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Id 15761

Degree mlt

CLASS :BS MLT SEMESTER:2ND SECTION: B

SUBJECT: COMMUNICATION SKILLS

INSTRUCTOR: SAMINA BATOOL

Final Exam Total Marks:50

QUESTION.1: Conversion of Indirect into Direct Speech

I wrote that I would visit him.

I wrote, "I will visit him".

He asked me if I had anything to say.

He said to me, " Had he anything to say? "

John said that he wanted to be a soldier.

John said, " I wants to be a soldier".

An old mouse asked who would bell the cat.

An old mouse said, " who will bell the cat? "

The stranger asked Alice where she lived.

The stranger said to Alice," where she lives?"

He said that the earth moves round the sun.

He said,"the earth moves round the sun".

The king asked the philosopher whom he considered the happiest man living.

The king said to philosopher," whom I considers the happiest man living?"

Abdul said that he had seen that picture.

Abdul said ,"I have seen that picture".

He asked his father when the next letter would come.

He said to his father,"when the next letter will come?"

He asked them whether they would listen to such a man.

He said to them," will they listen to such a man?"

 Question 3 part B Write Adjective phrases equivalent to the following adjectives; (05)

i. Gray cloud (A cloud of grey color) ii. French flag flag of france iii. A muddy path A path cover with mud

iv. A hopeful soldier A soldier with a hope v. A blank page page with no writing or mark

QUESTION.4: Punctuate the following: (10)

The human mind is never stationary, it advances or it retrogrades.

England, France and Italy formed an alliance.

Exactly so , said Alice.

Have you written your exercise?

What a terrible fire it is!

Mother in law,(please confirm it)

Good hearted !

Are you alright?

Long live pakistan!

He said, I shall go as soon as it is possible.

QUESTION.5:

 Supply suitable Adverb Clauses. (05)

Nobody likes him \_\_as he thought proper\_\_\_\_\_\_.

He will succeed if he works hard. \_\_\_\_\_\_\_\_\_.

He always does \_as he thought proper \_\_\_\_\_\_\_.

Will you wait \_\_till I return \_\_\_\_\_\_\_\_\_\_\_\_.

We Shall miss the train \_for we are late \_\_\_.

(b)Pick out the Noun Phrases in the following examples.

He refuses to answer the question.

Promise to come again.

I want to visit the museum.

It grieved me to hear of your illness.

Swimming across the river delights me.

Question no:2

 Write a letter to a bank manager asking him to stop payment of a cheque .

Date..6.2.2020

To

The manager

(Bank of…….)

(Branch……….)

(Peshawar)

Sub: Request for stop payment of cheque(s)

Ref: saving account No. …………………………….

Dear Sir\Madam

I request you to kindly arrange to stop the payment of the cheque bearing no…….dated……issued in favour of (name of the party ) for a sum of (amount) the cheque was issued under my savings account bearing number………………………………maintained it

Your branch.

I would appreciate if you can please stop the payment immediately upon receipt of this letter and acknowledge with a confinement towards the same at the earliest.

Thank you for your cooperation!

Your sincerely.

 (signature)

(NAME of the account Holder)

Question no3 PART (A):write a memo to the department head regarding online classes.

To: Faculty.staff.Deans. Department heads and chairs

FROM:……………………………………………….

Subject: online education

DATE .1.2.3

Cc :…………………………………………………

Undoubtedly you are aware that online education is an issue of significant interest in higher education with topics such as MOOC.s(massive open online courses) flipped classrooms and hybrid learning gaining attention

To get started. It would be helpful if some of the rumors and misinfoemed perceptions that seem to pervade campus conversation were addressed..some of the incorrect assumptions that hidder our progress are.

Online education is poor quality .the quality of the student experience in an online environment can be very high or it can be very low .it depends on how well that experience has been designed and the quality of the instructor Who’s offering it with the high quality of our faculty and the resources available in the center for teaching

Online education conflicts with our learn by doing culture: our university has already demonstrated that student often experience our learn by doing culture outside the classroom.

There’s no reason why our learn by doing experiential pedagogy could actually

Cal poly faculty are being forced to move their courses online of the approximatelt 4”000 courses in cal poly catailog only 17 are at present approved to be delivered in a hybrid or online format online learning will never replace the residential experience at call poly it need to complement that experience.

As a campus community we are capable of doing better than we are now in developing online courses ang programs Because of our exceptional faculty staff and students we can encouraged to give careful consideration to how your department and college can intiate courses development if you need resources of other support to make this happen pleace communicate those need to your college dean so that we can develop a plan support your success