



Writing Skills Test

Instructions to examinees:

- (i) Answer all **THREE** questions.
 - (ii) Answer in black pen only.
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Q.1 Write an essay of approximately 300 words on any one of the following topics:

- (i) Lessons we may learn from the poetry of Allama Iqbal
- (ii) Healthcare facilities in Pakistan
- (iii) Can the world sustain a nuclear conflict between Pakistan and India?
- (iv) Information technology, a tool or threat to accountants

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)

(Word count also carries mark)

Q.2 Write a précis of 125-135 words of the following passage. (Word count carries mark)

Every autumn, when recruitment of new graduates and school leavers begins, major cities in Japan are flooded with students hunting for a job. The season is crucial for many students, as their whole lives may be determined during this period.

Instead of employing people whose skills can be effective immediately, Japanese companies select those applicants who have potential and can be trained to become suitable employees. For this reason, recruiting employees is an important exercise for companies, as they invest a lot of time and money in training new staff. This is basically true both for factory workers and for professionals. Professionals who have studied subjects which are of immediate use in the workplace, such as industrial engineers, are very often placed in factories and transferred from one section to another. By gaining experience in several different areas and by working in close contact with workers, the engineers are believed, in the long run, to become more effective members of the company. Workers too feel more involved by working with professionals and by being allowed to voice their opinions. Because of this system of training, employees become all-rounders with higher prospects of retention.

On the job, working relationships tend to be very close because of the long hours of work and years of service in common. Social life in fact is frequently based on the workplace. Restaurants are always crowded at night with people enjoying an evening out with their colleagues. Senior staff often play the role of mentor. This may mean becoming involved in the lives of junior staff in matters such as marriage and the children's education.

The average age of retirement in Japan is between 55 and 60. However, retirement is not an eagerly awaited time to undertake things such as travel and hobbies. Many Japanese simply cannot get used to the freedom of retirement and look for ways of constructively using their time. They feel that if they do not work, they will be abandoned by society. This has led to the development of some municipal job centres which advertise casual work such as cleaning and lawn mowing. Given that Japan is facing the problem of an increasingly ageing society, such activities may be vital in the future.

(10)

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Q.3 Real Ornaments (RO) is a recently established startup that develops low cost beautiful ornaments which are equivalent to similar ornaments imported from China and India. RO is targeting to sell its products through hypermarkets and for this purpose it has developed various promotional packages for achieving targeted sales volumes.

On behalf of Sarim Mehmood, business development manager of RO, write a letter to Saad Khan, procurement head of Hi-Planet, a hypermarket with country-wide branches, offering them promotional packages for RO's products through their shelves nationwide. You may assume necessary details.

Office of RO is situated at 99 Entrepreneur Street, Korangi Industrial Area, Karachi while head office of Hi-Planet is located at 123 Shopping Hub, Real Commercial Area, Karachi. **(15)**

(THE END)