



Writing Skills Test

Q.1 Write an essay of approximately 350 words on any one of the following topics:

- (i) Passing chartered accountancy examinations.
- (ii) An experience which changed my outlook on life.
- (iii) The effects of stress on students for securing good grades.
- (iv) Lessons which may be learned by older generation from younger generation.

Note: word count carries marks

Your essay will be assessed on the following criteria:

- Introduction and conclusion.
- Quality of text, use of idioms and phrases.
- Language, vocabulary, organization and logical presentation of ideas.

(15)

Q.2 Write a précis of 120-125 words of the following passage. (*Word count carries marks*)

Rethinking the Work-Life Equation:

Phyllis Moen, a sociologist and a professor at the University of Minnesota, and Erin Kelly, a professor of work and organization at M.I.T., participated in a research endeavor in the technology department of a corporation referred to as TOMO, examining the interplay among work, family and health. Their research paper was published in American Sociological Review.

For the purpose of research, half the employees in the technology department were randomly assigned to a control group and continued operating under the company's usual policy (flexibility given at the manager's discretion). The remaining technology employees participated in what they thought was a new initiative but was, in fact, part of Moen and Kelly's field experiment. The new policy was both radical and, in concept, simple: Workers in the experimental group were told they could work wherever and whenever they chose to, so long as projects were completed on time and goals were met; the new emphasis would be on results rather than on the number of hours spent in the office. Managers were trained to be supportive of their employees' personal issues and were formally encouraged to open up about their own priorities outside work — an ill parent, or a child wanting her mom to watch her soccer games. Managers were given iPods that buzzed twice a day to remind them to think about the various ways they could support their employees as they managed their jobs and home lives.

The research found that employees in the experimental group met their goals as reliably as those in the control group, and they were, in short, much happier: They were sleeping better, were healthier and experienced less stress. Other studies examining the same workplace found that the effects even cascaded down to employees' children, who reported less volatility around their own daily stresses; adolescents saw the quality of their sleep improve. Subsequently, over a three year period, it was noticed that the employees in the experimental group reported less interest in leaving the organization than those in the control group.

(Total word count = 341) (10)

- Q.3 You are the procurement manager of **Big Publishing Limited (BPL)**, a company engaged in the business of printing text books and periodicals. Two of the printing machines currently used at BPL have to be replaced due to wear and tear. You have been asked by the CEO to arrange for the purchase of two new printing machines without delay.

Write a letter to **Salam Distributors** at Plot Number 105, Sharah-e-Iqbal, Lahore, a supplier of quality printing machines, making an inquiry about the possibility of supplying two new machines to your office at the earliest. Mention your requirements relating to the following features:

- Operational Efficiency
- Capacity
- Options Available

Also ask for prices and discounts, performance guarantees, time frame for the supply and possibility of exchanging (trading) the old machines used at present for new machines.

Assume that you are Anjum and your company is located at the University Road, Peshawar.

(15)

(THE END)