



---

## Writing Skills Test

---

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

- (i) Growing trend of e-commerce in Pakistan
  - (ii) The changing global alliances – challenges and opportunities for Pakistan
  - (iii) Social media – a blessing or a curse
  - (iv) Advancement in communication technology during last two decades
- (Note: word count carries marks)*

Your essay will be assessed on the following:

- Introduction and conclusion.
- Quality of text, use of idioms and phrases.
- Language and 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)*

Drawing money from an ATM is easy but it is not as safe as one may think. Don't be deceived into believing that your card is not susceptible to data capture. Data is stored on ATM cards either on chips or on magnetic strips. Data from these magnetic strips or chips can be compromised by using various types of devices such as skimmers and shimmers. With this information, a criminal can have access to your bank account.

To capture pin code, quite often, a fake key pad is installed over the existing one. Unauthorised camera installed around the card reader or over the camera slot is also used to capture key strokes. The pin code and data captured from the magnetic strip are then used to clone cards that can easily be used to manipulate your account from any ATM.

Risks to ATMs cannot be eliminated; however, these could be mitigated by practicing various safety measures. For example, try to use ATMs in locations that are used frequently throughout the day as busy ATMs need to be replenished frequently; therefore, the chances of detection by bank staff of any manipulation are higher. Similarly, try to use ATMs inside the bank branch where customers have to pass by to enter the bank for other services as these are less likely to have skimmers installed. Use of ATMs installed at such locations also reduces the risk of being held up by criminals. Further, if you see something unfamiliar or non-standard, immediately stop and contact the bank through hotline phone installed near or inside the ATM booth.

We may also check ourselves if the ATM is manipulated or not in few simple steps. For example, try to move the covering over the card slot as skimmers are generally pasted or held in place by double sided tape that could easily be fixed and removed on application of minimal force. Also, in most cases, the skimmers require the card to be smoothly inserted inside. Hence, it is good to wiggle the card slightly while inserting. This may disrupt the reading capability of the skimmer.

Last but not the least, always use both hands to enter your PIN code in such a manner that the keypad is covered, making it difficult for any hidden camera to capture your key strokes.

**(Total word count = 385) (10)**

Q.3 Cool Dairy Products (CDP) is a Lahore based company with branches in Faisalabad, Gujranwala and Multan. Last year, a 100 KVA generator was shifted to Multan from Lahore, when it had already completed 35,000 hours of operation. Recently the generator has malfunctioned and stopped working.

After thorough inspection, the maintenance vendor has informed that malfunction was caused due to overheating of the engine and it needs to be completely overhauled.

As Manager Administration at CDP's Multan branch, write a letter to Saleem Yousuf, General Manager, CDP, 302 Jail Road, Lahore, seeking his approval for the repair of the generator and renting a generator as replacement, during the period in which repair is being carried out. Also suggest purchase of a new generator instead of repairing the existing one.

Assume that your name is Talat Mehmood and your office is situated at 101, Khanewal Road, Multan. You may make necessary assumptions to provide information/data which may be relevant in the given situation, to support your suggestion to purchase new generator.

**(15)**

**(THE END)**