**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)

**NAME : SANA**

**SEMESTER : SECOND**

**ID: 16500**

**SECTION : B**

**DEPARTMENT : MLT**

**SUBJECT : COMMUNICATION SKILL**

**SUBMITTED TO : MAM SAMINA BATOOL**

**Q.NO.1 Change the voice**

**Change in to 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.
* From thistles grapes cannot be gathered.
* Grapes cannot be gathered from thistles.

 **Change in to active voice**

1. The thief was caught.
* Someone caught the thief.
1. The trees were blown down by the wind.
* The wind blew down the trees.

 **Q.NO.2 Turn 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.

 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.”

* The examiner’s orders were that no one was to bring books into the room nor ask him questions 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.

 **Q.NO.3 Dialogue between two friends discussing their hobbies.**

**Ali:** Hello! Kamran how are you?

**Kamran:** I am fine. What about you?

**Ali:** I am fine too. What are you doing?

**Kamran:** I am taking care of my garden.

**Ali:** oh! Your garden is very beautiful.

**Kamran:** It is beautiful because I take care of it every day.

**Ali:** Who established the garden?

**Kamran:** My father took the initiative, but all the family work in it.

**Ali:** What kinds of flowers do you have in your garden?

**Kamran:** We have a variety of flowers such as rose, jasmine, sun flower, tulip etc.

**Ali:** I think it is not only a flower garden.

**Kamran:** Yes you are right .We have cultivated vegetables also.

**Ali:** How long have you been doing this?

**Kamran:** For the last two years.

**Ali:** How do you feel?

**Kamran:** This is a great source of joy and pleasure for me to work in it.

Do you have a garden at your home?

**Ali:** No we do not have a garden. My house is 10 marlas only.

**Kamran:** By the way what is your hobby?

**Ali:** oh! I like painting.

**Kamran:** Yes it also seems interesting. What do you often paint?

**Ali:** I usually like to paint beautiful sceneries.

**Kamran:** Hmm nice.

**Ali:** Come to my home one day. I will show you my paintings.

**Kamran:** Off course! I will visit one day to see your paintings.

**Ali:** Ok! Then continue with your work. I have to leave now.

**Kamran:** Ok bye!

**Ali:** Bye.

 **Q.NO.4 What is communication skill?................**

**Answer**

**Communication**

**Definition**

Communication is an exchange of facts, ideas, opinions, or emotions by two or more persons.

Or

Communication is a process of sharing information using a set of common rules.

**Process of communication**

The communication process consists of several components:

* Sender
* Message
* Encode
* Channel of communication
* Receiver
* Decode
* Feed back

 **The Sender :**

* Encodes information
* Selects a channel of communication by which to send the message.

 **The receiver:**

* Receives the message
* Decodes the message
* May provide feedback to the sender.

Sender…….encoding……..media………decoding……receiver……..respone………feedback

**Types of communication**

There are two types of communication:

* Verbal
* Non verbal

 **Verbal**

 **Definition**

Verbal communication is the use of language to transfer information through speaking or sign language.

It is further of two types

* Oral
* Written

 **Oral**

* Sound representation of a language.
* Consists of the listening and speaking process.

 **Written**

* In written communication, written signs, or symbols are used to communicate.
* Message is transmitted via email, letter, report etc.

 **Non verbal communication**

Non verbal communication not uses any oral or written words.

**Types**

**Kinesics :**

Communication through body language.

**Artifacts:**

These are physical objects such as clothing, homes, and cars etc that indicates to others a persons’ social and personal beliefs and habits.

**Proxemics**

Space or distance maintained by a person in communication process.

**Chronemics**

The way a person views and uses time

Presents a good image of a person.

**Vocalics**

Tune of voice, peach and loudness

**Haptics**

Communication through touch