



# UNIVERSITY OF THE PUNJAB

First Semester 2018

Examination: B.S. 4 Years Programme

Roll No. ....

**PAPER: Writing Workshop (IT)**

**TIME ALLOWED: 2 hrs. & 30 mins.**

**Course Code: ENG-121**

**MAX. MARKS: 50**

*Attempt this Paper on Separate Answer Sheet provided.*

## Section – B

Q#2 Give short answers of five of these questions.

(4x5=20)

1. What difference does feedback make to a writer?
2. Is it desirable to maintain direct eye contact during conversation? Why?
3. What aspects should be kept in mind before / during one makes an International Business call?
4. To what extent should the hands be used while communicating?
5. Describe the kinds of vocal signals and body movements you can use to highlight the key points of your speech.
6. What role do nonverbal cues play in face-to-face communication?
7. What is the difference between listening and hearing, illustrate with an example?

## Section – C

Q#3 Attempt two questions from the following.

(2x15=30)

1. Write an application to the principal asking permission to go for an education trip to one of the historical site of Lahore.
2. Write an essay on ONE of the topics. Words limit 300- 350
  - Do you agree or disagree with the following statement? Social media has destroyed communication among friends and family. Use specific reasons and examples to support your opinion.
  - Describe a custom from your country that you would like people from other countries to adopt. Explain your choice, using specific reasons and examples.
3. Write a story based on the following situation, you can make the story humorous or dramatic. Word limit 300 – 350 words
  - At the airport, a stranger offers your hero/heroine money to carry a mysterious / package on the plane. The stranger assures you that it has nothing illegal and it has been through security check. Your hero as doubts, but he needs the money so he agrees ...



# UNIVERSITY OF THE PUNJAB

First Semester 2017

Examination: B.S. 4 Years Programme

Roll No. 018639.....

**PAPER: Writing Workshop (IT)**  
**Course Code: ENG-121 / ENG-11452**

**TIME ALLOWED: 2 hrs. & 30 mins.**  
**MAX. MARKS: 50**

*Attempt this Paper on Separate Answer Sheet provided.*

## Section - B

Q2. Give short answers of five of these questions.

(4x5=20)

1. Differentiate between a memo and a letter.
2. What are the factors which affect the nonverbal impression of a written message?
3. What is the function of a Letter of Transmittal?
4. Differentiate between: Informative and Persuasive Presentations
5. Support or negate that nonverbal behavior always communicate!
6. What are the different channel of communication?
7. What is the role of personal and physical space in nonverbal communication?

## Section - C

Q3. Attempt two questions from the following.

(2x5=30)

1. Write a letter to your customer and tell him that you will buy a new software for your company from their company.
2. Write an essay on one of the following topics. Word limit 250-300.
  - The expression "Never, never give up" means to keep trying and never stop working for your goals. Do you agree or disagree with this statement? Use specific reasons and examples to support your answer.
  - Describe a custom from your country that you would like people from other countries to adopt. Explain your choice, using specific reasons and examples.
  - If you could travel back in time to meet a famous person from history, which person would you like to meet and why? Use specific reasons and examples to support your choice.
3. Write a story based on the idiomatic phrase: *out of the pan into the fire.*



# UNIVERSITY OF THE PUNJAB

First Semester 2015

Examination: B.S. 4 Years Programme

Roll No. [REDACTED]

**PAPER: Writing Workshop (IT)**  
**Course Code: ENG-121 / ENG-11452**

**TIME ALLOWED: 2 hrs. & 30 mins.**  
**MAX. MARKS: 50**

*Attempt this Paper on Separate Answer Sheet provided.*

## SUBJECTIVE TYPE

**Q.2 Answer the following short questions.**

**(5x4=20Marks)**

- A.** Define four channels of communication. (4)
- B.** Briefly describe four barriers in effective listening. (4)
- C.** Name the elements of non-verbal communication and briefly explain two of them. (4)
- D.** Explain good news message, lead news message and neutral message. (4)
- E.** Differentiate between completeness and concreteness, with suitable examples. (4)

**Q.3 Answer the following questions in detail.**

**(3x10=30 Marks)**

- 1.** Explain in detail the importance and benefits of effective communication. (10)
- 2.** Throw light on the strategies of successful speaking. (10)
- 3.** What are the purposes of giving presentation? Explain in detail. (10)



# UNIVERSITY OF THE PUNJAB

First Semester 2014  
Examination: B.S. 4 Years Programme

Roll No. 

PAPER: Writing Workshop (IT)  
Course Code: ENG-121 / ENG-11452

TIME ALLOWED: 2 hrs. & 30 mins.  
MAX. MARKS: 50

Attempt this Paper on Separate Answer Sheet provided.

Q.2 Give short answers to the following questions. (5x4=20Marks)

- ✓ 1) Explain the difference between abstracting and inferring? *effective*
- 2) How can one make his communication more considerate? Suggest three ways.
- ✓ 3) Through light on the significance of four communication skills.
- ✓ 4) Name the six components of communication.
- ✓ 5) Explain the difference between verbal and non-verbal communication.

Q.3 Answer the following questions. (2x15=30 Marks)

- 1) What do you mean by presentation? expand upon all the types of presentation with examples. (15 Marks)
- 2) Explain the significance of project documentation and strategies for successful communication. (7 1/2+7 1/2=15 Marks)