



UNIVERSITY OF THE PUNJAB

Third Semester 2015

Examination: B.S. 4 Years Programme

Roll No.

PAPER: English-III (Advance Communication Skills) TIME ALLOWED: 2 hrs. & 30 mins.
Course Code: ENG-201/ MAX. MARKS: 50

Attempt this Paper on Separate Answer Sheet provided.

SUBJECTIVE

II SHORT ANSWERS

- Q2. Write down your complete curriculum vitae with covering letter for a job of a School Teacher. (10)
- Q3. Write down an application for leave as you are going to Saudi Arabia to perform Haj. (10)

III BRIEF ANSWERS

- Q4. Write a brief report on the recent terrorist activity took place in Pakistan. (10)
- Q5. What are the major characteristics of oral-presentation? (10)
- Q6. Write a letter to the editor discussing the problem of broken roads in your area. (10)



UNIVERSITY OF THE PUNJAB

Roll No.

Third Semester 2015
Examination: B.S. 4 Years Programme

PAPER: English-III (Communication Skills)
Course Code: ENG-211/

TIME ALLOWED: 30 mins.
MAX. MARKS: 10

Attempt this Paper on this Question Sheet only.

OBJECTIVE TYPE

Q1. Tick the most relevant meaning:

(10)

i. Euphony

- a) Shrewdness b) vitality c) eulogy d) pleasantness of sound

ii. Fervor

- a) accent b) foresight c) fiction d) zeal

iii. Confer

- a) confide b) bestow c) slide d) reflect

iv. Fortissimo

- a) fervid b) effort c) very loud d) slight difference

v. Generous

- a) giving freely b) miser c) plain d) close-fisted

vi. Fortunate

- a) awkward b) auspicious c) unlucky d) strange

vii. Profuse

- a) instant b) scheduled c) desire d) lavish

viii. Inactive

- a) stylish b) passive c) interim d) luxurious

ix. Illumine

- a) lucid b) locale c) to light up d) to sprinkle

x. Diminish

- a) to lessen b) to startle c) to illuminate d) to illustrate



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PAPER: English-III (Communication Skills)
Course Code: ENG-211/211/211

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

Attempt this Paper on Separate Answer Sheet provided.

SUBJECTIVE TYPE

Q # 2: What strategies will you employ in delivering a good oral presentation? (5)

Q # 3: Common sense would suggest that a motorcyclist is not better off than a car owner. But this motor cyclist has been buying petrol- an expensive fuel, while the car owner has had the luxury to switch to a cheaper fuel- compressed natural gas- normally known as CNG.

As interesting as this debate is, it has badly failed to stir up a change to what has taken place. And more importantly it has quashed the very belief of CNG being a poor man's fuel. CNG by all means is a blanket subsidy on a fuel that is scarce not only during the winters now, but all the year round.

Experts have long argued that the use of CNG in the transport sector should be regulated, especially when the country's gas reserves are depleting fast. Setting priorities under gas shortage have taken a backstage every now and then with more political motives than economic rationale behind it.

Depriving the CNG stations of gas has not solved the problem so far. Cars still pile outside the CNG filling stations hours before the advertised time. What is required is a change in how policy makers take up the challenge. It should be about a complete phase-out programme that eventually shrinks the usage of the scarce resource against excessive sales during defined time period.

1. Why is CNG not quite the poor man's fuel? (5)
2. Why do cars pile out the CNG filling stations hours before the advertised time? (5)
3. What ways would you suggest to solve the problem of CNG? (5)

Long Questions.

(15x2=30)

Q # 4: Child Labour is a serious problem which demands urgent solutions. Write 3 connected paragraphs on the problem of child labour in Pakistan.

Q # 5: Write a letter to the General Manager PTCL to take serious notice of poor performance and unacceptable behavior of the officers at Customer Care Centre, Garden Town, Lahore.



UNIVERSITY OF THE PUNJAB

Roll No.

Third Semester 2015
Examination: B.S. 4 Years Programme

PAPER: English-III (Business Communication-I)
Course Code: ENG-221/223

TIME ALLOWED: 30 mins.
MAX. MARKS: 10

Attempt this Paper on this Question Sheet only.

OBJECTIVE

Q1: (a) Encircle the correct option from the given choices: (10)

- I. Communication from the top management to the workers is----- communication.
(a) Upward (b) downward (c) horizontal (d) external
- II. ----- forms the basis of communication.
(a) advice (b) information (c) suggestion (d) counselling
- III. Transmittals are a kind of ----- messages.
(a) news (b) bad news (c) neutral (d) persuasive
- IV. The purpose of oral presentation is to inform, persuade and -----
(a) impress (b) entertain (c) demand (d) search
- V. Oral presentation without preparation is called-----
(a) memorization (b) extemporaneous (c) reading (d) impromptu
- VI. ----- is a broad field that includes country, culture, organization, and external and internal stimuli.
(a) medium (b) context (c) channel (d) decoder
- VII. ----- means preparing every message with the message receivers in mind; try to put yourself in their place.
(a) courtesy (b) consideration (c) clarity (d) completeness
- VIII. Telegrams, mailgrams, and telexes are older forms of ----- communication.
(a) electronic (b) oral (c) written (d) non-verbal
- IX. ----- replies allow you to begin in a positive manner.
(a) negative (b) favorable (c) face to face (d) neutral
- X. ----- can be an oral or a written message, an action, or simply silence.
(a) context (b) feedback (c) medium (d) meaning



UNIVERSITY OF THE PUNJAB

Third Semester 2015
Examination: B.S. 4 Years Programme

Roll No.

PAPER: English-III (Business Communication-I)
Course Code: ENG-221/...

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

Attempt this Paper on Separate Answer Sheet provided.

SUBJECTIVE

Q2: Give short answers of the given questions:

(5*4=20)

- I. Define communication. Write down the components of communication.
- II. Define a bad news message.
- III. Write down about Persuasive speaking.
- IV. Define Dyadic communication.

Q3: Define interviewing. Write down the responsibilities of Interviewer and Interviewee.

(10)

Q4: Write down the faults in Listening. Give strategies for improving listening skill.

(10)

Q5: Write down the Standard (essential) parts of the letter.

(10)



UNIVERSITY OF THE PUNJAB

Third Semester – 2019

Examination: B.S. 4 Years Program

Roll No. in Fig.

Roll No. in Words.

PAPER: English-III (Advance Communication Skills)

MAX. TIME: 15 Min.

Course Code: ENG-201/21103 Part-I (Compulsory)

MAX. MARKS: 10

.....
Signature of Supdt.:

Attempt this Paper on this Question Sheet only.

Please encircle the correct option. Division of marks is given in front of each question.

This Paper will be collected back after expiry of time limit mentioned above.

Q 1 (a) Mark the following statements as True or False.

(5)

- (i) The first impression of an interviewer is based on what the interviewee is wearing, so the interviewee should dress-up professionally even if the work environment is casual. _____
- (ii) Present irrelevant and detailed information about yourself and your family in your CV. _____
- (iii) It is important to do full rehearsal before finalizing your presentation. _____
- (iv) Using too many gestures in a presentation can be distracting. _____
- (v) A formal letter is a letter to a friend asking about her well-being. _____

Q 1 (b) Define the following:

(5)

(i) Resume'

(ii) Posture (with reference to presentation)

(iii) Short Report

(iv) Cover Letter

(v) Speaking effectively



UNIVERSITY OF THE PUNJAB
B.S. 4 Years Program : Third Semester – Fall 2021

Roll No.

Paper: English-III (Advance Communication Skills)
Course Code: ENG-201

Time: 3 Hrs. Marks: 60

Q.1. Answers the following short questions:

(6x5=30)

- 1) What are the non-verbal strategies used during the presentations?
- 2) How will you prove to the interviewer that you are the right person to be awarded the scholarship?
- 3) In an interview, how should the question about the salary expectation be tackled? Is it wise to demand a huge salary package?
- 4) What is a short report?
- 5) What is the standard way to mention date in formal letters?
- 6) Do you think a presenter should look directly into the eyes of the audience while presenting? State reasons to support your answer.

Q.2. Answer the following questions.

(3x10=30)

- 1) Write a report on the quality of food served in the cafeteria of your institute.
- 2) Write a letter to the newspaper editor about the difference in the mediums of education that is causing trouble in society.
- 3) Write your CV, mentioning qualification and skills that will prove you to be a suitable candidate for the job in your relevant field.



UNIVERSITY OF THE PUNJAB

B.S. 4 Years Program / Third Semester – Spring 2022

Roll No.

Paper: English-III (Advance Communication Skills)

Course Code: ENG-201

Time: 3 Hrs. Marks: 60

THE ANSWERS MUST BE ATTEMPTED ON THE ANSWER SHEET PROVIDED

Q.1. Answers the following short questions: (6x5=30)

- i. Which steps should be followed by a successful presenter?
- ii. What is the importance of audio / visual techniques used during the presentation?
- iii. Which important steps should be included in a formal letter before beginning the 'main body' of the letter?
- iv. How do you think an interviewee should dress up for the interview?
- v. What should be the closing remarks in a job application letter?
- vi. How do you think the question about one's weaknesses should be tackled in an interview?

Q.2. Answer the following questions. (3x10=30)

- i. Write a short report on Covid crisis in your hometown?
- ii. Write a letter to the newspaper editor about the irresponsible behavior of public on events of national significance such as the independence Day.
- iii. Write a job application letter to the company/ institute where you intend to work. Mentioning your achievements and skills, show you desire to work with them.