

# IBA

Name :

Batch:

## ENGLISH LECTURE - 10

Part	Contents	Page
	<b>REVIEW TEST</b>	02
01	<b>STRUCTURE AND WRITTEN EXPRESSION</b> <ul style="list-style-type: none"> <li>• CONDITIONALS</li> <li>• HOPE/WISH</li> <li>• APPOSITIVES</li> <li>• REDUNDANCY</li> <li>• AS IF/AS THOUGH</li> <li>• WOULD RATHER</li> <li>• RUN-ONS</li> </ul>	04
02	<b>READING COMPREHENSION</b>	13
03	<b>QUESTION PAPER PRACTICE</b>	14
04	<b>TAKE-HOME ASSIGNMENT</b> <ul style="list-style-type: none"> <li>• VOCABULARY</li> <li>• LIST OF IDIOMATIC EXPRESSIONS-10</li> </ul>	15

## REVIEW TEST

Time: 15 minutes

Score:.....

### Correct the following illogical participial modifiers.

1. Claiming she never wins anything, the lottery ticket was thrown away by Umama.
2. Putting in many extra hours at the supermarket, the fire company is no longer Zahia's first priority.
3. Now believed to be Iceland, the Romans called a land north of Britain Ultima Thule.
4. Using the computerized sewing machine, elaborate lettering and decorative patterns were sewn by Johan.
5. Running to my car, a ring was found by me.
6. Wearing a morning coat and striped trousers, tea was brought in on a silver tray by the butler.
7. Using a metal detector, the lost class ring was searched for by Nusaira and Sadman.
8. Running home from school, a dog bit me.
9. When only a child, my father took me to the circus.
10. Hidden in his pocket, Shams left the room with the key.

### Choose the word or words that best complete each sentence.

1. The largest (knowing/known) insects are found in tropical rain forest.
2. A bill of lading is a (writing/written) receipt for goods that are sent by public transportation.
3. A hummingbird's heart beats at the (astounding/astonished) rate of 615 beats per second.
4. At the peak of the jump, a pole-vaulter performs a series of (twisting/twisted) body motions to clear the bar.
5. Anyone (working/worked) under conditions that cause a heavy loss of perspiration can suffer heat exhaustion.
6. A mosquito (filled/ is filled) with blood is carrying twice its own body weight.
7. The state of Wisconsin has 72 counties, many (naming/named) after Indian tribes.
8. Sunspots occur in cycles, with the greatest number generally (appearing/are appearing) every 11 years.
9. A delta is a more-or-less triangular area of sediments (depositing/deposited) at the mouth of a river.
10. William H. Kilpatrick was a philosopher and scholar now generally (regarding/ regarded) as the father of progressive education.
11. Drug abuse is increasing at an (alarmed/alarmed) rate.
12. The petition has been signed by (concerning/concerned) citizens.

### Define whether the sentences below are CORRECT (C) or INCORRECT (I). Correct mistakes.

1. Joan Sutherland is my favorite opera singer.
2. I need to have my car's license renewed.
3. He wanted to take an economic class.
4. Many people are worried about the current world's situation.
5. The news reporter was at the scene of the accident.

### Finish these sentences by adding a tag questions with the correct form of the verb and the subject pronoun.

1. Pass me the butter and the marmalade, \_\_\_?
2. I'm more relaxed since I take up yoga, \_\_\_?
3. You'd better be careful with that sharp knife, \_\_\_?
4. You and I both enjoy ballet, \_\_\_?
5. He'd never seen you before, \_\_\_?
6. They had to go home, \_\_\_?
7. Don't drop it, \_\_\_?

**Fill in the following blanks with the right word from the options below.**

1. My best friend was \_\_\_\_\_ enough to believe she was welcome at her ex-boyfriend's party.  
(A) regal (B) presumptuous (C) quiescent (D) qualified (E) recalcitrant
2. Without giving a thought to others, the \_\_\_\_\_ heiress threw away clothes she had never worn.  
(A) prodigal (B) prudent (C) raucous (D) provincial (E) ravenous
3. While our employees have not received a pay raise in four years, our company president recently made a \_\_\_\_\_ statement by getting a private jet.  
(A) precarious (B) profligate (C) pragmatic (D) ponderous (E) preposterous
4. Over time, the hopeless soldiers became \_\_\_\_\_ and refused to follow orders.  
(A) presumptuous (B) pithy (C) pretentious (D) recalcitrant (E) replenished
5. When you are in a \_\_\_\_\_, you would start doubting your abilities to make a sound decision, so it is suggested that you call a close friend to help you in that aspect.  
(A) quagmire (B) preamble (C) quandary (D) proliferation (E) quay
6. The most \_\_\_\_\_ author of colonial times was Dr Pedro de Peralta y Barnuevo, who wrote more than sixty works, including an epic poem entitled Lima fundada.  
(A) reclusive (B) remorseful (C) prudent (D) redundant (E) prolific
7. The \_\_\_\_\_ lad quickly mastered the German, Latin and principal Slavonic languages, frequently acting as his father's interpreter at the reception of ambassadors.  
(A) precarious (B) precocious (C) proximal (D) prolific (E) qualified
8. Unfortunately, half of the legislators refuse to \_\_\_\_\_ a bill that would increase funding for public schools.  
(A) ratify (B) raze (C) recount (D) polarize (E) preclude
9. This decision was badly received by his troops, who were burning to avenge their countrywomen, and by General Neill, whom Havelock was obliged to \_\_\_\_\_ for insubordination.  
(A) placate (B) quaff (C) reprimand (D) refute (E) renounce
10. There was no food in the refrigerator, so I had to visit the grocery store to \_\_\_\_\_ our supply.  
(A) replenish (B) repel (C) relegate (D) recount (E) rebut

## PART I: STRUCTURE AND WRITTEN EXPRESSION

### CONDITIONAL SENTENCES

The modals *will*, *would*, *can* and *could* often appear in conditional sentences. Usually conditional sentences contain the word *if*. There are two types of conditionals: the real (factual and habitual) and the unreal (contrary to fact or hypothetical). The real, or “future possible” as it is sometimes called, is used when the speaker expresses an action or situation which usually occurs, or will occur if the circumstances in the main clause are met.

**Hypothetical situation:** If I am not planning anything for this evening, when someone asks me if I want to go to the movies, I say:

If I have the time, I will go.

X                      Y

(I will go unless I don't have time.)

(If X is true, then Y is true.)

However, the unreal condition expresses a situation (past, present, or future) that would take place or would have taken place if the circumstances expressed were or had been different now or in the past.

**Hypothetical situation:** If I don't have time to go to the movies, but I actually want to go, I say :

If I had the time, I would go

(I know I don't have time, and therefore, I can't go to the movies.)

This sentence is contrary to fact because I *cannot* go.

The *if* clause can come first or last in the sentence with no change in meaning. Notice that when the *if* clause comes first, it is followed by a comma.

If we didn't have to study, we could go out tonight.

OR

We could go out tonight if we didn't have to study.

(Both sentences mean: we can't go out tonight because we have to study.)

NOTE: The word *if* is generally not followed directly by the modal; the modal appears in the other part of the sentence unless there are two modals in one sentence.

*if* + subject + conjugated verb ... + modal ...

OR

subject + modal ... + *if* ... + conjugated verb ...

NOTE: In the unreal condition, the past tense form of *be* is always *were* in a conditional sentence; it can NEVER be *was* in correct English.

If I were ...	If we were ...
If you were ...	If you were ...
If he were ...	If they were ...
If she were ...	
If it were ...	

In unreal conditions, the truth value of a sentence is the opposite of the way the sentence appears. If a verb in an unreal conditional sentence is negative, the meaning is actually positive; if a verb is positive, the meaning is actually negative.

If I were riche, I would travel around the world.

(I am *not* rich.) (I'm *not* going to travel around the world.)

If I hadn't been in a hurry, I wouldn't have spilled the milk.

(I *was* in a hurry.) (I *spilled* the milk.)

The following rules will guide you in deciding which tense to use in conditional sentences. Remember:

past perfect = had + [verb in past participle]

modal + perfect = modal + *have* + [verb in past participle]

Remember that the following rules can be reversed. The *if* clause can go either at the beginning or in the middle of the sentence.

### REAL CONDITIONS (POSSIBLY)

#### FUTURE TIME

*If* + subject + simple present tense ... + *will* + [verb in simple form]

*Can*

*May*

*Must*

If I have the money, I will buy a new car.

We will have plenty of time to finish the project before dinner if it is only ten o'clock now.

#### HABITUAL

*If* + subject + simple present tense ... + simple present tense...

If the doctor has morning office hours, he visits his patients in the hospital in the afternoon. (no modal)

John usually walks to school if he has enough time.

#### COMMAND

*If* + subject + simple present tense ... + command form\*...

\* Remember that the command form consists of the simple form of the verb.

If you go to the Post Office, please mail this letter for me.

Please call me if you hear from Jane.

### UNREAL CONDITIONS (NOT TRUE)

#### PRESENT OR FUTURE TIME

+ *would*

*If* + subject + simple past tense ... + *could* + [verb in simple form]

+ *might*

If I had the time, I would go to the beach with you this weekend.

(I *don't have* the time. I'm *not going* to the beach with you.)

He would tell you about it if he were here.  
(He *won't tell* you about it. He's *not here*.)

PAST TIME
+ would
<i>If</i> + subject + past perfect ... + could + have + [verb in past participle]
+ might

If we had known that you were there, we would have written you a letter.  
(We *didn't know* that you were there.) (We *didn't write* you a letter.)  
She would have sold the house if she had found the right buyer.

NOTE: It is also possible to indicate a past unreal condition without using the word *if*. In this case, the auxiliary *had* is placed before, rather than after, the subject. This clause will usually come first in the sentence.

Had + subject + [verb in past participle] . . .

Had we known that you were there, we would have written you a letter.  
Had she found the right buyer, she would have sold the house.

The above rules indicate the most common methods of using tenses in conditional sentences. However, if the two actions clearly happened at quite different times, the verbs should show that difference.

Less common: If she had seen the movie, she would tell you.  
*past* *future*

More common: If she had seen the movie, she would have told you.  
*past* *Past*

### Exercise 1: Complete the sentences with the verb in the parentheses.

1. If I have enough apples, I (bake) an apple pie this afternoon.
2. If I had enough apples, I (bake) an apple pie this afternoon.
3. I will fix your bicycle if I (have) a screwdriver of the proper size.
4. I would fix your bicycle if I (have) a screwdriver of the proper size.
5. I (make) a tomato salad for the picnic tomorrow if the tomatoes in my garden are ripe.
6. I (make) a tomato salad for the picnic tomorrow if the tomatoes in my garden were ripe.
7. Niamul would shave today if he (have) a sharp razor.
8. Jack will shave today if he (shave) a sharp razor.
9. Salwa always answers the phone if she (be) in her office.
10. Shormy would answer the phone if she (be) in her office right now.
11. I (not be) a student in this class if English (be) my native language.
12. If I (have) enough money, I will go with you.
13. If I (have) enough money, I would go with you.
14. If I (have) enough money, I would have gone with you.
15. If the weather is nice tomorrow, we (go) to the zoo.
16. If the weather were nice today, we (go) to the zoo.
17. If the weather had been nice today, we (go) to the zoo.
18. If Onty (be) at home tomorrow, I am going to visit her.
19. Salman isn't home right now. If he (be) at home right now, I (visit) him.
20. Linda wasn't at home yesterday. If she (be) at home yesterday, I (visit) her.
21. If I (be) were you, I would buy a new bicycle.
22. If my train (be) is late, I will take a taxi.
23. He would have been a doctor now, if he (had finished) his medical studies.
24. I could understand your friend from Italy if he (spoke) more slowly.
25. If you (went) to London, might see the Queen.
26. What would you do if you (lived) here all the time, as we do?

## AS IF/AS THOUGH

These conjunctions indicate something unreal or contrary to fact and thus are very similar in form to conditional sentences. The verb which follows these conjunctions must be in the past tense or past perfect. Remember that the past tense of *be* in a contrary to fact statement must be *were* and NEVER *was*.

Subject + verb (present) + as if + subject + verb (past)...  
as though

The old lady dresses as if it were winter even in the summer. (It is *not* winter.)  
Monalisa walks as though she studied modeling. (She didn't study modeling.)  
He acts as though he were rich. (He is *not* rich.)

Subject + verb (past) + as if + subject + verb (past perfect)...  
as though

Faria talked about the contest as if she had won the grand prize.  
(She *didn't* win the grand prize.)

NOTE: The two preceding rules apply only when *as if* or *as though* indicates a contrary to fact meaning. At times, they do not have that meaning and then would not be followed by these tenses.

He looks as if he has finished the test.

(Perhaps he has finished.)

He looked as though he was leaving.

(Perhaps he was leaving.)

### Exercise 2: Complete each sentence using *as if*.

1. Nafi is a terrible driver. He drives \_\_\_ the only driver on the road.
2. I'm 20 years old, so please don't talk to me \_\_\_ a child.
3. Akib has only met Shaera once but he talks about her \_\_\_ a close friend.
4. It was a long time ago that we first met but I remember it \_\_\_ yesterday.
5. Abdullah doesn't know everything, but he talks \_\_\_ everything .

## HOPE/WISH

These two verbs, while they are similar in meaning, are not at all the same grammatically. The verb hope is used to indicate something that possibly happened or will possibly happen. The verb wish is used to indicate something that definitely did not happen or definitely will not happen. The verb hope can be followed by any tense. The verb wish must NOT be followed by any present tense verb or present tense auxiliary. Be sure that you understand the difference in the following sentences with wish and hope.

We hope that they will come. (We *don't* know if they are coming.)

We wish that they could come. (They are *not* coming.)

Remember that *wish* is very similar to a contrary to fact or unreal condition.

Present unreal condition: I wish I were rich, I would be very happy.

Present wish: I wish I were rich.

Past unreal condition: If you had been here last night, we would have enjoyed it.

Past wish: We wish that you had been here last night.



## WOULD RATHER

*Would rather* means the same as *prefer*, except that the grammar is different. *Would rather* must be followed by a verb, but *prefer* may or may not be followed by a verb.

John would rather drink Coca- Cola than orange juice.

John prefers drinking Coca- Cola to drinking orange juice.

OR

John prefers Coca-Cola to orange juice.

NOTE: *World rather* is followed by *than* when two things are mentioned, but *prefer* is followed by *to*.

There are different rules for *would rather* depending on the number of subjects and the meaning of the sentence.

### PRESENT

Subject + *would rather* + [verb in simple form] . . . .

Jim would rather go to class tomorrow than today.

### PAST

Subject + *would rather* + *have* + [verb in past participle] . . . .

John would rather have gone to class yesterday than today.

*Would rather that*, when used with two subjects in the present, can be followed by either the simple form of the verb or the past tense. It will be followed by the simple form when it has a subjunctive meaning. It will be followed by the past tense when the meaning of the sentence is “contrary to fact” just as that rule affects conditional sentences and the verb *wish*.

### PRESENT SUBJUNCTIVE

Subject<sub>1</sub> + *would rather that* + subject<sub>2</sub> + [verb in simple form] . . .

I would rather that you call me tomorrow.

We would rather that he take this train.

### PRESENT CONTRARY TO FACT

subject<sub>1</sub> + *would rather that* + subject<sub>2</sub> + [verb in simple past tense] . . .

Henry would rather that his girlfriend worked in the same department as he does.  
(His girlfriend does *not* work in the same department.)

The following rule applies to *would rather* when there are two subjects and the time is past. In this case, the meaning must always be contrary to fact.

### PAST CONTRARY TO FACT

subject<sub>1</sub> + *would rather that* + subject<sub>2</sub> + past perfect . . .

Jim would rather that Jill had gone to class yesterday.  
(Jill did *not* go to class yesterday.)

Notice how each of the following sentences becomes negative. When there is only one subject and when you have a present subjunctive, simply place *not* before the verb.

John would rather not go to class tomorrow.

John would rather not have gone to class yesterday.

John would rather that you not call me tomorrow.

For the present and past contrary to fact sentences, use *didn't* + [verb in simple form] and *hadn't* + [verb in past participle] respectively.

Henry would rather that his girlfriend didn't work in the same department as he does.

(His girlfriend *does* work in the same department.)

Jim would rather that Jill had not gone to class yesterday.

(Jill *went* to class yesterday.)

### Exercise 5: Fill in the blanks with the correct form of the verb in the following sentence.

1. We would rather \_\_\_\_\_ (stay) home tonight.
2. Mr. Ishrar would rather \_\_\_\_\_ (stay) home last night.
3. The policeman would rather \_\_\_\_\_ (work) on Saturday than on Sunday.
4. Maria would rather that we \_\_\_\_\_ (study) more than we do.
5. Georgina would rather \_\_\_\_\_ (study; negative) tonight.
6. The photographer would rather \_\_\_\_\_ (have) more light.
7. The photographer would rather that we \_\_\_\_\_ (stand) closer together than we are standing.
8. Cersei would rather \_\_\_\_\_ (cook; negative) for the entire family.
9. She would rather that you \_\_\_\_\_ (arrive; negative) last night.
10. Saima would rather \_\_\_\_\_ (sleep) than worked last night.

### APPOSITIVES

An appositive is a noun phrase that explains or rephrases another noun phrase. It usually comes after the noun that it rephrases. It may also come before the subject of a sentence.

Buffalo Bill, a famous frontiersman, operated his own Wild West show. (Appositive following a noun)

A famous frontiersman, Buffalo Bill, operated his own Wild West Show. (Appositive before the subject)

Appositives are actually reduced to adjective clauses that contain the verb to be. However, unlike adjective clauses, they do not contain a marker or a verb.

Oak, which is one of the most durable hard woods, is often used to make furniture. (Adjective clause)

Oak, one of the most durable hard woods, is often used to make furniture. (Appositive)

Appositives are usually separated from the rest of the sentence by commas, but short appositives (usually names) are not.

*Economist Paul Samuelson won a Nobel Prize in 1970.*

In Structure items, all or part of an appositive phrase may be missing. In addition, the noun that the appositive refers to or other parts of the main clause may be missing.

#### Sample Item:

The National Road, – of the first highways in North America, connected the East Coast to the Ohio Valley.

- (A) which one                      (B) it was one                      (C) one                      (D) was one

## RUN-ON SENTENCES

Amanda's party was very exciting, it lasted until two a.m.  
It is raining today, I need a raincoat.

This is a comma splice error and it can be corrected by making two sentences instead of one:

Amanda's party was very exciting. It lasted until two a.m.

...or by proper compounding:

Amanda's party was very exciting and lasted until two a.m.

With proper subordination this error could be corrected. The second example above could be corrected:

Since it is raining today, I need a raincoat.  
It is raining today, so I need a raincoat,

Since Afzal was talking during the entire class, making it impossible for anyone to concentrate.  
One should not be misled by the length of the fragment. Sentence must have a main clause before it can be a complete sentence. This sentence could be corrected.

Since Afzal was talking during the entire class, making it impossible for anyone to concentrate, the teacher made him stay after school.

## **REPETITION OF WORDS**

A sentence in which some information is unnecessarily repeated is called redundant. Given here are some word combinations that are *always redundant*, and thus should NEVER be used.

<b>Advance forward proceed forward progress forward</b>	<i>Advance, proceed, and progress</i> all mean "to move in a forward direction"; thus, the word <i>forward</i> is not necessary
<b>Return back Revert back</b>	<i>Return</i> and <i>revert</i> mean "to go back or to send back" so <i>back</i> is not necessary
<b>Sufficient enough</b>	These words are identical; one or the other should be used
<b>Compete together</b>	<i>Compete</i> means "to take part in a contest against others"
<b>Reason . . . because</b>	These words indicate the same thing; the correct pattern is <i>reason . . . that</i>
<b>Join together</b>	<i>Join</i> means "to bring together," "to put together" or "to become a part or member of," "to take place among"
<b>Repeat again</b>	<i>Repeat</i> means "to say again" (re-usually means "again")
<b>New innovations</b>	<i>Innovation</i> means "a new idea"
<b>Matinee performance</b>	<i>Matinee</i> means "a performance in the afternoon"
<b>Same identical</b>	These words are identical
<b>Two twins</b>	<i>Twins</i> means "two brothers or sisters"
<b>The time when</b>	<i>The time</i> and <i>when</i> indicate the same thing; one or the other should be used
<b>The place where</b>	<i>The place</i> and <i>where</i> indicate the same thing; one or the other should be used-

### Examples of repetition:

- |   |  |
|---|--|
| 1. The <u>end</u> result was the same.                        | <u>Result</u> conveys the thought of end. The word <u>end</u> is unnecessary.                          |
| 2. We stayed for a short <u>period of</u> time                | <u>Period</u> conveys the idea of time. The use of <u>period of</u> is unnecessary.                    |
| 3. He referred <u>back</u> to line 10.                        | <u>Refer</u> includes the meaning "back." The use of <u>back</u> is unnecessary.                       |
| 4. She repeated her answer <u>again</u> .                     | <u>Repeat</u> means to perform again.<br>The use of <u>again</u> is unnecessary.                       |
| 5. They combined the three stores <u>into one</u> .           | <u>Combine</u> means to make one of two or more objects.<br>The use of <u>into one</u> is unnecessary. |
| 6. She had <u>two</u> twins.                                  | <u>Twins</u> means two brothers/sisters.<br>The use of <u>two</u> is unnecessary.                      |
| 7. The army advanced <u>forward</u> .                         | <u>Advance</u> means to go forward.<br>The use of <u>forward</u> is unnecessary.                       |
| 8. The injured <u>and wounded</u> were taken to hospital.     | <u>Injured</u> means wounded.<br>The use of <u>wounded</u> is unnecessary.                             |
| 9. He wanted to return to <u>the place</u> where he was born. | <u>Where</u> means the place.<br>The use of <u>place</u> is unnecessary.                               |

### Exercise 6: Cross out the redundant word in each of the following sentences.

1. After Pritha had shown Nishat how to insert the paper once, she repeated the operation again.
2. The twins have the same identical birthmarks on their backs. Remove either of the two.
3. I think we have sufficient enough information to write the report. Remove either of the two
4. When the roads became too slippery, we decided to return back to the cabin and wait for the storm to subside.
5. Nobody could get out of work early enough to attend the matinee performance.
6. The mountain climbers proceeded forward on their long trek up the side of the mountain.
7. Simran and her sister competed together in the musical talent show.
8. I think that we should come up with a new innovation for doing this job.
9. The minister joined the bride and groom together in holy wedlock.
10. My cousins love to play with the two twins from across the street.

## PART II: READING COMPREHENSION

Book clubs are a great way to meet new friends or keep in touch with old ones, while keeping up on your reading and participating in lively and intellectually stimulating discussions. If you're interested in starting a book club, you should consider the following options and recommendations. The first thing you'll need are members. Before recruiting, think carefully about how many people you want to participate and also what the club's focus will be. For example, some book clubs focus exclusively on fiction, others read nonfiction.

Some are even more specific, focusing only on a particular genre such as mysteries, science fiction, or romance. Others have a more flexible and open focus. All of these possibilities can make for a great club, but it is important to decide on a focus at the outset so the guidelines will be clear to the group and prospective member. After setting the basic parameters, recruitment can begin. Notify friends and family, advertise in the local newspaper, and hang flyers on bulletin boards in local stores, colleges, libraries, and bookstores. When enough people express interest, schedule a kick-off meeting during which decisions will be made about specific guidelines that will ensure the club runs smoothly. This meeting will need to establish where the group will meet (rotating homes or a public venue such as a library or coffee shop); how often the group will meet, and on what day of the week and at what time; how long the meetings will be; how books will be chosen and by whom; who will lead the group (if anyone); and whether refreshments will be served and if so, who will supply them. By the end of this meeting, these guidelines should be set and a book selection and date for the first official meeting should be finalized. Planning and running a book club is not without challenges, but when a book club is run effectively, the experience can be extremely rewarding for everyone involved.

- 1. Which of the following organizational patterns is the main one used in the passage?**
  - a. chronological
  - b. hierarchical
  - c. comparison-contrast
  - d. cause and effect
- 2. According to the passage, when starting a book club, the first thing a person should do is**
  - a. hang flyers in local establishments.
  - b. put an ad in a local newspaper.
  - c. decide on the focus and size of the club.
  - d. decide when and where the group will meet.
- 3. Which of the following would NOT be covered during the book club's kick-off meeting?**
  - a. deciding on whether refreshments will be served.
  - b. discussing and/or appointing a leader.
  - c. choosing the club's first selection.
  - d. identifying what kinds of books or genre will be the club's focus.
- 4. A good title for this passage would be**
  - a. Book Clubs: A Great Way to Make New Friends
  - b. Starting a Successful Book Club: A Guide
  - c. Five Easy Steps to Starting a Successful Book Club
  - d. Reading in Groups: Sharing Knowledge, Nurturing Friendships
- 5. Which of the following is NOT something that successful book clubs should do?**
  - a. focus exclusively on one genre
  - b. have guidelines about where and when to meet
  - c. have a focus
  - d. decide how to choose and who will choose book selections
- 6. Which of the following inferences can be drawn from the passage?**
  - a. Smaller groups are better for a variety of reasons.
  - b. The social aspect of book clubs is more important than the intellectual.
  - c. Starting your own book club is better than joining an existing one.
  - d. When starting and running a book club, a casual approach is risky.

## PART III: QUESTION PAPER PRACTICE

One of the fundamental keys to acing the BBA Admission exam is getting familiar with the full set of questions from an early stage of your preparation. Since it is an aptitude test, your knowledge on the subject matter is just one element of your preparation. Time management skills, pacing yourself as you go through the question and simply familiarizing with the different difficulties of questions papers are equally, if not more, important.

The idea is simple –

**Question Paper Solving is like a skill.**

**The more you do it, the better you get.**

Hopefully, by now, you have heeded our recommendations and have solved a few papers on your own. You should also have a plan to work through all the papers available. Here are a few suggestions from the question papers that we believe you should take a close look at:

- IBA BBA Admission Question 2015-2016
- IBA BBA Admission Question 2012-2013
- IBA BBA Admission Question 2010-2011

**Note-** Please remind your instructor today to assign question papers for you to solve before the next lecture. Work through them. Try and replicate exam conditions. Any mistakes or problems that you face will be discussed in the next class.

## PART IV: TAKE-HOME ASSIGNMENT

### Put the verb into the correct form.

1. I (give) you a cigarette if I had one but I'm afraid I haven't.
2. This soup would taste better if it (have) more salt in it.
3. If you (not go) to bed so late every night, you wouldn't be so tired all the time.
4. I wouldn't mind living in England if the weather (be) better.
5. I'd help you if I (can) but I'm afraid I can't.
6. If I were you, I (not marry) him.
7. We would happily buy that house if it (not be) so small.
8. If you (go) to bed earlier, you wouldn't be so sleepy in the morning.
9. She (lose) weight, if she ate fewer sweets.
10. If the meat (be) a little more done, this would be an excellent meal.
11. This apartment (be) perfect if it were a little larger.
12. If my daughter (be) here, I would be very happy.
13. If you (find) a job abroad, would you take it?
14. If I decided to apply, you (give) me a reference?
15. What would happen to car manufacturers if we all (ride) bicycles?
16. If you took more exercise, you \_\_\_ better. (feel)
15. If I were offered a job, I think I \_\_\_ it. (take)
16. I'm sure Amy will lend you the money. I'd be very surprised if she \_\_\_. (refuse)
17. If I sold my car, I \_\_\_ much money for it. (not/get)
18. A lot of people would be out of work if the factory \_\_\_. (close down)
19. What would happen if I \_\_\_ that red button? (press)
20. Liz gave me this ring. She \_\_\_ very upset if I lost it. (be)
21. Mark and Carol are expecting us. They would be disappointed if we \_\_\_. (not/come)
22. Would Tim mind if I \_\_\_ his bicycle without asking him? (borrow)
23. If somebody \_\_\_ in here with a gun, I'd be very frightened. (walk)
24. I'm sure Sue \_\_\_ if you explained the situation to her. (understand)
27. I \_\_\_ that coat if I were you. (not/buy)
28. I \_\_\_ you if I could, but I'm afraid I can't. (help)
29. We would need a car if we \_\_\_ in the country. (live)
30. If we had the choice, we \_\_\_ in the country. (live)
31. This soup isn't very good. It \_\_\_ better if it weren't so salty. (taste)
32. I wouldn't mind living in England if the weather \_\_\_ better. (be)
33. If I were you, I \_\_\_. (not/wait) I \_\_\_ now. (go)
34. You're always tired. If you \_\_\_ to bed so late every night, you wouldn't be tired all the time. (not/go)
35. I think there are too many cars. If there \_\_\_ so many cars (not/be), there \_\_\_ so much pollution. (not/be)

### Correct mistakes in these sentences.

1. If he studied more, he would have been able to pass the exam.
2. He would have signed his name in the corner, if he painted that picture.
3. Ben would have studied medicine if he were admitted to a medical school.
4. If water freezes, it has become a solid.
5. If you put too much water in rice when you cook, it got sticky.
6. If Jim's family meet Karen, I am sure that they would like her.
7. If we had the money, we would have bought a new stereo system.
8. If Barbara was really my friend, she would call me once in a while.
9. If children be healthy, they learn to walk at about eighteen months old.

10. If they have a good sale, I would have stopped by on my way home.
11. If you made your bed in the morning, your room looks better when you got back in the afternoon.
12. If the neighbors hadn't quieted down, I would have have to call the police.
13. If Mr. Harris is single, I could introduce him to my sister.
14. If orange blossoms are exposed to very cold temperatures, they withered and died.
15. We will wait if you wanted to go.
16. If Judy didn't drink so much coffee, she wouldn't have been so nervous.
17. If he had not tried to jump over the stream, he would not break his leg.
18. If he would be taller, he would be a good basketball player.
19. If my apartment would be larger, I would not have to move.
20. If he was ready, we would begin the lesson.
21. If classes had finished sooner, I would have gone to Kanada last month.
22. If Betty would have driven more carefully, she would not have that accident.
23. If I will finish studying, I will go to the movies with you.
24. If the king had known the truth, he would have been very angry.
25. If Bob had practiced playing tennis more, he will not have lost the game.
26. If he had been here earlier, I would have saw him.

**Define whether the sentences below are CORRECT (C) or INCORRECT (I). Correct mistakes.**

1. They wish they were able to spend more time in London.
2. My father wishes that he does not have to retire at sixty-five.
3. The farmer wished that he does not lose money on his cotton crop.
4. Abdulla wishes that his soccer team were the national champions.
5. The doctor wishes that he has more free time to play golf.
6. Each of her children wishes that he did not ignore the advice that she gave him.
7. I wish that I was earning more money and working less time.
8. My mother wishes that my father does more work around the house.
9. We wish that we did not have to go to the library this Saturday.
10. My friend Dorothy wishes she was still living in Paris.
11. Steven wishes that he has a bigger apartment.
12. Helen wishes that she did not live in a dormitory.
13. The actor wishes he was not required to perform every evening.
14. Ted wishes that he had not lost his job last month.
15. Bob wishes that he bought that house last spring.
16. I wish I was living in a warmer climate.

**Put the verbs in parentheses into the correct form.**

1. She told me that she'd rather (not/to serve) on the committee.
2. If you don't mind, I'd rather (not/to go).
3. He said that he'd rather (to go) to a small college instead of to a large university.
4. I'd rather (to write) this than print it because I don't print well.
5. Greg would rather (to have) a Pepsi than a beer.
6. I'd rather that you (not/to do) that.
7. Diane would rather that her husband (not/to work) so hard.
8. The dean would rather that students (to make) appointments instead of dropping by.
9. My roommate would rather that I (not/to keep) the light in after ten o'clock.
10. We'd rather that you (to come) tomorrow.

**Cross out the redundant word in each of the following sentences.**

1. The money that I have is sufficient enough for my needs.
2. Bill asked the speaker to repeat again because he had not heard him the first time.
3. The class advanced forward rapidly.
4. She returned back to her hometown after she had finished her degree.
5. I am nearly almost finished with this chapter.
6. My teacher he said to listen to the news on the radio in order to practice listening comprehension.
7. The new innovations at the World's Fair were fascinating.
8. My sister she found a store that imported food from our country.

**READING COMPREHENSION**

Last spring, employees of the Hartville Corporation organized a weeklong strike to protest poor working conditions and unreasonable company policies. The strike resulted in huge financial losses for the company and the threat of a national boycott on Hartville products. The situation resulted in the formation of an employee task force, supported by Hartville management, to review circumstances that led to the strike. The task-force findings follow:

- Hartville's overtime pay schedule is well below the national level, and overtime is mandatory at least once a week.
- Employees working in the manufacturing department have an alarmingly high rate of repetitive stress injury. The equipment they are working with is extremely old and dangerous and does not meet current health and safety standards. The task force recommended that equipment be evaluated and brought up-to-date immediately.
- Sick and personal day policies are unclear. Employees report conflicting and/or confusing policies relating to sick and personal days, which have resulted in numerous misunderstandings about procedures and allowances as well as unfair disciplinary action.
- In the past four years, five pregnant women with clean work records were terminated soon after their pregnancies were public. In all five cases, the grounds for firing were not specifically cited, although one of the employees was told by her immediate supervisor that new mothers make very unreliable employees.
- Hartville's upper management is largely unaware of the dissatisfaction of employees. There is evidence that middle management withholds vital information leading to upper management's underestimation of the severity of employee discontent.

**1. Which of the following is the main organizational pattern used in the passage?**

- a. chronological order
- b. hierarchical order
- c. order by topic
- d. cause and effect

**2. According to the passage, why do Hartville employees have a high rate of repetitive stress injury?**

- a. The equipment they use is broken.
- b. Their computer keyboards are outdated.
- c. Hartville's equipment is below standard.
- d. They are under a great deal of pressure at work.

3. **According to the passage, which of the following was a specific task-force recommendation?**
  - a. Upper management at Hartville should be more involved in the day-to-day operation of the company.
  - b. A new overtime pay policy should be implemented immediately.
  - c. The pregnant women who were fired should file lawsuits.
  - d. The equipment in the manufacturing department must be assessed.
  
4. **According to the passage, one reason that the Hartville upper management is unresponsive is that**
  - a. they are more concerned with saving money than protecting employees.
  - b. they are unaware of the degree of dissatisfaction among their employees.
  - c. the company is about to be sold, and they are distracted.
  - d. they have not been trained in the latest management techniques.
  
5. **Which of the following is NOT in the passage?**
  - a. a finding about a problem within middle management
  - b. a discussion of suspicious employee terminations
  - c. a comparison between overtime pay at Hartville and the national average
  - d. an outline of the policy relating to sick and personal days

## Vocabulary Section

### LIST OF VOCABULARY - 10

**reprehensible** ADJ. deserving blame. Shocked by the viciousness of the bombing, politicians of every party uniformly condemned the terrorists' reprehensible deed.

**reprove** V. censure; rebuke. Though Aunt Bea at times had to reprove Opie for inattention in church, she believed he was at heart a God-fearing lad.

**repudiate** V. disown; disavow. On separating from Tony, Tina announced that she would repudiate all debts incurred by her soon-to-be ex-husband.

**repugnant** ADJ. loathsome; hateful. Whereas some people like earthworms, others find them repugnant and view them with disgust.

**requisite** N. necessary requirement. Many colleges state that a student must offer three years of a language as a requisite for admission.

**reserve** N. self-control; formal but distant manner. Although some girls were attracted by Mark's air of reserve, Judy was put off by it, for

she felt his aloofness indicated a lack of openness. *reserved*, ADJ.

**resigned** ADJ. accepting one's fate; unresisting; patiently submissive. Resigned to his downtrodden existence, Bob Cratchit was too meek to protest Scrooge's bullying. *resignation*, N.

**resolution** N. determination; resolve. Nothing could shake his resolution that his children would get the best education that money could buy. *resolute*, ADJ.

**resolve** N. determination; firmness of purpose. How dare you question my resolve to take up sky-diving! Of course I haven't changed my mind!

**respite** N. interval of relief; time for rest; delay in punishment. After working nonstop on this project for three straight months, I need a respite! For David, the two weeks vacationing in New Zealand were a delightful respite from the pressures of his job.

**resplendent** ADJ. dazzling; glorious; brilliant. While all the adults were commenting how

glorious the emperor looked in his resplendent new clothes, one little boy was heard to say, "But he's naked!"

**restraint** N. moderation or self-control; controlling force; restriction. Control yourself, young lady! Show some restraint!

**reticence** N. reserve; uncommunicativeness; inclination to silence. Fearing his competitors might get advance word about his plans from talkative staff members, Hughes preferred reticence from his employees to loquacity. *reticent*, ADJ.

**retract** V. withdraw; take back. When I saw how Fred and his fraternity brothers had trashed the frat house, I decided to retract my offer to let them use our summer cottage for the weekend. *retraction*, N.

**reverent** ADJ. respectful; worshipful. Though I bow my head in church and recite the prayers, sometimes I don't feel properly reverent. *revere*, V.

**rhetorical** ADJ. pertaining to effective communication; insincere in language. To win his audience, the speaker used every rhetorical trick in the book.

**rigor** N. severity. Many settlers could not stand the rigors of the New England winters.

**robust** ADJ. vigorous; strong. After pumping iron and taking karate for six months, the little old lady was so robust that she could break a plank with her fist.

**sage** N. person celebrated for wisdom. Hearing tales of a mysterious Master of All Knowledge who lived in the hills of Tibet, Sandy was possessed with a burning desire to consult the legendary sage. also ADJ.

**sanction** V. approve; ratify. Nothing will convince me to sanction the engagement of my daughter to such a worthless young man.

**satirical** ADJ. mocking. The humor of cartoonist Gary Trudeau often is satirical; through the comments of the Doonesbury characters, Trudeau ridicules political corruption and folly.

**saturate** V. soak thoroughly. Saturate your sponge with water until it can't hold any more.

**savory** ADJ. tasty; pleasing, attractive, or agreeable. Julia Child's recipes enable amateur chefs to create savory delicacies for their guests.

**scanty** ADJ. meager; insufficient. Thinking his helping of food was scanty, Oliver Twist asked for more.

**scrupulous** ADJ. conscientious; extremely thorough. Scrupulous in nature, Mark never hesitated to voice his opinion whenever there was some unfair deal in his business activity.

**scrutinize** V. examine closely and critically. Searching for flaws, the sergeant scrutinized every detail of the private's uniform.

**seclusion** N. isolation; solitude. One moment she loved crowds; the next, she sought seclusion. *seclude*, V.

**sedentary** ADJ. requiring sitting. Sitting all day at the computer, Sharon grew to resent the sedentary nature of her job.

**sedition** N. resistance to authority; insubordination. His words, though not treasonous in themselves, were calculated to arouse thoughts of sedition.

**servile** ADJ. slavish; cringing. Constantly fawning on his employer, humble Uriah Heap was a servile creature.

**skeptic** N. doubter; person who suspends judgment until the evidence supporting a point of view has been examined. I am a skeptic about the new health plan; I want some proof that it can work. *skepticism*, N.

**sluggish** ADJ. slow; lazy; lethargic. After two nights without sleep, she felt sluggish and incapable of exertion.

**somber** ADJ. gloomy; depressing; dark; drab. From the doctor's grim expression, I could tell he had somber news. Dull brown and charcoal gray are pretty somber colors; can't you wear something bright?

**soporific** ADJ. sleep-causing; marked by sleepiness. Professor Pringle's lectures were so soporific that even he fell asleep in class. also N

**sporadic** ADJ. occurring irregularly. Although you can still hear sporadic outbursts of laughter

and singing outside, the big Halloween parade has passed; the party's over till next year.

**spurious** ADJ. false; counterfeit; forged; illogical. The antique dealer hero of Jonathan Gash's mystery novels gives the reader tips on how to tell spurious antiques from the real thing. Natasha's claim to be the lost heir of the Romanoffs was spurious: the only thing Russian about her was the vodka she drank!

**squabble** N. minor quarrel; bickering. Children invariably get involved in petty squabbles; wise parents know when to interfere and when to let the children work things out on their own.

**squander** V. waste. If you squander your allowance on candy and comic books, you won't have any money left to buy the new box of crayons you want.

**stagnant** ADJ. motionless; stale; dull. Mosquitoes commonly breed in ponds of stagnant water. Mike's career was stagnant; it wasn't going anywhere, and neither was he! *stagnate*, V.

**static** ADJ. unchanging; lacking development. Why watch chess on TV? I like watching a game with action, not something static where nothing seems to be going on.

**steadfast** ADJ. loyal; unswerving. Penelope was steadfast in her affections, faithfully waiting for Ulysses to return from his wanderings.

**stolid** ADJ. unruffled; impassive; dull. Marianne wanted a romantic, passionate suitor like Willoughby, not a stolid, unimaginative one like Colonel Brandon.

**strident** ADJ. loud and harsh; insistent. Whenever Sue became angry, she tried not to raise her voice; she had no desire to appear strident.

**stupefy** V. make numb; stun; amaze. Disapproving of drugs in general, Laura refused

to take sleeping pills or any other medicine that might stupefy her. *stupefaction*, N.

**submissive** ADJ. yielding; timid. When he refused to permit Elizabeth to marry her poet, Mr. Barrett expected her to be properly submissive; instead, she eloped!

**subordinate** ADJ. occupying a lower rank; inferior; submissive. Bishop Proudie's wife expected all the subordinate clergy to behave with great deference to the wife of their superior.

**subside** V. settle down; descend; grow quiet. The doctor assured us that the fever would eventually subside.

**substantiate** V. establish by evidence; verify; support. These endorsements from satisfied customers substantiate our claim that Barron's How to Prepare for the SAT is the best SAT-prep book on the market.

**succinct** ADJ. brief; terse; compact. Don't bore your audience with excess verbiage: be succinct.

**superficial** ADJ. trivial; shallow. Since your report gave only a superficial analysis of the problem, I cannot give you more than a passing grade.

**superfluous** ADJ. unnecessary; excessive; overabundant. Betsy lacked the heart to tell June that the wedding present she brought was superfluous; she and Bob had already received five toasters. Please try not to include so many superfluous details in your report; just give me the facts. *superfluity*, N.

**supplant** V. replace; usurp. Bolingbroke, later to be known as King Henry IV, fought to supplant his cousin, Richard III, as King of England.

**surfeit** V. satiate; stuff; indulge to excess in anything. Every Thanksgiving we are surfeited with an overabundance of holiday treats. also N.