حاصل کرنے کے لیے رابطہ کریں

- **Formations (Prefix/Suffix):** Inactive, React, Reaction, Activity
- Root Word: CREATE
 - **Verb:** Create
 - **Noun:** Creation, Creator, Creativity
 - **Adjective:** Creative
 - **Adverb:** Creatively
 - **Formations (Prefix/Suffix):** Recreate, Uncreative, Creativeness
- Root Word: DEPEND
 - **Verb:** Depend
 - **Noun:** Dependence, Dependency
 - **Adjective:** Dependent
 - **Adverb:** Dependably
 - **Formations (Prefix/Suffix):** Independent, Independence, Undependable
- Root Word: SUCCESS
 - **Verb:** Succeed
 - **Noun:** Success
 - **Adjective:** Successful
 - **Adverb:** Successfully
 - **Formations (Prefix/Suffix):** Unsuccessful, Succession, Successive
- Root Word: CARE
 - **Verb:** Care
 - **Noun:** Care, Carelessness
 - **Adjective:** Careful, Careless
 - **Adverb:** Carefully, Carelessly
 - **Formations (Prefix/Suffix):** Caring, Uncaring

Q.5 Supply the missing question words (WH-Words) to complete the following interview questions:

1. _____ did you hear about this job vacancy? (I heard about it through a newspaper advertisement.)
2. _____ many years of work experience do you have? (I have three years of work experience.)
3. _____ department would you like to work in? (I would like to work in the customer service department.)
4. _____ skills do you have for this job? (I have good communication, computer, and teamwork skills.)
5. _____ company did you work for before? (I worked for ABC Logistics Company before.)

1. Question: How did you hear about this job vacancy?

Answer: I heard about it through a newspaper advertisement.

2. Question: How many years of work experience do you have?

Answer: I have three years of work experience.

3. Question: Which department would you like to work in?

Answer: I would like to work in the customer service department.

4. Question: What skills do you have for this job?

Answer: I have good communication, computer, and teamwork skills.

5. Question: Which company did you work for before?

Answer: I worked for ABC Logistics Company before.

Q.6 Prepare a professional Curriculum Vitae (CV) for a job application including Personal Information, Qualification, Work Experience, Skills, and References.

CURRICULUM VITAE

1. Personal Details

Name: Muhammad Usman

Father's Name: Ahmed Ali

Address: House No. 45, Street 12, Sector G-7/2, Islamabad

Phone: 0300-1234567

Email: usman.example@email.com

2. Education

Matriculation (Science Group): Board of Intermediate and Secondary Education (BISE), 2024

3. Experience

Data Entry Operator: ABC Computer Solutions, Islamabad (6 Months, 2025)

4. Certifications

Certificate in Information Technology (CIT): Vocational Institute, Islamabad

English Spoken Course: AIOU Continuing Education Centre

5. Skills

- MS Office (Word, Excel, PowerPoint)
- Good Communication and Interpersonal Skills
- English & Urdu Typing (40 WPM)

6. Languages

گھر بیٹھے حل شدہ مشقیں، گیس پیپرز، کتابیں اور خلاصے حاصل کرنے کے لیے رابطہ کریں

- English (Intermediate)
- Urdu (Native)

7. References

- Available upon request

Q.7 Complete the following Zero Conditional Sentences with appropriate clauses:

1. If you heat water at 120 degrees, _____.
2. If you heat ice, _____.
3. Your clothes get wet _____.
4. If you waste time, _____.
5. If you don't eat healthy food, _____.

1. If you heat water at 120 degrees, it boils rapidly and turns into steam.
2. If you heat ice, it melts into liquid water.
3. Your clothes get wet if you stand in the rain without an umbrella.
4. If you waste time, you regret it during exams.
5. If you don't eat healthy food, you become weak and fall ill easily.

Q.8 Identify which newspaper section each of the following news items belongs to:

1. The national cricket team won the final match by 6 wickets.
2. The government announced a new education policy for schools.
3. A famous singer released a new album this week.
4. Heavy rainfall caused flooding in several parts of the city.
5. Scientists discovered a new method to produce clean energy.

News Item	Section
The national cricket team won the final match by 6 wickets.	Sports
The government announced a new education policy for schools.	National / Education
A famous singer released a new album this week.	Entertainment
Heavy rainfall caused flooding in several parts of the city.	City / Weather / Local
Scientists discovered a new method to produce clean energy.	Science & Technology

Q.9 Fill in the blanks with suitable adjectives from the given box:

Words: respectful, kind, honest, helpful, polite, patient, friendly, responsible, generous, courteous

1. A respectful student always greets the teacher respectfully.
2. Kind words can make everyone feel happy.
3. An honest person always tells the truth.
4. A helpful friend is ready to assist others.
5. Polite children listen carefully to their elders.
6. A patient student waits for his or her turn.
7. Friendly behaviour helps us make new friends.
8. A responsible child keeps the classroom clean.
9. Generous people enjoy sharing with those in need.
10. A courteous smile makes a good first impression.

Q.10 Explain five essential rules of netiquette (internet etiquette) along with reasons why each rule is important.

- Rule 1: Refrain from typing messages in ALL CAPS.
Reason: In digital communication, uppercase text is perceived as shouting or being aggressive.
- Rule 2: Never share someone else's personal pictures or private information without explicit permission.
Reason: It violates their personal privacy and can lead to safety or harassment issues.
- Rule 3: Respect other people's opinions and avoid using abusive language in comments.
Reason: Constructive communication keeps digital platforms safe, polite, and inclusive for everyone.
- Rule 4: Verify news or information before forwarding it on social media.
Reason: Sharing unverified information spreads false rumors and creates unnecessary panic.
- Rule 5: Respect others' time and bandwidth by avoiding spam messages.
Reason: Sending irrelevant messages clutters inboxes and wastes people's valuable time.