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Subject: Communication Skills

instructor: Ms. Samina Batool

Prog; Bs MLT 2<sup>nd</sup> Semester Section B

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**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.  
**The wounded man was being helped by some boys**
  2. The thief was caught.  
**The thief was caught by the police**
  3. Little strokes fell great oaks.  
**Great oaks are felled by little strokes.**
  4. The trees were blown down by the wind.  
**The wind blew down the trees.**
  5. One cannot gather grapes from thistles.  
**Grapes cannot be gathered from thistles by one**
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**QUESTION.2:** Turn the following into Indirect Speech. (05)

1. He said, 'Will you listen to such a man.'  
**He asked if i 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 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 said to us, 'Why are you all sitting about there doing nothing?'

**He asked us why we are all sitting about there doing nothing.**

4. '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.**

5. He said, 'Oh! that's a nuisance.'

**He exclaimed with anger or surprise that is a routine**

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

**Answer;**

**Dialogue between two friends on their hobbies**

**Saqib:** Hello Rashid! how are you?

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

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

**Rashid:** I am taking care of my property . To make/grow a garden.

**Saqib:** Oh! What a beautiful idea!

**Rashid:** It is beautiful as I work every day in it.

**Saqib:** Who helps you in your work?

**Rashid:** I myself have done this. It is my hobby.

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

**Rashid:** You are right. There are two parts in my garden.

**Saqib:** What have you planted in two different parts?

**Rashid:** In one part I have planted flowers and in another part I have cultivated vegetables.

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

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

**Saqib:** This is a great source of joy and pleasure to me. It helps me to keep my body fit. May I ask you to tell me about your hobby?

**Rashid:** My hobby is Travelling.

**Saqib:** ohh, that's great I also love travelling,

**Rashid;** I like reading a book and watching movies.

**Saqib:** I like reading a books but im weak in readings.

**Rashid;** Humm.

**Saqib:** It is really an interesting thing. Oh! I must be off now. See you again.

**Rashid:** All right. See you again

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

ANSWER;

**Def;-**

- 1) Communication is the process of interchanging information, ideas, feelings and opinions, with or without the use of words, i.e. signals.
- 2) The imparting or exchanging of information by speaking, writing, or using some other medium.

OR

“**communication** is the process of passing information and understanding from one person to another.”

In simple words it is a process of transmitting and sharing ideas, opinions, facts, values etc. from one person to another or one organization to another .”

**The Process of Communication;-**

- 1 Sender
- 2 Encoding
- 3 Message
- 4 Decoding
- 5 Noise
- 6 Receiver
- 7 Feedback

**Types of Communication;-**

1. Verbal Communication
2. Non Verbal Communication

- **Verbal Communication;-**
  - Communication with the use of words and language to communicate message to other party is called Verbal Communication.
  - Types of Verbal Communication
    - **Oral Communication**
    - **Written Communication**
  - **Non Verbal Communication;**
  - Kinesics or body movements including facial expressions and eye contact;
  - Vocalics or paralanguage that includes volume, rate, pitch, and timbre;
  - Personal appearance;
  - Our physical environment and the artifacts or objects that compose it;
  - Proxemics or personal space;
  - Haptics or touch.
  - Chronemics or time. To this list, we would add signs or emblems.
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**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)

THE END / THANK U