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

**Subject: Communication Skills**

**Mid Term Assignment Total Marks:30**

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**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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