**The Islamia University Of Bahawalpur**

**Department Of Physics**

**B.A (Hons) 1st Semester Final Term Examination**

**Paper: English 1 Time Allowed: 90 mins**

**Short Questions 5+5 marks**

1. Discuss the purpose and rules to write a Memo.
2. Describe the major rules of precise writing.

**Long Questions 10+10 marks**

1. How to write a formal and informal letter? Discuss in detail.
2. What is a report? What are the classification of report writing?