





Q. No. 2 Translate the following into English:

10 Marks

(i) محنت اس دنیا کی سب سے بڑی حقیقت ہے جس کو جھٹلایا نہیں جاسکتا۔

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(ii) ڈر ہے کے چند سال بعد دنیا کا تیل ختم ہو جائے گا۔

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(iii) علماء کرام عوام میں انسداد پولیو مہم کے حوالہ سے شعور اجاگر کریں، محفوظ اور روشن مستقبل کیلئے صحت مند زندگی ہمارے بچوں کا حق ہے

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(iv) مکہ مکرمہ کے علاقے میں بڑے پیمانے پر سونے کی موجودگی کے امکانات پائے گئے ہیں۔

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(v) سوشل میڈیا جیسی ویب سائٹس کی بدولت ہمیں بہت ساری خبروں کا علم کسی بھی نیوز چینل سے نشر ہونے سے پہلے بھی ہو جاتا ہے

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**OR**

**Write following in the shorthand:**

**10 Marks**

CPEC has the potential to bring significant economic benefits to Pakistan, there are ongoing discussions and debates regarding its long-term impact on the country's economy, sovereignty, and regional dynamics. Managing these challenges while maximizing the potential benefits remains a focus for both China and Pakistan as they continue to implement and expand the initiative.

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**Q. No. 3 Correct the following sentences:**

**05 Marks**

a) He always spoke the truth

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b) Ali is a honest man.

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c) It is raining since morning.

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d) He did not went there yesterday.

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e) She like mangoes.

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**a) Write one difference between Office Memorandum and Demi Official letter (2 Marks)**

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**b) Define office order and notification (2 Marks)**

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**c) Write two features of a good note (1 Marks)**

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**d) What is different between Supplementary Grant and Technical Supplementary (3 Marks)**

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e) What is difference between current charge and additional charge of a post?  
(2 Marks)

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**Q. No. 5 Write short answers of the followings: 25 Marks**

a) What is WAN? Give an example (2+1= 3 Marks)

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b) Write names of three input devices (1\*3=3 Marks)

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c) What is Cache Memory? (2 Marks)

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d) Define Memory Address (2 Marks)

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e) Which technology is used in compact disks? (2 Marks)

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**f)** Write any three difference between hardware and software ( 3 Marks)

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**g)** What is the brain of a computer system called? (2 Marks)

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**h)** 1 Gigabyte is equal to? (2 Marks)

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**i)** Which device is required for the Internet connection? (2 Marks)

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**j)** To insert chart in MS Excel, which shortcut key used? (2 Marks)

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**k)** Default file name in MS Excel is? (2 Marks)

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