**Class :BS MLT Semester:2nd Section: B**

**Subject: Communication Skills**

**Mid Term Assignment**

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**QUESTION.1**: Change the voice (Turn the Active sentences into Passive Voice and the Passive sentences into Active voice)

1. Some boys were helping the wounded man.

Ans: **The wounded man was being helped by some boys.**

1. The thief was caught.

Ans; **The police caught the thief.**

1. Little strokes fell great oaks.

Ans **; Great oaks he fallen by little strokes.**

1. The trees were blown down by the wind.

Ans; **The wind blew the tress.**

1. One cannot gather grapes from thistles.

**Ans ; Grapes could not be gathered from thistles.**

**QUESTION.2**: Turn the following into Indirect Speech.

1. He said, ‘Will you listen to such a man.’

Ans ; **He asked would listen to such a man**

1. The examiner’s orders were, ‘No one is to bring books into the room nor ask me questions about what I have told you to do.’

**Ans; The examiner far had every one to bring books to the room nor ask questions told them.**

1. He said to us, ‘Why are you all sitting about there doing nothing?’

**Ans;He asked us what we were all sitting about here doing nothing.**

1. ‘Go down to the bazaar. Bring me some oil and a lump of ice.’ ordered his master.

**Ans; His master ordered him to go to the bazar and bring him some oil and a lump of ice**.

1. He said, ‘Oh! that’s a nuisance.’

Ans; **He Exclaimed with that was nuisance.**

**QUESTION.3:** Write a dialogue between two friends discussing their hobbies.

**Asad: What do you do in your leisure time?**

**Saad: It depends.**

**Asad : For example?**

**Saad: I enjoy music, do chatting, read books.**

**Asad :Anything else?**

**Saad: As I have told you this is my routine.**

**Saad: Say something about yourself.**

**asad: I have only one hobby.**

**Saad: That's**

**asad: That's reading good books on poetry and prose.**

**Saad: What a bore you are!**

**asad:In my book, this is the best enjoyment.**

**Saad: Don't you become fed up with books?**

**asad: Never ever.**

**Saad: What about Hotelling?**

**asad: I am not crazy, but, sometimes, I do.**

**Saad: Isn't it a bit expensive enjoyment?**

**asad: Yes, it is but you can manage somehow.**

**Asad : What are you crazy about?**

**Saad: It depends on mood.**

**asad: If your mood is good then you do what?**

**Saad: I enjoy pop music.**

**asad: Can pop music be called music in the true sense?**

**Saad: Yes, why not.**

**asad: Doesn't it seem a bit childish?**

**Saad: No way, enjoyment means enjoyment.**

**Saad:It is at least better than reading books.**

**asad: There is no comparison between pop music and books.**

**Saad: It's your view. It's not a Quranic verse.**

**asad: I am sorry, perhaps, I have hurt you.**

**Saad: No. no it is not so.**

**Asad : This way or that way leisure is a must.**

**Saad : No doubt it is.**

**QUESTION.4:** What is communication? Describe the process of Communication and types of Communication.

**Ans ; communication is the process of passing information and understanding from one person to another.” In simple words it is a process of transmitting and sharing ideas, opinions, facts, values etc. from one person to another or one organization to another .**

**communication Process**

**The communication process consists of several components. Let's take a look.**

**A sender is the party that sends a message. Lindsey, of course, will be the sender. She'll also need the message, which is the information to be conveyed. Lindsey will also need to encode her message, which is transforming her thoughts of the information to be conveyed into a form that can be sent, such as words.**

**A channel of communication must also be selected, which is the manner in which the message is sent. Channels of communication include speaking, writing, video transmission, audio transmission, electronic transmission through emails, text messages and faxes and even nonverbal communication, such as body language. Lindsey also needs to know the target of her communication. This party is called the receiver.**

**The receiver must be able to decode the message, which means mentally processing the message into understanding. If you can't decode, the message fails. For example, sending a message in a foreign language that is not understood by the receiver probably will result in decoding failure.**

**Sometimes, a receiver will give the sender feedback, which is a message sent by the receiver back to the sender. For example, a member of Lindsey's team may provide feedback in the form of a question to clarify some information received in Lindsey's message.**

**Let's put all these components together to build a model of the communication process:**

1. **A sender encodes information**
2. **The sender selects a channel of communication by which to send the message**
3. **The receiver receives the message**
4. **The receiver decodes the message**

**Communication can be categorized into three basic types:**

 **(1) verbal communication, in which you listen to a person to understand their meaning;**

 **(2) written communication, in which you read their meaning;**

**(3) nonverbal communication, in which you observe a person and infer meaning.**