**Name Abdullah**

**ID 16779**

**Subject Communication skills**

**Section B**

**Exam Med term**

**Mam Samina**

**Q1: Change the voice ( turn the active sentence into passive voice and the passive sentence into active voice)**

**1: Some boys were helping the wounded man.**

* + - **The wounded man was being helped by same boys.**

**2: The thief was caught.**

* **Someone’s caught the thief.**

**3: Little stroke fell great oaks.**

* **Great oaks are fallen by little strokes.**

**4: The trees were blown down by the wind.**

* **The trees were blown by the wind.**

**5: One cannot gather grapes from thistles.**

* **Grapes cannot be gathered.**

**Q2: TURN THE FOLLWING INTO THE INDIRERCT SPEECH.**

**1: He said, will you listen to such a man.**

* **He asked if you would listen to such a man.**

**2: The examiner oders were no one is to bring into the room nor ask me question about what I have told you to do.**

* **The examiners order were that no one was to bring books into the room nor ask him question about them to do.**

**3: He said to us why are you all siting abut there doing nothing?**

* **He told us why were all sitting about ther doing nothing.**

**4: Go down to the bazaar bring me some oil and a lump of ice. Ordered his master.**

* **Go down to the bazar bring me some oil and lump of ice ordered his master.**

**5: He said, ‘oh! That a nuisance,**

* **He asked oh that a nuisance.**

**Q3: writhe a dialogue between tow friend’s discussions their hobbies.**

**ANS: Ayan: hello Salman! How are you?**

**Salman: I am fine, and what about you?**

**Ayan: I am fine too. What are you doing in this early morning?**

**Salman: I am taking care of my garden. The garden is running to weed.**

**Ayan: oh! What a beautiful garden it ia!**

**Salman: it is a beautiful as work every day in it.**

**Ayan: who half you in your work?**

**Salman: I myself have done this it is my HOBBY.**

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

**Salman: you are right there are tow parts in my garden.**

**Ayan: what you have planted in tow different parts?**

**Salman: in one part I have planted flower and in another part I have cultivated vegetables.**

**Ayan: Howe long hone you been doing this?**

**Salman: I have been doing this for the last three years.**

**Ayan: this is a great source of joy and pleasure to me .it help me to keep my body fit. May I ask you to tell me about your hobby?**

**Salman: my hobby is fishing, I get much pleasure from it. At also improves my health. It also makes me patient.**

**Ayan> it is really an interesting thing.**

**Oh! I must be off now. See you again.**

**Salman: all right. See you again.**

**(THENK YOU ALLAH HAFIZ)**

**Q4: what is communication? Describe the process of communication and type of communication.**

**ANS: The process of communication refer to be the transition or passage of information or message from the sender through a selected channel to the receiver over coming barrier that affect its pace.**

**2, process of communication: The communication process is the steps we take in order to successful communicate. Communication is the importing or exchanging of information by speaking, writing, or using some other medium.**

**TOW TYPE OF COMMUNICATION:**

**VERBAL: oral communication speech .Verbal communication is the use of sounds and world to express yourself, especially in contrast to using restrict or mannerisms .**

**NON VERBAL COMMUNICATION: A Non verbal communication psychol those of communication such as gesture and facial expression that do not inloved verbal communication but which may include nonverbal aspect of speech itself .**

**(accent, tone of voice, speed of speaking, etc)**

**(GOOD LUK MAM)**