

Department of Electrical Engineering

Final term Assignment

Date: 30/06/2020

Course Details

Course Title: Communication Skills

Module: 2

Total Marks: 50

Student Details

Name:

Student ID:

Note: Plagiarized work is not acceptable.

Q1	In many interpersonal encounters, the first few minutes are extremely important. How do you maintain the success of verbal communication for further interaction?	Marks 10
		CLO 2
Q2	Which form of communication is as old as the Mesolithic and complex human psychology involves in it? Define the form of communication and explain that how does the types of this form of communication change the society and individual?	Marks 10
		CLO 2
Q3	People all the times write proposals to clients, memos to senior executives and constant flow of emails to colleagues. How can you ensure that your Business Writing is as clear and effective as possible? How do you make your Business communications stand out?	Marks 10
		CLO 2
Q4	Public speaking, some people love it, some are terrified by it. There are so many articles regarding how to prepare yourself for speaking engagements that it's overwhelming. But what strategies and techniques do you think are proven to be successful when addressing to a group of people?	Marks 10
		CLO 2
Q5	Public Service Commission Lahore has advertised the vacancies for the Accountant. On the basis of the ad, decide which of your skills and experiences you should discuss to convince the Secretary that you are the person for the job. Create a resume.	Marks 10
		CLO 2