



UNIVERSITY OF THE PUNJAB

First Semester – 2019

Examination: B.S. 4 Years Program

Roll No. in Fig.

Roll No. in Words.

PAPER: Writing Workshop (IT)
Course Code: ENG-121 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) Encircle the right answer, cutting and overwriting is not allowed. (5x1=5)

1. He always cried when he ---- a baby.
a. got b. was c. were
2. Is this coffee mine or _____?
a. you b. your c. yours d. your's
3. which is correct?
a. maintainance b. maintanence c. maintenance
4. Which of the following adjectives ending in -ful doesn't exist?
a. painful b. beautiful c. funful d. fruitful
5. I've been studying English for 2 years now, and I still can't _____ it very well.
a. talk b. say c. tell d. speak

Q.1(b) Fill in the blanks with correct answer. (5x1=5)

1. Choose whether the underlined word an adjective or a verb: His arm is injured. (Adjective or verb)

2. Complete the sentence using serious/seriously: The driver of the car was _____ injured.

3. What is the meaning of "money burning a hole in the pockets"?

4. Mr. Parks' lessons are really _____. I hate his lessons. (bore)

5. Make these two sentences into one using the conjunction "because": The Harrisons were having a party. Their daughter was getting engaged.



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MAX. TIME: 2 Hrs. 45 Min.
MAX. MARKS: 50

ATTEMPT THIS (SUBJECTIVE) ON THE SEPARATE ANSWER SHEET PROVIDED

Q.2. Questions with Short Answers.

(5x4=20)

1. What problems could result from using visual aids during your presentations?
2. How would you cater to the different needs of your audience *while* sending the message?
3. What is importance of culture in nonverbal communication?
4. Who is encoder and decoder of a message in a communication process?
5. In which directions information flows in internal communication?

Q.3. Questions with Brief Answers.

(3x10=30)

1. Being HR manager of your company, write a short memo of 50 - 60 to your subordinate to send you the list of short listed candidates for an IT manager's post.
2. Write an essay on one of the following topics. Word limit 250-300.
 - Some people think that the automobile has improved modern life. Others think that the automobile has caused serious problems. What is your opinion? Use specific reasons and examples to support your answer.
 - What do you want **most** in a friend - someone who is intelligent, or someone who has a sense of humor, or someone who is reliable? Which **one** of these characteristics is most important to you? Use reasons and specific examples to explain your choice.
 - Do you agree or disagree with the following statement? Television has destroyed communication among friends and family. Use specific reasons and examples to support your opinion.
3. A foreign visitor has only one day to spend in your country. Where should this visitor go on that day? Why? Use specific reasons and details to support your choice. Think about an event in your life that seemed bad but turned out to be good. Maybe you got injured and while you were waiting for your broken leg to heal, you learned how to use a computer. What makes the event change from bad to good may be something that you learned as a result, something that you did differently as a result, or something that happened that wouldn't have occurred otherwise. Tell the story of the event that you experienced and help your readers understand how an event that seemed negative turn out to have valuable consequences.



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MAX. MARKS: 10

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Q.1 Encircle the right answer, cutting and overwriting is not allowed. (10x1=10)

1. It is dark in here. We need to turn on the LIGHT.
 - a. verb
 - b. pronoun
 - c. adjective
 - d. noun

2. I think I know ___ he left the job.
 - a. why
 - b. until
 - c. where

3. How did he ___ their bad behavior.
 - a. come to
 - b. account for
 - c. jot down

4. As soon as I ___ home, it started to rain heavily.
 - a. get
 - b. got
 - c. will have gotten

5. around the clock
The cafe is open around the clock, so
 - a. it's open 24 hours a day
 - b. it's located around a clock tower
 - c. it opens whenever a customer comes

6. The government is encouraging everyone to _____ water by not washing their cars.
 - a. waste
 - b. save
 - c. spends

7. ___ mine.
 - a. its
 - b. It's
 - c. Either could be used here.

8. It is easy to give _____, but not so easy to take it.
 - a. Advice
 - b. Advise

9. I live half of a mile from here.
 - a) half
 - b) of
 - c) a

10. It _____ since yesterday.
 - a) Is raining
 - b) Has been raining
 - c) Have been raining
 - d) Was raining



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ATTEMPT THIS (SUBJECTIVE) ON THE SEPARATE ANSWER SHEET PROVIDED

Q.2 Give short answers of the following questions.

(5x4=20)

1. How can you as receiver help a sender successfully communicate a message?
2. Differentiate between Conversation and Communication with the help of an example.
3. Internationally considering; what types of places, food and drink are appropriate for the business entertainment?
4. Define global communication.
5. What are the potential barriers to effective nonverbal communication?

Q.3 Give brief answers of the following questions.

(3x10=30)

1. Write an application to the principal asking him to let you pay your fee in installments. Give solid reasons for this request.
2. Write an essay on ONE of the topics. Words limit 300- 350
 - A foreign visitor has only one day to spend in your country. Where should this visitor go on that day? Why? Use specific reasons and details to support your choice.
 - Do you agree or disagree with the following statement? One should never judge a person by external appearances. Use specific reasons and details to support your answer.
3. Think of a big problem that one of your friends had to face and write a story in which your hero battles with that problem. Keep in mind stylistic structure, spelling and punctuation. Word limit is 300 wo