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**Subject : Communication Skill Program : BS-MLT**

**Instructor : Samina Batool**

**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.
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.

**Ans:**

1. The wounded man was being helped by some boys.

2. Someone caught the thief.

3. Great oaks were fallen by little strokes.

4. The wind blew down the trees.

5. Grapes cannot be gathered by one from thistles.

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

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.’

**Ans:**

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

2. The examiner ordered (that) no one was to bring books

into the room nor ask him questions about what he had

told you to do.

3. He asked us why we were all sitting about there doing

nothing.

4. His master ordered him to go down to the bazaar and

bring him some oil and a lump of ice.

5. He exclaimed that it was a nuisance.

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

their hobbies.

**Marya** : Asslam-o-Alaikum! How are you?

**Sana** : Wa’alaikum-us-Sallam! I am perfectly fine, thank you.

**Marya** : I am in luck, Sana. My uncle has just sent me a letter from japan,

Where he is on business, with some Japanese stamps. He knows I collect them and often sends me foreign stamps from the places he visits.

**Sana** : They look rather nice. Are you going to paste them in your album?

**Marya** : Yes, here it is. I have got quite a nice collection now.

**Sana** : What a lot! French, Italian, Dutch, German, British etc. You seem to

have some from almost every country.

**Marya** : Oh! There are a lot I have not got yet, And some rare ones are very

expensive, and cost a big amount of money.

**Sana** : But what is the use of collecting stamps?

**Marya** : Oh! Well, it’s a hobby. And it teaches you some geography; and

sometimes it brings money.

**Sana** : How is that?

**Marya** : Why, a really good collection sometimes sells for thousands of rupees.

Why don’t you go in for stamp- collecting?

**Sana** : I like something more active. My hobby is collecting ferns and wild

Flowers. And to get these you have to go long country walks, and

explore the woods, and climb the hills, It is quite an adventure when

you find a rare plant or fern in some wild place.

**Marya** : But what do you do with them?

**Sana** : I press them, and then mount them neatly on sheets of paper, and put

them in a press, or under a board with heavy weights. You have to

change the blotting-paper every day, and in about a week the plant is

dried and pressed, and will last like that for years.

**Marya** :Do you know what is collection of stamps said to be?

**Sana** : No, I don’t have any idea about it? If you know then please tell me

know.

**Marya** : It is said to be philately. The study of stamps is also called philately.

**Sana** : Thank you for enlightening my view about the stamp collecting.

**Marya** : Tell me that what is the benefit of your hobby?

**Sana** : Well, It teaches me a lot of botany and takes me into beautiful

country; and does me good physically, because it means exercise in the

open air.

**Marya** : Your hobby is also very desirable.

**Sana** : Ok, I am going back to home now.

**Marya** : Of course, you may leave now. Allah Hafiz.

**Sana** : Allah Hafiz.

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

**What is Communication?**

**Ans:** Communication is simply the act of transferring information from one

place, person, or group to another. Every communication involves (at least) one sender, a message and a recipient.

This may sound simple, but communication is actually a very complex subject. The transmission of the message from sender to recipient can be affected by a huge range of things. These include our emotion, the cultural situation, the medium used to communicate, and even our location. The complexity is why good communication skills are considered so desirable by employers around the world; accurate, effective and unambiguous communication is actually

extremely hard.

**Defining Communication:**

The imparting or exchanging of information by speaking, writing, or using some other medium. The successful conveying or sharing of ideas and feelings.

**Types of Communication**

There are a wide range of ways in which we communicate and more than one may be occurring at any given time.

The different types of Communication include:

* **Spoken or Verbal Communication:** Which includes face-to-face, telephone, radio or television and other media.
* **Non-Verbal Communication:** Covering body language, gestured, how we dress or act, where we stand, and even our scent. There are many subtle ways that we communicate (perhaps even unintentionally) with others. For example, the tone of voice can give clues to mood or emotional state, whilst hand signals or gestures can add to a spoken message.
* **Written Communication:** Which includes letters, e-mails, social media, books, magazines, the internet and other media. Until recent times, a relative small number of writers and publishers were very powerful when it came to communicating the written word. Today, we can all write and publish our ideas online, which hassled to an explosion of information and communication possibilities.
* **Visualization:** graphs and charts, maps logos and other visualizations can all communicate messages.

**Process of Communication**

A message or communication is sent by sender through a communication channel to a receiver, or to multiple receivers. The sender must encode the message (the information being conveyed) into a form that is appropriate to the communication channel, and the receiver(s) then decodes the message to understand its meaning and significance.

Misunderstanding can occur at any stage of the communication process.

Effective communication involves minimizing potential misunderstanding and overcoming any barriers to communicate at each stage in the communication process an effective communicator understands their audience, chooses an appropriate communication channel, hones their message to reduce misunderstanding by the receiver(s). They will also seek out feedback from the receiver(s) as to how the message is understood and attempt to correct any misunderstanding or confusion as soon as possible.

Receivers can use techniques such as clarification and reflection as effective ways to ensure that the message sent has been understood correctly.