



UNIVERSITY OF THE PUNJAB

B.S. 4 Years Program : Third Semester – Fall 2021

Roll No.

Paper: English-III (Advance Communication Skills)

Course Code: ENG-201

Time: 3 Hrs. Marks: 60

Q.1. Answers the following short questions: (6x5=30)

- 1) What are the non-verbal strategies used during the presentations?
- 2) How will you prove to the interviewer that you are the right person to be awarded the scholarship?
- 3) In an interview, how should the question about the salary expectation be tackled? Is it wise to demand a huge salary package?
- 4) What is a short report?
- 5) What is the standard way to mention date in formal letters?
- 6) Do you think a presenter should look directly into the eyes of the audience while presenting? State reasons to support your answer.

Q.2. Answer the following questions. (3x10=30)

- 1) Write a report on the quality of food served in the cafeteria of your institute.
- 2) Write a letter to the newspaper editor about the difference in the mediums of education that is causing trouble in society.
- 3) Write your CV, mentioning qualification and skills that will prove you to be a suitable candidate for the job in your relevant field.