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Name	#	Asad Amin
ID	#	6962
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Department	#	Computer Science
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Q No 1 Differentiate letter and memo with proper logical elements and points?

Ans Both memo and letter are the important mean of the written communication. Memo is used for internal communication while letter is used for both internal and external communication. Though they are similar in many respects, still there are a number of dissimilarities. The major differences between them are discussed below:

Memo :-

Use : office memo is used in internal communication. It does not go outside the organization.

Scope : The scope of memo is limited within the organization.

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Presentation of message: Memo describes message without using any ornamental word.

Letter:-

Use: Letter are used both in internal and external communication.

Scope: Its scope is relatively wider than memo.

Presentation of message:- In some letters, ornamental words are used to express courtesy.

Points on Memo and Letter

Memo:-

→ Informing employees about company policy or process changes.

→ To make a request of all employees.

Letter:-

→ A letter is written message that can be handwritten or copied on paper.

→ Any such message that is transferred via post is a letter, a written conversation between two parties.

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Q No 2 How can we build our vocabulary, explain all the sources?

Ans:- Following the steps for building our vocabulary.

(1) Read as much as you can: Reading novels, magazines and other print material will introduce you to new words.

(2) Use helpful tools: Tools such as dictionaries and thesaurus can be very helpful when encountering an unfamiliar word. They define the word and provide its origin or "root".

(3) Maintain a journal of new words:

A list of new words reinforces those words in your memory and encourages you to expand a list.

(4) Learn a new word every day: There are tickets to learning a new word each day. Notice new word when you read or communicate.

(5) Word is root: - Most English words

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originate from either Latin or Greek.  
As mentioned above, learning roots of words can help is not only remembering them but also defining new ones.

(6) Fun Games:-

When relaxing, try doing crossword puzzles or other word games in print, and play word game with others from time to time.

(7) Talk, talk, talk:-

Discussing things with other people can provide you with new words and phrases, especially when different dialects and native languages are used.

(8) Practice, practice:-

You must continuously use new words that you have learned to ensure that they are kept in your memory.

Q No 3

What are the qualities of a good precis? explain?

Ans

Qualities of a good precis :-

A good precis shows the writing skills of a person. It must have following qualities:

(1) Clarity :-

Clarity means getting your message across so that the receiver can understand what they writer is trying to convey.

(2) Correctness :-

Mistakes in your writing irritate the reader. We may consider the mistakes under the following headings:

- Misspelled words
- Mistakes in figures and dates
- Mistakes of grammar and structure

(3) Objectivity :-

Objectivity means the ability to present or view facts uncoloured by feelings, opinions and personal bias.

(4) Coherence :-

Coherence means the logical and clear interconnections of ideas in

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a written piece of work.

(5) Completeness :-

Another striking feature of a good precis is completeness. Completeness means that writer should include all the important facts in a precis. To make it short he should not omit the important ideas.

(6) Conciseness :-

Conciseness means to say all that need to be said and no more. The writer should write what is necessary and avoid writing unnecessary details. To achieve conciseness, notice the following suggestions:

- Omitting unnecessary details.
- Avoid unnecessary repetition.

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Q No 4 How is intensive reading different from extensive reading?

Ans Following the difference b/w intensive and extensive reading:

Intensive Reading

Extensive Reading

→ Intensive Reading is a reading method wherein

learners are supported to read short but carefully and deeply so as again maximum understanding

→ Comprehensive for understanding the literal meaning of the text.

→ Extensive reading is an approach to language learning in which long text and a large amount of material are read by the student for general understanding

→ Supplementary for acquiring information or for pleasure.

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Q No 5 Differentiate b/w Verbal and Non Verbal Communication?

Following the difference b/w verbal and non verbal communication.

Verbal Communication

→ Verbal Communication involves the use of words or speech or auditory language to express emotions or thoughts or exchange information.

→ Formal as well as informal very impactfull as it is documented

Non-Verbal Communication.

→ Non-Verbal Communication involves the use of visual or non verbal cues such as facial expression, eye or body movements, gestures and many more without speaking

→ Informal very Comprehensive as it shows the actual emotions of the persons.