



UNIVERSITY OF THE PUNJAB

Third Semester – 2019

Examination: B.S. 4 Years Program

Roll No. in Fig.

Roll No. in Words.

PAPER: English-III (Communication Skills)

MAX. TIME: 15 Min.

Course Code: ENG-211/21104 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) Choose the word most similar in meaning to the capitalized ones. (5)

- (i) DIGRESS:
(a) regress (b) devitae (c) excess (d) unpredictable
- (ii) TRANSLUCENT:
(a) milky (b) opaque (c) clear (d) glowing
- (iii) FALLACIOUS:
(a) inhumane (b) false (c) truthful (d) vicious
- (iv) BOUNTY:
(a) adorn (b) beautify (c) sugary (d) reward
- (v) OBDURATE:
(a) stubborn (b) flexible (c) truthful (d) delicate

(b) Fill in the blanks with appropriate prepositions given at the end of every sentence. (5)

- (i) The atmosphere in this office is not congenial _____ me.
(a) for (b) to (c) with (d) upon
- (ii) I am sending you the money you have asked _____.
(a) in (b) for (c) out (d) up
- (iii) The milk quickly turned _____ butter.
(a) in (b) over (c) to (d) into
- (iv) They will be back _____ November.
(a) till (b) until (c) by (d) while
- (v) He was by no means ignorant _____ this.
(a) with (b) of (c) to (d) about



UNIVERSITY OF THE PUNJAB

Third Semester – 2019

Examination: B.S. 4 Years Program

Roll No.

PAPER: English-III (Communication Skills)

Course Code: ENG-211/21104 Part – II

MAX. TIME: 2 Hrs. 45 Min.

MAX. MARKS: 50

ATTEMPT THIS (SUBJECTIVE) ON THE SEPARATE ANSWER SHEET PROVIDED

QUESTIONS WITH SHORT ANSWERS

Q.2. Read the following passage carefully and answer the questions given at the end. (20)

To be a good teacher, you need some of the gifts of a good actor. You must be able to hold the attention and interest of your audience; you must be a clear speaker with a good pleasing voice and you must be able to act when you are teaching in order to make its meanings clear. Watch a good teacher. You will see he does not sit motionless before his class; he stands the whole time he is teaching; and he walks about using his arms, hands and finger's to help him in his explanation and his face to express his feelings. Listen to him and you will hear the loudness, the quality and the musical note of his voice always changing according to what he is teaching. But the fact that a good teacher has some of the gifts of a good actor does not mean that he will indeed be able to act on the-stage, for there are very important differences between the teachers' work and actors' work. The actor has to speak words which he has learnt by heart, he has to repeat certain dialogues which he has learnt earliest. Even his movements and the ways in which he uses his voice are usually fixed- before. The good teacher works in a different way because his audiences take an active part in his play. They ask questions, and if they do not understand something, they will say so. So the teacher has to suit his act to the need of his audience that is his class. I know many teachers who were fine actors in the class but were unable to take part in a stage play because their brains would not keep strictly to what another had written.

Questions:

- 1- Suggest a suitable title for the passage. [2]
- 2- What is the difference between a good teacher and a good actor? [4]
- 3- What is the role of teacher in nation building? [3]
- 4- How can a good teacher be compared to a good actor? [3]
- 5- Who, according to you, is a good teacher? [3]
- 6- Make a precis of the above passage. [5]

QUESTIONS WITH BRIEF ANSWERS

- Q.3.** Write three connected paragraphs on women empowment. (10)
- Q.4** Write a letter to the Distirct Health Officer about the lack of medical facilities in Government Hospital/Dispensaries of your district. (10)
- Q.5** Write down steps for preparing an effective Oral presentation and strategies for effective nonverbal delivery. (6 + 4)



Q.1. Answer the following short questions:

(6x5=30)

- 1) What is coherence in an essay?**
- 2) What is an impromptu presentation?**
- 3) What is skimming and scanning?**
- 4) What is a progress report?**
- 5) What is the function of general statements in an essay?(5**
- 6) What is a narrative essay?**

Q.2. Answers the following questions.

(3x10=30)

- 1) What are the parts of a report?**
- 2) What are the different ways of delivering a presentation?**
- 3) How is paragraph writing different from essay writing?**



UNIVERSITY OF THE PUNJAB
B.S. 4 Years Program / Third Semester – Spring 2022

Roll No.
Time: 3 Hrs. Marks: 60

Paper: English-III (Communication Skills)

Course Code: ENG-211

Time: 3 Hrs.

Marks: 60

THE ANSWERS MUST BE ATTEMPTED ON THE ANSWER SHEET PROVIDED

Q.1. Write short note on the following.

(6x5=30)

- i. Sages of making oral presentation.
- ii. Non-Verbal delivery.
- iii. Format of a MEMO.
- iv. Interpersonal communication.
- v. Status related Symbols in Non-Verbal Communication.
- vi. Slang.

Q.2. Answer the following questions.

(2x15=30)

- i. Write three connected paragraphs on LOYALTY.
- ii. Write a letter from the Sub Divisional Officer (WAPDA) to SSP (Lahore) asking him to pay the remaining electricity dues residence otherwise necessary action can be taken.