



THE ANSWERS MUST BE ATTEMPTED ON THE ANSWER SHEET PROVIDED

Q.1. Answer the following short questions.

(6x5=30)

1. Highlight Do's and Don'ts of C.V writing?
2. Explain the components of a good C.V.
3. Briefly write down the significance of 'OBJECTIVES' in C.V writing?
4. Differentiate between a C.V and a cover letter?
5. What are six don't of an interview?
6. What is the format of a cover letter?

Answer the following questions

Q2. Write an essay on any one of the following topics (10 marks)

- a). Scope of online learning
- b). Covid-19 and its impacts on education.
- C). Women Empowerment in Pakistan.

Q3. Read the given passage below and answer the questions given at the end: (10 marks)

We can call anything beautiful that gives us pleasure, and that depends as much upon ourselves as upon what is outside us. Perhaps the majority of people find the sea beautiful when it is blue. If someone has lived in Italy as a child and has to live beside the grey northern seas when he is grown up, he will think that the grey seas are ugly: and that nothing can be as beautiful as the blue Mediterranean. But suppose a Scotsman who loves Scotland has to go and live in Italy. He might find the blue sea after a little while very uninteresting. Only when he went home and saw the grey sea again would he find the sea beautiful. We are made in different ways, and grey may be just as beautiful as blue, just as the cry of a baby may be found sweeter in someone's ears than the finest note of the finest singer that ever lived. Nothing is beautiful or ugly in itself, but thinking makes it so

Questions:

1. What is the appropriate definition of beauty?
2. When do majority of people find sea beautiful?
3. What are the views of man lived in Scotland?
4. What does make things beautiful?
5. Suggest a suitable title to the passage and make 'Precise' of it.

Q4. Write a cover letter in response to the following job advertisement (10 marks)

Basic Knowledge of MS-word and MS-Office
Skills in programming and system analysis
Prior 3 years work experience at networking and data transfer company