

ANSWER KEY EDITION

SAMPLE PAPER LDC

English · Analytical Reasoning · MS Office · Subject Knowledge

Total Questions: 17 MCQs + Descriptive

Descriptive: 30 Marks (60 Minutes)

Format: Original Questions + Answer Key

Complete Solved Paper with Highlighted Correct Answers

Reading Passage (Questions 1-2)

Doctors are people who examine other people in their clinics. When patients visit them, the doctors follow a certain procedure. They take the pulse, thump the chest and listen to the heart beats through the stethoscope and perhaps a miniature rubber tyre is put around the patient's arm and is blown up to check what is called blood-pressure.

1 Who are the other people whom doctors examine?

- A. Men
- B. Women
- ✓ C. Patients
- D. Children

2 Patients visit doctors means:

- A. They address them
- B. They visit their homes
- ✓ C. They go to them as patients
- D. They make courtesy calls on them

**3 Change the voice of the following. (Active & passive voice)
He was watching TV.**

- ✓ A. TV was being watched by him.
- B. TV is being watched by him.
- C. TV will be watched by him.
- D. TV will being watched by him.

4 I _____ playing cricket.

- A. is
- B. are
- ✓ C. am
- D. be

5 BEAUTIFUL:

✓ **A. good looking**

- B. dishonest
- C. unclear
- D. confuse

6 EARLY:

✓ **A. late**

- B. quick
- C. suitable
- D. beginning

ANALYTICAL REASONING

Logic Puzzle (Questions 7-10)

Bushra, Zara, Sania and Rohi are four friends liking different colors of nails' paint, such that:
Bushra and Zara like Red and Golden. Sania and Rohi like Pink and Black. Zara and Sania like Black and Red.
Bushra and Rohi like Golden and Pink.

7 Which girl like(s) pink, red and golden?

- A. Rohi
- B. Sania and Rohi
- ✓ **C. Bushra**
- D. Zara
- E. Sania

8 The girl who likes pink, red and black is:

✓ **A. Sania**

- B. Rohi
- C. Bushra
- D. Zara
- E. Cannot say

9 The girl who likes black, red and golden is:

- A. Sania
- B. Rohi
- C. Bushra
- ✓ D. Zara
- E. Insufficient information

10 The girl who does not like black is:

- ✓ A. Bushra
- B. Zara
- C. Sania
- D. Rohi
- E. Each group likes black

MS OFFICE

11 What is the Font size range of text in MS Word?

- A. 6.5 - 60
- B. 7 - 65
- ✓ C. 8 - 72
- D. 8.5 - 72
- E. 9 - 80

12 Ascending order in MS Excel is shown as:

- A. Z - A
- ✓ B. A - Z
- C. 1 - N
- D. 0 - 9

13 We can insert hyperlink in MS Power Point by:

- A. Shift + M
- B. Ctrl + V
- C. Alt + P
- ✓ D. Ctrl + K

14 Urgent dak includes all of the following EXCEPT:

- A. Telegrams
- B. Wireless
- C. Telex messages

✓ **D. Postal letter**

15 Making of entries in the notes portion of a file about the serial number assigned to each item of correspondence refers to:

- A. Posting
- ✓ **B. Docketing**
- C. Delivering
- D. Recording

16 A _____ is the basic element of data where individual field contains a single value, such as an employee's last name, a data or the value of the sensor reading.

- A. Record
- ✓ **B. Field**
- C. File
- D. Folder

17 Which of the following refers to a collection of related fields and can also be treated as a unit by some application program?

- A. Folder
- ✓ **B. Record**
- C. File
- D. Database

DESCRIPTIVE (60 MINUTES · 30 MARKS)

Essay (20 Marks)

Organize, develop and express your ideas on the following topic by deploying elements of standard written English.

In the context of Pakistan, which measure should be taken by government to eradicate poverty?

Letter Writing (10 Marks)

Write a Letter on the following theme.

“A letter to your manager requesting / convincing him to allow you for organizing a farewell party for your colleague who is going to be retired next month”

✓ MODEL ANSWER

Measures the Government Should Take to Eradicate Poverty in Pakistan

Poverty remains one of the most pressing challenges confronting Pakistan today. Despite decades of development planning, a significant proportion of the population still struggles to meet basic needs such as food, shelter, education and healthcare. Eradicating poverty is therefore not merely an economic objective but a moral and social imperative that requires a coordinated, multi-pronged response from the government.

The first and most fundamental measure is the creation of sustainable employment opportunities. The government must invest in labour-intensive industries, support small and medium enterprises through easy access to credit, and encourage vocational training programs that equip the youth with market-relevant skills. A growing population without adequate employment avenues only deepens the cycle of poverty, so job creation must remain at the heart of any anti-poverty strategy.

Secondly, access to quality education is indispensable. Poverty and illiteracy reinforce one another, and breaking this cycle requires free and compulsory primary education, scholarships for deserving students, and investment in technical and vocational institutes. An educated workforce is far better equipped to escape the poverty trap and contribute productively to the national economy.

Thirdly, the government should strengthen and expand targeted social safety nets such as the Benazir Income Support Programme and similar cash-transfer schemes, ensuring that the most vulnerable segments of society — widows, orphans, the elderly and the disabled — receive direct financial assistance. These programs must be transparent and free from political interference so that benefits reach the genuinely deserving.

Agricultural reform is equally critical, given that a large share of Pakistan's poor live in rural areas and depend on farming for their livelihood. Providing farmers with subsidized inputs, modern irrigation techniques, fair market prices and access to microfinance can substantially raise rural incomes and reduce migration-driven urban poverty.

Finally, good governance, accountability and the elimination of corruption are essential to ensure that resources allocated for poverty alleviation actually reach the intended beneficiaries. Without transparent institutions, even the most well-designed policies fail to produce lasting results.

In conclusion, eradicating poverty in Pakistan demands a holistic approach that combines employment generation, education, social protection, agricultural development and transparent governance. Only through sustained and sincere efforts on all these fronts can the government hope to lift millions of citizens out of poverty and build a more equitable society.

✓ MODEL ANSWER

Model Answer — Letter Writing (10 Marks)

123 Office Block,
Karachi.
Dated: 22 June 2026

The Manager,
ABC Company,
Karachi.

Subject: Request for Permission to Organize a Farewell Party

Dear Sir,

I am writing to request your kind permission to organize a farewell party for our colleague, Mr. Ahmed Khan, who will be retiring from his services next month after dedicating many valuable years to this organization.

Mr. Khan has been an integral part of our team and has always extended his support and guidance to all of us. As a token of our appreciation and respect for his services, the staff of our department would like to host a small farewell gathering in his honour at the office hall on the last working day of this month.

I assure you that the event will be organized in a dignified manner and will not disrupt the regular office routine. We intend to keep the arrangements modest, within a reasonable budget, and would be grateful if the company could allow the use of the conference hall for a couple of hours after office timings.

I would be highly obliged if you could kindly grant the necessary permission and, if possible, honour the occasion with your presence as well.

Thanking you in anticipation.

Yours sincerely,
Bilal Ahmed
Assistant Manager (Admin)