

Name: Sana ullah

ID No : 16632

Section: B

Paper : commination
skill

Deportment: MLT

Q1. Change the voice (Turn the active sentence into passive voice and the passive sentence into the active voice?)

1. Some boys were helping the wounded man?

(ans) 1. The wounded man was being helped by some boys.

1. The thief was caught?

(ans) 2. The thief was caught by the police.

1. Little strokes fell great oaks?

(ans) 3. Great oaks are felled by little strokes.

Q1. Change the voice (Turn the active sentence into passive voice and the passive sentence into the active voice?)

4. The trees were blown down by the wind?

(ans) 4. The wind blew down the trees.

5. One cannot gather grapes from thistle?

(ans) 5. Grapes cannot be gathered from thistle by one?

Q2. Turn the following into indirect speech?

1. He said, 'will you listen to such a man?'

(ans) 1. 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 questions about what I have told you to do'?

(ans) 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.

1. He said to us, why are you all sitting about there doing nothing?'

(ans) 3. He asked us why we are all sitting about there doing nothing.

Q2. Turn the following into indirect speech?

4. 'Go down to the bazaar. Bring me some oil and a lump of ice.' Ordered his master?

(ans) 4. 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?'

(ans) 5. He exclaimed what a nuisance it is.

Q3. Write a dialogue between two friends discussing their hobbies?

Zaroon : Assalam-O-Alaikum! How are you?

Hannan : Wa'alaikum-us-Sallam! I am perfectly fine thank you.

Zaroon : How's the days are going?

Hannan : Nothing is special!

Zaroon : what are you doing nowadays?

Hannan : I am doing a laboratory training in hospital and what about what are you doing now?

Zaroon : I am handly my dead's business.

Q3. Write a dialogue between two friends discussing their hobbies?

Hannan : wow! The sounds good.

Zaroon : thank you!

Hannan : ok see you later.

Zaroon : ok! Allah hafiz

Hannan : Khuda hafiz.

Q4. What is communication? Describe the process of communication and types of communication?

(Ans) **COMMUNICATION:-**

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.

TYPES OF COMMUNICATION:-

:- Spoken or Verbal Communication:-

Which includes face to face, telephone, radio or television and other media.

Q4. What is communication? Describe the process of communication and types of communication?

:- Non-Verbal Communication:-

Covering body language, gestured, how we dress or act, where we stand, and even our scent.

:- Written Communication:-

Which includes letters, e-mails, social media, books, magazines the internet and other media.

Q4. What is communication? Describe the process of communication and types of communication?

PROCESS OF COMMUNICATION:-

A message or communication is sent by sender through a communication channels 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 receivers then decodes the message to understand its meaning and significance.

Misunderstanding can occur at any stage of the communication process.