



# UNIVERSITY OF THE PUNJAB

Third Semester – 2019

Examination: B.S. 4 Years Program

Roll No. in Fig. ....

Roll No. in Words. ....

**PAPER: English-III (Advance Communication Skills)**  
**Course Code: ENG-201/21103 Part-I (Compulsory)**

**MAX. TIME: 15 Min.**  
**MAX. MARKS: 10**

.....  
Signature of Supdt.:

**Attempt this Paper on this Question Sheet only.**

**Please encircle the correct option. Division of marks is given in front of each question.**

**This Paper will be collected back after expiry of time limit mentioned above.**

**Q 1 (a) Mark the following statements as True or False. (5)**

- (i) The first impression of an interviewer is based on what the interviewee is wearing, so the interviewee should dress-up professionally even if the work environment is casual. \_\_\_\_\_
- (ii) Present irrelevant and detailed information about yourself and your family in your CV. \_\_\_\_\_
- (iii) It is important to do full rehearsal before finalizing your presentation. \_\_\_\_\_
- (iv) Using too many gestures in a presentation can be distracting. \_\_\_\_\_
- (v) A formal letter is a letter to a friend asking about her well-being. \_\_\_\_\_

**Q 1 (b) Define the following: (5)**

- (i) Resume' \_\_\_\_\_  
\_\_\_\_\_
- (ii) Posture (with reference to presentation) \_\_\_\_\_  
\_\_\_\_\_
- (iii) Short Report \_\_\_\_\_  
\_\_\_\_\_
- (iv) Cover Letter \_\_\_\_\_  
\_\_\_\_\_
- (v) Speaking effectively \_\_\_\_\_  
\_\_\_\_\_



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Third Semester – 2019

Examination: B.S. 4 Years Program

Roll No. ....

PAPER: English-III (Advance Communication Skills)

Course Code: ENG-201/21103 Part – II

MAX. TIME: 2 Hrs. 45 Min.

MAX. MARKS: 50

**ATTEMPT THIS (SUBJECTIVE) ON THE SEPARATE ANSWER SHEET PROVIDED**

Q2 Write short answers to the following questions: (20)

- (i) How will you engage your audience in an Oral Presentation?
- (ii) What should an interviewee avoid while appearing for an interview?
- (iii) What strategies one can use to make presentation more interesting?
- (iv) How will you justify that you deserve a scholarship to an interviewer?

Q3 Write a short report on any one of the following topic : (10)

- (i) Electricity crisis in Pakistan
- (ii) The consequences of rapid population growth in Pakistan.

Q4 Write a letter to the Editor of a Newspaper discussing the contemporary issues of Pakistan. (10)

Q5 Prepare a CV for the following: (10)

**SALES MANAGER REQUIRED**

Candidate who has done BS with at least 5-8 years of experience preferably in food industry. The candidate should possess:

- Excellent sales and negotiation skills.
- Good business sense.
- The ability to motivate and lead a team.
- Initiative and enthusiasm.
- Excellent communication.
- Good planning and organizational skills.
- The ability to work calmly under pressure.