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

**Subject: Communication Skills**

**Mid Term Assignment Total Marks:30**

**QUESTION.1**: Change the voice (Turn the Active sentences into Passive Voice and the Passive sentences into Active voice) (05)

1. Some boys were helping the wounded man.
2. The thief was caught.
3. Little strokes fell great oaks.
4. The trees were blown down by the wind.
5. One cannot gather grapes from thistles.

**QUESTION.2**: Turn the following into Indirect Speech. (05)

1. He said, ‘Will you listen to such a man.’
2. 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.’
3. He said to us, ‘Why are you all sitting about there doing nothing?’
4. ‘Go down to the bazaar. Bring me some oil and a lump of ice.’ ordered his master.
5. He said, ‘Oh! that’s a nuisance.’

**QUESTION.3:** Write a dialogue between two friends discussing their hobbies. (25-30 Sentences long) (06)

**QUESTION.4:** What is communication? Describe the process of Communication and types of Communication. (06)

**QUESTION.5:** Formal Report writing on any topic.

*(Note: Do not attempt this question. You will be awarded marks for it on the basis of your “Report Writing Assignment”.)* (08)

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**Section: B**

**DEPARATMENT : MLT**

**SUBJECT : COMMUNICATION SKIL**

**SUBMITTED to : MAM SAMINA BATOOL**

**Question :1** Change the voice ( turn the active sentences into passive voice and the passive sentences into active voice )

**Change into passive voice :**

1. Some boys were helping the wounded man.

The wounded man was being helped by some boys.

1. Little strokes fell great oaks.

Great oaks are felled by little strokes.

1. One cannot gather grapes from thistles.

Grapes cannot be gathered from thistles.

**Change into active voice:**

2. The thief was caught.

Someone caught the thief.

1. The trees were blown down by the wind.

The wind blew down the trees.

Question : 2 T urn the following into indirect speech .

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

He asked if you would listen to such a man.

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

The examiner’s orders were that no one was to bring books into the room nor ask him question about what he had told them to do.

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

He told us why we were all sitting about there doing nothing.

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

His master ordered him to go down to the bazaar and bring him some oil and a lump of ice.

1. He said , ‘Oh that’s a nuisance .’

He exclaimed that it was a nuisance.

Question : 3 write a dialogue between two friends discussing their hobbies .

Dialogue :

Sadia : Hi! Insha . How are you ?

Insha : I am fine . How are you ?

Sadia : I am also fine . Can I ask you a question ?

Insha : Sure why not go ahead .

Sadia : What do you do in your leisure time ?

Insha : I depends .

Sadia : For example ?

Insha : I enjoy music , do chatting , read books .

Sadia : Anything else?

Insha : As I have told you this is my routine . Say something about yourself .

Sadia : I have only one hobby .

Insha : That’s great ! What is it ?

Sadia : That’s reading good books on poetry and prose .

Insha : What a bore you are!

Sadia : In my book , this is the best enjoyment .

Insha : Don’t you become fed up with books ?

Sadia : Never ever .

Insha : what about hoteling ?

Sadia : I am not crazy , but , sometimes , I do .

Insha : Isn’t it a bit expensive enjoyment ?

Sadia : Yes it is but you can manage some how . What are you crazy about?

Insha : It depends on mood .

Sadia : If your mood is good then you do what ?

Insha : I enjoy pop music .

Sadia : can pop music be called music in the true sense ?

Insha : Yes , why not ?

Sadia : Doesn’t it seem a bit childish ?

Insha : No way , enjoyment means enjoyments . It is better than reading books.

Sadia : There is no comparison between books and pop music .

Insha : It’s your view .

Sadia : nice to meet you . I have to go now

Insha : Bye

Sadia : Bye

Question : 4 What is communication ? Describe the process of communication and types of communication .

**COMMUNICATION :**

Communication is the process of passing information and understanding from one person to another .

OR

Communication is the ability to share ideas and feeling effectively.

**Process of communication:**

* Sender
* Encoding
* Message
* Decoding
* Receiver
* Feedback

**Sender :** is the party sanding the message to another party .

**Encoding :**  is the process of putting thought into symbolic form .

**Message :** is the set of symbols the sender transmits .

**Decoding :** is the process by which the receiver assigns meaning to the symbol .

**Receiver :** is the party receiving the message send by another party .

**Feedback :** is the part of receiver’s response communicated back to the sender .

**Types of communication:**

There are two main types of communication:

1. Verbal communication
2. Nonverbal communication

**Verbal :**

* Don’t talk too much
* Be friendly
* Think before you speak
* Be clear
* Focus on your body language learn the art of listening .
* Verbal communication is further divided into two types :

1. Written
2. Oral

**Written communication :**

Written communication involves any types of message that makes use of the written word .

**Oral communicatin :**

Communication or interaction between two person is called oral communication .

OR

Communication or interaction between two group through speech is called oral communication.

**Non verbal communication:**

* Good eye contact
* A confident handshake
* Dressing the part
* Effective gestures
* Appropriate facial expression
* Initiating interactions
* Appropriate voice tone
* Giving your full attention
* Responding to other non verbal communication.

**Types of non verbal communication :**

1. **Kinesics: The** study of how we use body movement and facial expression .
2. **Proxemics : I**t is the study of how we communicate with space around us.
3. **Artifacts :** One can easily convey their feeling and attitudes through postures .
4. **Haptics :** Is the study of touch .
5. **Chronemics :** Is the study of how people use time .