

Table of Contents	Page No.
Section I: Words with Urdu Translation & Synonyms	98
Section II: Urdu Translation	
Paragraph wise: 1. Recollection of the Last Two Years 2. Achievements as a Student 3. First Step Towards Practical Life 4. Never Give Up	99
Section III: Textbook Exercise	
Glossary Vocabulary A. Words Meanings B. Explain each phrase as used in the lesson C. Translate paragraph 1 of the lesson into Urdu. Reading Comprehension A. Choose the correct option. B. Answer the following questions & Additional Questions	102
Section IV: Grammar	
Indefinite Pronouns A. Underline indefinite pronouns in the following sentences. B. Tick the verb which agrees with the indefinite pronoun. Present Perfect Tense C. Fill in the blanks with the present perfect form of the verb given in brackets.	104
Section V: Oral Communication Skills A. Cutting of a celebrity interview B. Interview of your class fellow	105
Section VI: Writing Skills	
 A. Write a précis of paragraph 2. B. Easy on "Co-Curricular Activities – Preparing Students for Future". C. Application to the Principal to arrange for Sports Week in school. D. Application regarding admission criteria 	107

Section I: Words with Urdu Translation & Synonyms

Paragraph wise meanings & synonyms of all important words in Unit -7:(K.B)

	10,01		<i></i>	ı	ı
Words	Meanings	Synonyms	Words	Meanings	Synonyms
		Paragraph #	£1 (K.B)		
Bumpy	کنھن۔ د شوار گزار۔ تکلیف دہ	uneven, rough, bouncy	Circumstances		situations, conditions
Experience	تجربہ	practiced, skilled	Participant		partaker, contributor
Teenage	لۈكپن_نوغمرى	youthful, immature	Creative		inspired, inventive, innovative
		Paragraph #	# 2(K.B)		
Academic		educational, scholarly	Declamation		debate, speech
Outlook		view point, stance	Contest		competition , match
Priority		preference	Awards		view point, stance
Participant		Partaker	Encouraging	حوصله افزائی کرنا	cheers, motivate
Well-rounded		multi, well talented	Currently	حوصله افزائی کرنا موجوده - فی الحال	at present, presently
Career		vocation, profession	Hiking	کوه پیمائی	Climbing
Received	وصول کیا	take, accept	Environmental	ماحولياتى	territory, nature
Scouting	سکاؤ ٹنگ (ایک تنظیم کانام)	Scouting Name of an institution	Awareness		know how, conscious- ness
Paragraph # 3(K.B)					
Understanding	B5¢m	grip, perception	Go through		face, survive
Preceding		previous, former, foregoing	Mature	سمجھدار۔ پختہ	sensible,

Words	Meanings	Synonyms	Words	Meanings	Synonyms
Financially	معاشی طور پر	monetarily, economical	Look forward		hope, expect
		Paragraph #	# 4(K.B)		
Glad		happy, pleased	Motivation	تحريك ـ ترغيب	inspiration, stimulus
Offer		present, provide	Give up	تڑک کرنا	Forego, leave
Tough		difficult, sturdy	Determined	پُرُعِوْم	dictated, dr iven
Succeeded	كامياب هوا	triumph, acquire	Achieve	حاصل کرنا	attain, gain
Excel	کامیاب ہوا آگے بڑھنا۔ برتری لے جانا	surpass, outclass	Shoot for	پرواز کرنا۔ارادہ کرنا	aspire, yearn
Developing	ترقی کرنا	grow, progress	-	-	-

Section II: Urdu Translation

1. Recollection of the Last the Two Years (U.B)

1. The last couple of years have been a long bumpy ride for me, as they have for every one of my age. The experiences might be different but everyone has gone through many of the same "teenage" circumstances as I have done. All of them have dealt with them in their own way. As a personal participant in this "game", we call life, I would say I worked hard for the first place and earned it. That is just my creative view of things. It is bad, but the fact is that not everyone sees it in the same way as I do.

1۔ گزشتہ دوسال میرے لیے ایک انتہائی دشوارگزارسفر کے طور پر گزرے ہیں، جبیبا کہ یہ میری عمر کے ہرفرد کے لیے ہوتے ہیں۔ تجربات مختلف ہوسکتے ہیں کین ہرکوئی''نوعمری'' کے حالات سے گزرتا ہے جیسے میں گزرا ہوں۔ ہرکوئی ان سے اپنے طریقے سے نمٹتا ہے۔ اس'' کھیل''میں جسے ہم زندگی کہتے ہیں، بذات خودا یک نثر یک کھلاڑی کی حیثیت سے میں یہ کہنا چا ہوگا کہ میں نے اول درجہ حاصل کرنے کے لیے سخت محنت کی اور اسے حاصل کرلیا۔ یہ صرف چیزوں کے متعلق میرانخلیقی نقطۂ نظر ہے۔ یہ غلط ہے، لیکن حقیقت یہی ہے کہ ہرکوئی اسے ایسے نہیں دیکھا جیسے میں دیکھا ہوں۔

2. Achievements as a Student (U.B)

2. As a student, I am an active participant in academic and co-curricular activities. My first priority has always been to get good grades in school. Although this is important to me. I also know that by participating in sports, and after – school activities, I will become a well-rounded student. During the past years of my high school career I participated and received awards in the following: Quaid-e-Azam Badge in Scouting, winner of Who's Who Quiz Programme at district level, and Academic Excellence Award while participating in Inter-District Declamation Contest and Essay Writing Competition for the year 2011. I also belonged to the following clubs: Reading Club (two years), second year as Secretary Reading Club and Computer Club. In the year 2009, I received awards in the following classes: Computer Applications, Geography, and Advanced Algebra/Trigonometry. I also received an award for Most Encouraging Student. I currently belong to the Hiking and Outdoor Club, and Environmental Awareness Club. In addition, this year I participated in a programme called "Read With A Friend". In this programme I, along with a group of other students, went to the nearby elementary school to read to a class of students from Kindergarten to Fifth Grade.

2۔ ایک طالب علم کی حیثیت سے میں نصابی اور ہم نصابی سرگرم کن ہوں ۔ میری اولین ترجیج بیشہ سکول میں شانداردر ہے حاصل کرنارہی ہے۔
اگر چہ بید میرے لیے اہم ہے۔ میں بیجی جانتا ہوں کہ کھیلوں ، اور بعداز سکول سرگرمیوں میں شرکت کر کے ، میں ایک ہمہ جہت (طرح طرح خوبیوں والا) طالب علم بن جاؤں گا۔ گزشتہ سالوں کے اپنے ہائی سکول کے دوران ، میں نے درج ذیل پرگراموں میں حصہ لیا اور انعامات حاصل کیے : سکاؤ ننگ میں قائد اعظم کا دستہ ضلعی سطح پرکون کون ہے ، کے ذہ بی آزمائش کے پروگرام میں کامیا بی اور سال 2011ء میں تقریری مقابلوں اور مضمون نو لیی کے مقابلوں میں میں الا ضلاعی سطح پر شرکت کا شاندار تعلیمی کارکردگی کا ایوارڈ حاصل کیا۔ میر اتعلق درج ذیلی کلبوں سے بھی رہا: مطالعاتی کلب (دوسال)۔ دوسرے سال سیر بڑی مطالعاتی کلب اور کمپیوٹر کا ستعال ، جغرافیہ جہ بیدا لجبرا اور علم مثلث ت مطالعاتی کلب اور کمپیوٹر کا استعال ، جغرافیہ جہ بیدا لجبرا اور علم مثلث ت میں نے سب سے نیادہ حصلہ افزاطا بعلم کے طور پر بھی کیک انعام حاصل کیا۔ فی الحال میر اتعلق کو و پیائی ، ہا مگنگ (پیدل چانا) اور آؤٹ ڈورکلب ، اورما حوالیاتی آگائی میں نے سب سے نیادہ حصلہ افزاطا بعلم کے طور پر بھی کیک انعام حاصل کیا۔ فی الحال میر اتعلق کو و پیائی ، ہا مگنگ (پیدل چانا) اور آؤٹ ڈورکلب ، اورما حوالیاتی آگائی کی سے ہے۔ اس کے علاوہ ، میں نے اس سے بے۔ اس کے علاوہ ، میں نے سب سے نے بیوں جانب کے علاوہ ، میں نے سب سے نے بیادہ علی کے بیائی پروگرام میں حصہ لیا۔ اس پروگرام میں ، میں دوست کے ساتھ کنڈرگارٹن سے پانچویں جاعت کے طالب علموں کو بڑھانے کے لیے تر بیانی میں کے ساتھ کنڈرگارٹن سے پانچویں جاعت کے طالب علموں کو بڑھانے کے لیے تر بی المیام شرک میں کو ل گیا۔

3. First Step towards Practical Life (U.B)

3. In order to gain an understanding of independence and responsibility, I held several summer jobs in the preceding two years. I also worked to help myself financially in a boarding school. My first summer job was at the English Language Center. My second job was at McDonald's, and my past summer job was at D.K Academy. I am thankful to all these institutions for these job experiences. They have prepared me mentally and finically. This is important in a way that I am now more mature and responsible; which helps me not to be worried about the future but to look forward to it.

(SWL 2017 G-I)

3۔ آزادی اور ذمہ داری کی سمجھ ہو جھ حاصل کرنے کے لیے، میں نے گذشتہ دوسالوں میں موسم گرما میں کئی ملاز متیں کیس میں نے مالی لحاظ سے اپنی مدد کرنے کے لیے ایک اقامتی سکول میں بھی کام کیا۔ موسم گرما میں میری اولین ملازمت انگاش لینکو نجسینٹر میں تھی۔ میری دوسری ملازمت میکڈ ونلڈ زاور گزشتہ موسم گرما میں میری ملازمت ہے ان تجربات کے لیے ان تمام اداروں کا شکر گزار ہوں۔ انہوں نے جھے دہ تی اور مالی طور پر تیار کیا۔ یہ اس طرح اہم ہے کہ اب میں زیادہ تم بھدار اور ذمہ دار ہوں؛ جس سے مجھے دولتی ہے کہ میں مستقبل سے متعلق پریشان ہونے کی بجائے پرامیدر ہوں۔

4. Never Give Up (U.B)

4. I am glad that I have got a taste of what the real world has to offer. I have learned many lessons from my Public High School, boarding school, and work experiences. I am now ready to learn many more lessons through my college experience. Although it has been tough, I have succeeded so far. I am prepared to excel and make it much further in the years to come with my college education. This developing positive outlook has given me the motivation that I need to become successful. I never give up. When I am determined to achieve, "I shoot for the moon and land amongst the stars."

(FSD 2017 G-I)

4۔ مجھے خوشی ہے کہ میں نے اس چیز کا ذوق پالیا ہے جو حقیقی دیانے بیش کرنے ہے۔ میں نے اپنے پبک ہائی سکول، اقامتی سکول اور کام سے حاصل ہونے والے تجربات سے بہت سے سبق سکھے ہیں۔ میں اب اپنے کا لیج کے تجربے سے اور زیادہ سبق سکھنے کے لیے تیار ہوں۔ اگر چہ بیا نہمائی مشکل ہے، تاہم ابھی سے میں کا میاب ہوا ہوں۔ میں اپنی کالج کی تعلیم کے ساتھ آنے والے سالوں میں سبقت لے جانے اور اسے مزر آگے لے جانے کے لیے تیار ہوں۔ اس مائل بیر تی مثبت معطر نظر نے مجھے کر ہی دی ہے کہ مجھے کا میاب ہونے کی ضرورت ہے۔ میں بھی ہمت نہیں ہارتا۔ دیں میں کسی چیز کو بالدہ کر اور میں چا نہیں چارت ہوں۔ "

Section III: Textbook Exercise

Glossary (K.B)

Words	Meanings in Urdu	Textual Meanings
Career	شعبه- ببيثيه	a job or series of related jobs that you do
Circumstances	حالات ـ ماحولياتی صور تحال	environmental conditions of an act or event
Contest	مقابليه	a competition in which people try to win something
Excel	سبقت لے جانا۔ آگے نکلنا	be better than others
Motivation	ترغیب۔رغبت۔تحریک	Inspiration
Participant	شرکت کرنے والا	a person who takes part in something
Priority	ترجيح_اہم ترين	most important thing

Vocabulary

A. Give the meaning of each word as used in the lesson. (K.B)

Words	Urdu Meanings	Meanings
Circumstances	مالات	situation, condition
Participant	شر کاء	contester, partaker
Priority	<i>z;</i> ;	importance, preference
Contest	مقابليه	completion, match
Preceding	گزشته	last, past
Excel	سبقت لے جانا	better, surpass
Motivation	ترغیب، تحریک	urge, inspiration
Financially	بالى	economical, monetarily

B. Explain each phrase as used in the lesson. (U.B)

Phrase	Explanation
a. a long bumpy ride	Full of troubles
b. earned first place	Got 1 st position
c. a well-rounded student	A student good in all activities

d. along with a group of other students	In the company of the other students
e. to look forward to it	To be enthusiastic about it
f. made it this	To be able to reach a certain point

C. Translate paragraph 1 of the lesson into Urdu. (U.B)

	(See previous pages)
U	Reading Comprehension
ŋ.	
A.	Choose the correct options. (U.B)
1.	The last couple of years have been a long bumpy ride for me, as they have for
	everyone of my age. The underlined phrase means
2	(a) easy time (b) hard and challenging (c) leisure The outbox thinks he will become a well rounded student by
2.3.	The author thinks he will become a well-rounded student by (a) making good grades in academics
3.	
	(b) participating in co-curricular(c) partaking both in academic and co-curricular activities.
4.	His summer jobs in preceding two years helped him
7.	(a) gain an understanding of independence and responsibility
	(b) get financial boost
	(c) make friendships
5.	The author has become more because of his job experiences.
	(a) well-to-do and prosperous
	(b) mature and responsible
	(c) social and well-known
6.	This developing positive outlook has given the author the motivation he needs to
	become
	(a) famous (b) wealthy (c) successful
B.	Answer the following questions. (U.B)
1.	What are some distinctions of the writer? (LHR 2017 G-II)(BWP 2017G-I)
Ans:	The writer is very hardworking, motivated, intelligent and ambitious person and has a
	practical approach. Some of his distinctions include Quaid-e-Azam Badge in Scouting
	and winner of Who's Who Quiz Programme at district level and academic excellence
	award in inter district declamation contest and essay writing contest.
2.	How has the writer spent his summer vacation?
MN	(DGK 2017G-I)(FSD 2017G-I)(RWP 2017G-II)
Ans:	He spent his summer vacation by doing different jobs. His first job was at the English
	Language Centre, the second at McDonald's and third at D.K. Academy.
3.	What has he gained from his summer jobs experiences?
	(LHR-2014 G-II)(MTN 2017 G-II)(MTN 2017G-II)

It prepared him mentally and financially. He also became more mature and responsible;

which helped him not to be worried about future but to look forward to it positively.

- 4. How are these experiences helpful to him in future?
- **Ans:** These experiences are helpful for future as they prepared him to face the challenges of life with more confidence and courage.
- 5. What kind of student is the writer? Which of his qualities impress you? (LHR-2016 G-II)

Ans: He is very wise, enthusiastic, responsible and motivated person. His quality of facing challenges and motivation to learn and improve is very impressive.

Additional Questions (U.B)

- 1. What is the theme of Unit "Little by Little One Walks Far!"?
- Ans: Co-curricular activities give students the chance to become well-rounded individuals by teaching them a variety of skills. These activities prepare students for the future. Through theses activities, students learn about working in a group or a team to accomplish a goal. When students enter the workforce they will be able to call on the teamwork and leadership skills they learned.
- 2. What kind of person is the author?
- **Ans:** The author is an intelligent and dynamic person; moreover he is creative minded. He is a well-rounded person who loves to accept the challenges of life.
- 3. What does the author want to imply by mentioning his co-curricular activities? (FSD 2017G-II)
- **Ans:** The author wants to create awareness about the importance of co-curricular activities. He is also trying to encourage others to participate in such healthy activities.
- 4. How have these job experiences made the author more mature?
- **Ans:** These job experiences have made him ready; mentally and financially to encounter the hardships of life.
- 5. What has motivated the author to participate so actively?
- **Ans:** The developing positive outlook has motivated the author to participate so actively. Now he needs to become more successful. He says, "I shoot for the moon and land amongst the stars."

Section IV: Grammar

Indefinite pronouns

Indefinite Pronouns: These pronouns refer to person or things.

e.g.: anyone, no one, someone, somebody, nobody, anybody, everybody, few, many

A. Underline indefinite pronouns in the following sentences.(A.B)

Example: The last couple of years have been a long bumpy ride for me, as they have for **everyone** of my age.

- **1. Everybody** enjoys a good movie
- 2. Does <u>anybody</u> have the time?
- 3. One sang while the other played the guitar

M. MANN

- **4. Nobody** knows the trouble I've seen.
- 5. The secret was known by **few**.
- **6.** No, the secret was known by **many**.
- 7. Mathematics is too hard for **some**.
- **8.** Surely, you recognize **somebody**.
- **9.** Is there **anything** that I can do?
- B. Tick the verb which agrees with the indefinite pronoun. (A.B)
- **1.** Each of the family members (<u>has</u>, have) one vote.
- 2. One of the boys (eat, <u>eats</u>) pizza every week.
- **3.** Both of the answers (is, **are**) correct.
- **4.** A few of the staff (was, <u>were</u>) gone today.
- **5.** All of the animals (<u>run</u>, runs) when they are scared.
- **6.** Someone (<u>has</u>, have) his own thoughts.
- 7. You know that others (has, have) tried this.

Present Perfect Tenses

- C. Fill in the blanks in each sentence with the present perfect form of the verb the given in brackets. (A.B)
- 1. How long <u>has he lived</u> (he/ live) in Karachi?
- **2.** I <u>have spoken</u> (speak) Chinese for twenty years.
- **3.** <u>Has Aliya flown</u> (Aliya / fly) in an airplane before?
- 4. Shan has not gone (not / go) to lunch yet.
- 5. Our class <u>has taken</u> (take) a field trip three times this year.
- **6.** Where <u>have they moved</u> (they / move) to?
- 7. Javeria <u>has asked</u> (ask) that question four times today.

Section V: Oral Communication Skills

A. Get a cutting of an interview of any celebrity from a magazine and analyze the question and answers of that interview. (U.B)



Q-You're in England right now, and you're doing Charity work and also with a cricket academy.

WA- Yes, it is called CircPlus Academy.

Q- Please, do tell us about them.

WA- Cricket Plus is an academy with a young boy called Faisal. He looks after it. He calls me for a day where kids from every age group come. I'm actually at a coaching session today.

Q- When you are playing for Pakistan, what was the effect of having Waqar Younis at the other end? You may not always have seen eye-to-eye at all times, but you made it work.

WA- Yes, we did! That was an honour. He was the best bowler I've ever played with, and have played against at times in county. He is a sight to watch. One of the quickest bowlers, reverse swing both ways, and used to sprint in every ball with a long run-up.

Q- Last question. Pakistani fans want to know why you haven't become the bowling coach for the Pakistani cricket team. Will you be coaching in the future?

WA- My answer is- I want to live happily ever after. I'm fine with what I am. Pakistan Cricket Board has to ask me to come and be the bowling coach. Pakistani bowlers, whenever I meet them. They come up to me, and I am always available to them.

Analysis: (K.B)

Wasim Akram is coaching for charity in Cricplus. Cricket Plus is an academy in England. Interviewer further asks him about his companionship with Waqar Younis, who is also a legend of Pakistani Cricket. Wasim Akram replies that it is like an honour for him to play with Waqar Younis. In his response to interviewer last question, Wasim Akram says that Pakistani bowlers, whenever I meet them, come up to me, and I am always available to them.

B. Conduct an interview of your class fellow who has shown an extra ordinary performance in Annual School Sports. (U.B)

- Work in groups and prepare 5-8 interview questions.
- Compile the oral responses of the interview in written form.

Class fellow A (Interviewer)

Class fellow B (the one who as shown an extra ordinary performance in Annual School Sports)

Interview

Class fellow A: Congratulations! Am I sitting in front of a celebrity? I heard you have won 2 gold medals and 1 silver medal in the annual school sports day.

Class fellow B: Ha ha ha! I am humbled by your comments. I am very thankful to Allah Almighty for honouring me with all these awards.

Class fellow A: Were you expecting such a big success?

Class fellow B: Honestly, I was not sure about such remarkable success.

MMM.

Class fellow A: Did you really work hard for that?

Class fellow B: It is a team effort. All my superiors and coaches worked hard on me. I'm very thankful to all my supporter without whose supports this success would not have been possible.

Class fellow A: What are your future plans for your school?

Class fellow B: I have already been nominated for SAARC games and I'm confident that I may bring hounor to my country and my beloved school.

Class fellow A: How can I help you as a friend?

Class fellow B: I only need prayers and moral support from my friends. Thank you!

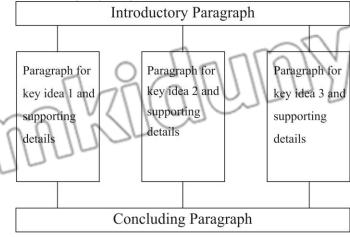
Section VI: Writing Skills

Précis is a summary or abstract of a text or speech.

A. Write a précis of paragraph 2. (U.B)

In paragraph 2, the writer is talking about his achievements as a student. He tells us that his main focus was, though on studies but he equally participated in co-curricular activities. He won many awards including: Quaid-e-Azam Badge in Scouting, winner of Quiz programme, excellence award in Declamation Contest and Essay Writing Competition. Side by side, he also stepped on the ladder of practical life. He indulged himself in attaining computer knowledge, Hiking, Outdoor Club and Environmental Awareness Club. The writer also taught at a school to gain right hand knowledge of practical life.

B. Write an essay on "Co-Curricular Activities --- Preparing Students for Future". (220-250 words). (K.B)



Essay (K.B)

"Co-Curricular Activities --- Preparing Students for Future"

- 1. Introduction
- 2. Role of Co-curricular activities
- **3.** Importance of Co-curricular Activities
- 4. Benefits of Co-curricular Activities
- **5.** Conclusion

Co-curricular refers to activities, programmes, and learning experiences that complement what students are learning in classrooms. These are experiences that are connected to or mirror the academic curriculum. Co-Curricular activities facilitate in the development of various domains of mind and personality such as intellectual development, emotional development, social development, moral development and aesthetic development. Creativity, enthusiasm, positive thinking and personality development are the outcomes of Co-Curricular activities.

Some examples of Co-Curricular activities include sports, musical activities, debates, art work, music, drama, debates and discussion, declamation contests, story writing, essay writing, book reading, wall decoration, school magazine, folk songs and folk dance, flower show, school decoration, sculpture making, fancy dress show, preparation of charts & models, photography, videography, clay modeling, toy making, basket making, organizing events and exhibitions, celebration of National days and festivals, hosting etc.

Co-curricular activities prepare students practically for the future. Co-curricular activities are particularly good at providing opportunities for students to work in teams, to exercise leadership, and to take the initiative themselves. These experiences make students more attractive to universities and to potential employers. Studies have shown that students who participate in co-curricular activities have a greater understanding of time management and future success than those who don't participate in co-curricular activities. They will have a high self-esteem even if they lack in academics. Hence, all schools should provide opportunities for co-curricular activities to all students.

C. Write an application to the principal to arrange for Sports week in your school. (K.B)

The Principal,

School A.B.C.

Lahore

Respected Sir,

AOA, I hope your good self is fine. This is a request to arrange a "Sports Week" in the school as sports play an important role in students' overall personality and health development. Sports promote discipline, competition and health. Students value sports a lot. They like to play different games at school.

We request you to start sports activities at our school and a whole week should be allocated to students for such healthy activities. It will be very good for the students. I shall be very thankful to you.

Yours Obediently,

X.Y.Z.

D. Write to the Principal of a Technology College of your district requesting for information regarding admission criteria in Associated Degree of Civil Engineering. (K.B)

The Principal,

Technology College,

Lahore

Respected Sir,

I want to get admission in Associated Degree of Civil Engineering at Technology College under your supervision. I am unable to find the admission criteria and related information from the internet as your website is not updated in the last 5 years. My parents are interested that I should get admission in this college, so I am writing to your good self.

I am looking forward to apply for the academic year 2018-2020. First, I would like to know the last year's merit and required marks for admission in Technology College. Also, please inform me about the tuition fee for different programs including residence and transportation fee. Please inform me about types and conditions for a scholarship also.

Thank you in advance for devoting your time to read and respond to my request. Also please update your website.

Yours Sincerely,

XYZ



E. Suppose you have qualified for the award of Merit Scholarship. Fill in the following particulars correctly. (K.B)

The Director (Research)

Board of Intermediate & Secondary Education.

Subject: <u>APPLICATION FOR Award of Merit Scholarship</u>

With reference to / BISE Circular No. 1 - / BISE / RESH / SCH / ----

Dated March 5, 2018 my particular are as under for award of Merit Scholarship.

Name: X.Y.Z

Contact No: <u>0300 1234567</u>

Father's Name: Muhammad Khan

Exam Passed (SSC/HSSC) Year: 2009 Roll No. 0245458

Group: Science

Marks Obtained: <u>927</u> (copy attached).

Name of Institution: **KIPS** Education System

Name of Present Institution: KIPS Education System

Name of Course: Office Management (I.T)

Group/Technology: : Office Management

(I.T)

Duration of Course: 2 years Date of Admission: Feb 22, 2017

Name of the Board/University with which the present Institution is affiliated:

Board of Intermediate & Secondary Education, Lahore.

Post Address of the Candidate: Muhammad Khan D-Block, Phase II D.H.A Lahore.

Signature of Parent: Muhammad Khan

Date: March 5, 2018

Signature of Candidate: Marina Khan