



**THE ANSWERS MUST BE ATTEMPTED ON THE ANSWER SHEET PROVIDED**

**Q.1. Write short note on the following.**

**(6x5=30)**

- i. Sages of making oral presentation.
- ii. Non-Verbal delivery.
- iii. Format of a MEMO.
- iv. Interpersonal communication.
- v. Status related Symbols in Non-Verbal Communication.
- vi. Slang.

**Q.2. Answer the following questions.**

**(2x15=30)**

- i. Write three connected paragraphs on LOYALTY.
- ii. Write a letter from the Sub Divisional Officer (WAPDA) to SSP (Lahore) asking him to pay the remaining electricity dues residence otherwise necessary action can be taken.