



Writing Skills Test

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

- (i) Energy crisis in Pakistan
- (ii) The role of imports and exports in the development of a country
- (iii) Imagine a world without accountants
- (iv) Reading habits and the digital world

(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)*

Heat stroke is a form of an abnormally elevated body temperature with accompanying physical symptoms including changes in the nervous system function. It is a true medical emergency that is often fatal if not properly and promptly treated. Common symptoms and signs of heat stroke include high body temperature, the absence of sweating, hot red or flushed dry skin, rapid pulse, difficulty in breathing, strange behaviour, hallucinations, confusion, agitation, disorientation, seizure, and/or coma.

While the elderly people are at greatest risk for heat stroke, infants and children are also at risk. In particular, infants or young children who are unattended in a locked car may suffer heat-related illness quickly, since the indoor temperature of a locked car can rise to dangerous levels even in moderate weather. Sometimes, infants have died of heat stroke when overly bundled in their cribs. Among older children and teens, heat stroke or heat-related illness is a risk for athletes who train in hot environmental conditions.

Victims of heat stroke must receive immediate treatment to avoid permanent organ damage. Such treatment includes getting the victim to a shady area, removing clothes, applying cold or tepid water to the skin, exposing the victim directly to the fan to promote sweating and evaporation and placing ice packs under the armpits and groin. If the person is able to drink liquids, have him drink cold water or other cold beverages that do not contain alcohol or caffeine. Monitor body temperature with a thermometer and continue cooling efforts until the body temperature drops to 101 to 102 F (38.3 to 38.8 C). Always notify emergency services immediately. If their arrival is delayed, they can give you further instructions for treatment of the victim.

The most important measures to prevent heat strokes are to avoid becoming dehydrated and to avoid vigorous physical activities in hot and humid weather. If you have to perform physical activities in hot weather, drink plenty of fluids, but avoid alcohol, and caffeine, which may lead to dehydration. Your body will need replenishment of electrolytes (such as sodium) as well as fluids if you sweat excessively or perform vigorous activity in the sunlight for prolonged periods. Take frequent breaks to hydrate yourself. Wear hats and light-coloured, light-weight and loose clothes. Keep cars locked when not in use and never, ever, leave infants, children or pets unattended in a locked car.

(Total word count = 393) (10)

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Q.3 Sweet Bakers (SB) has a chain of bakeries and sweet outlets in Rawalpindi and Islamabad. It also serves customers' orders booked through its website. The website is hosted by Web Shore (WS) whose office is situated at G-100 MB Area, Islamabad. For the past couple of months SB's website is experiencing frequent downtime due to issues at the WS's end. Despite several complaints to the support team, website is still experiencing frequent downtime.

Assume that your name is Fateh Jang and you are admin manager of SB and also look after the IT related matters. Write a letter to Rija Khan, General Manager Sales and Support of WS, highlighting the issue and its effects on SB's business. The letter should also convey the message that SB would change its web host if the problem is not resolved at the earliest.

The corporate office of SB is located at 43-Jehlum Road Rawalpindi. Assume other necessary details.

(15)

(THE END)