



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

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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.