



---

## Writing Skills Test

---

Q.1 Write an essay of approximately 300 words on any one of the following topics:

- (i) The Friday sale craze
  - (ii) From 'Open Sesame' to 'Biometric Locks' – is fantasy turning into reality?
  - (iii) Investment priorities for a developing country – pen or weapon?
  - (iv) A stitch in time saves nine
- (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 125-135 words of the following passage. *(Word count carries marks)*

Educational and neurological research indicates that the first five years of life, the foundation years, are crucial to the process of learning, and must be treated with care and creativity to channel the potential of young individuals embarking upon the intricate and exciting paths of knowledge. In general two types of education system are adopted for early education i.e., teacher-centred and child-centred.

In a teacher-centred education system, the teacher decides what the children will learn, and the latter have only a passive role. The system leans on rote learning, obedience, compliance and conventionality rather than analysis and creativity. Parent-teacher meetings are of little practical value, as the parents are neither quite literate nor cognisant of Early Childhood Education requirements, and usually acquiesce to the prevalent teaching and assessment methodologies offered to them.

In a child-centred education system, the theory and practice of teaching are of crucial importance. Constructive learning processes and painstaking research-based teaching methodologies are developed to encourage unique ways of learning and thinking. The objective is to increase the child's capacity to learn rather than just taking him through the educational curriculum.

In England, the pedagogical practice of scaffolding is followed with teachers helping students only when they need it, in a step by step manner. In Germany, the Montessori approach is popular, which inculcates independent problem solving through play-based learning. A Japanese preschool experimented with garden settings and found them most congenial for embedding concepts of time, space and mathematics. Last year, Finland stopped the use of cursive handwriting, replacing it with print writing to facilitate learning keyboard skills as part of a global move towards digital communication. Innovative approaches are being continuously introduced with startling results.

The use of educational aids such as jigsaw puzzles for conceptualising space, shapes and design, tape recorders for phonetics and pronunciation, and music and dance are highly effective in enhancing child development and learning. Innovative approaches are being continuously introduced with startling results.

Children want to be respected and counted. They want their views to be heard rationally, want to be involved in decision-making processes, and informed of their rights. A child-centred approach recognises that children's insights are as important as the teacher's in creating different perspectives of knowledge.

**(Total word count = 368) (10)**

Q.3 Bader Kamal Distributors (BKL) are distributors of a leading cosmetic brand. During a recent heavy spell of rain, one of its supply vans got stuck in water and 90% of the items worth Rs. 349,569 have been spoiled. All supply vans of BKL are insured by Support Assurance Services (SAS) whose office is located at 3<sup>rd</sup> Floor, Sania Towers, off I. I. Chundrigar Road, Karachi.

As Manager Operations of BKL, write a letter to SAS providing information about the incident and asking for early settlement of claim. The letter should contain all relevant information necessary for establishing a well substantiated claim for compensation.

Assume that your name is Laiq Faiq and your office is located at Plot number 149 near Jam Sadiq Bridge, Korangi Industrial Area, Karachi.

**(15)**

**(THE END)**