**Class :BS MLT Semester:2nd Section: B**

**Subject: Communication Skills**

**Mid Term Assignment Total Marks:30**

**NAME;- JAMSHAID ALI .**

 **ROLL NO:- 16869.**

 **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.

 P .v = The wound man was being helped by some boys.

1. The thief was caught.

A. v = You caught the thief.

1. Little strokes fell great oaks.

 P.v = Okes are felt by lettle strokes.

1. The trees were blown down by the wind.

 A. v = Wind blew the trees.

 5. One cannot gather grapes from thistles.

 P. v = Grapes can't be gathered by thistles .

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

 (05)

1. He said, ‘Will you listen to such a man.’

 Ind = He asked if we 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.’

Ind = The examiner ordered not to bring book into the room nor ask him questions about what he had told him to do .

1. He said to us, ‘Why are you all sitting about there doing nothing?’

Ind = He asked 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.

 Ind = His master ordered him to go down to bazar and bring him some oil and lume of ice.

1. He said, ‘Oh! that’s a nuisance.’

 Ind = He exclaimed with wounder that's a nuisance.

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

 Ans = DIALOGUE:-

 A dialogue is a conversation or set of word spoken between two or more characters . It represents actual speech. Hence the form language used in colloquial or conversation.

 AZIZ - Hay aziz , you are not looking very good today. What's wrong?

 AYUB - Ayob , I am not feeling very well , I feel sick.

 AZIZ- Oh , really what's wrong. ?

 AYUB - Ooh , My head hurt so much. And I have stomach aches.

 AZIZ- Oh , You look really bad .

 AYUB - Yes I feel awful. I haven't felt this bad in a long time.

 AZIZ- I think I should take you to see the doctor immediately.

 AYUB- Thank you , can you drive me ?

 AZIZ - Sure, Let's go and see what the doctor says.

 AYUB- oooooh ! It hurts so much!

 I don't know if I can take the pain anymore.

 AZIZ - Please , stop whining. Go get your coat and meet me out at the car.

 AYUB- Yes ,

 IT THE DOCTOR OFFICE

 Doctor - Hello, my name is doctor Shafiq. Please set down oer here.

 AYUB- Thanks doctor, my name is ayub .

 DOCTOR - How can I help you.

 AYUB- Well doctor, I am not feeling very well. Infact , I feel terrible .

 DOCTOR - I see , And what symptoms are you having.

 AYUB- WELL , My head hurts really bad. And I have a stomach aches .

 DOCTOR - I see, okey . Let me take a look say aww.!

 AYUB- Awww .

 DOCTOR- Ohhhhhh , It look pretty bad let me check you pulse.

 Hmmm .Not good well .

 Well , ayub . It look like you have the flu .

 You have to stay home from work for around a week until you get better .

 DOCTOR- You may be the front counter and get your medicine now.

 AYUB- Well , ok doctor.

 THANK YOU.

 GOOD BYE.

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

 Ans = COMMUNICATION:-

 1. The imparting or exchanging of information by speaking writing or using some other medium.

2. Communication is the process of interchanging information, idea , feelings and opinions, with or without the use of word i.e signals .

 THE PROCESS OF COMMUNICATION:-

 1 . SENDER . 2. ENCODING. 3 . MESSAGE

 4 . DECODING. 5 . NOUSE . 6 . RESCEIVER.

 7 . FEED BACK .

 TYPE OF COMMUNICATION:-

 1 . VERBAL COMMUNICATION.

 2 . NON VERBAL COMMUNICATION.

1 . VERBAL COMMUNICATION:-

 Communication with the use of word and language to communicate messages to other party is called verbal communication.

 TYPE OF VERBAL COMMUNICATION:-

 1 . ORAL COMMUNICATION:-

 \* Face to face conversation.

 \* Telephone conversation.

 \* voice chat conversation on WhatsApp.

 2 . WRITING COMMUNICATION:-

 \* Letter.

 \* Report.

 \* Type of message etc.

 TYPE OF NON VERBAL COMMUNICATION:-

 1. KINESICS:-

 Communication through body gestures, postures, smileys, emotions etc.

 2 . ARTIFACTS:-

 Physical item that can act as implicit communication devices.

 3 . PROXEMICS:-

 The distance maintained by the a person in communication process.

 4 . CHRONEMICS:-

 How pactual a person is ? It present a good image a silent communication.

 5 . VOCALICS :-

 Tone and pitch of a person voice.

 6 . HEPTICS:-

 The way by which people communication via touching.

**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)

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