



# UNIVERSITY OF THE PUNJAB

B.S. 4 Years Program / Second Semester – 2019

Paper: Communication Skills

Course Code: ENG-112 A Part – I (Compulsory)

Time: 15 Min. Marks: 10

Roll No. in Fig. ....

Roll No. in Words. ....

Signature of Supdt.: .....

**ATTEMPT THIS PAPER ON THIS QUESTION SHEET ONLY.**

**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. Choose the correction option only.**

**(10x1=10)**

- i. A topic sentence is made up of \_\_\_\_\_
  - a) Supporting details
  - b) Topic and the controlling idea
  - c) Examples
  - d) Concluding line
- ii. In impromptu presentation is a \_\_\_\_\_
  - a) Prepared presentation
  - b) Reading presentation
  - c) Memorized presentation
  - d) Unprepared presentation.
- iii. A cover letter is attached along \_\_\_\_\_
  - a) A follow up letter
  - b) A CV
  - c) A personal letter
  - d) None of the above
- iv. Subject in a letter states \_\_\_\_\_
  - a) The purpose or topic of the letter
  - b) The greeting
  - c) Inside address
  - d) Date line
- v. Before taking minutes the concerned person should \_\_\_\_\_
  - a) Mark the attendance of all attendees
  - b) Should not mark the attendance
  - c) None of the above
  - d) Take resumes from everyone
- vi. Inside Address is \_\_\_\_\_
  - a) The writers own address
  - b) The address of the receiver
  - c) The salutation
  - d) The subject
- vii. A resume is \_\_\_\_\_
  - a) A list of your personal details, education, skills and experience
  - b) A letter that highlights briefly your skills
  - c) States your skills only
  - d) States education only
- viii. Taking minutes means \_\_\_\_\_
  - a) Taking down important points in a meeting
  - b) Report
  - c) Resume
  - d) Short letter to convey information within an organization
- ix. Non- verbal communication means \_\_\_\_\_
  - a) Using spoken words
  - b) Using written words
  - c) Using body movements, eye movements.
  - d) voice
- x. A memo is \_\_\_\_\_
  - a) A short note to convey information within an organization
  - b) A resume
  - c) A cover letter
  - d) A follow up letter



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

**Q.2. Answer the following short questions: (4x5=20)**

- i. What are the different purposes of oral presentation.
- ii. What are the different parts of a memo?
- iii. What is the difference between thesis statement and a topic sentence?
- iv. Explain the parts of a cover letter?

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

- i. Write a paragraph on anyone of the following topic:  
a) Eid Festivals      b) Child Labor Games
- ii. Write a summary of the following paragraph.

Education brings a lot of benefits to society. Educated people can easily understand their rights and duties in society, and can act for the good of others and of themselves. For example, a well-educated person will not like to break a rule of traffic when he reads it on a road crossing while driving his vehicle. He will realize that if he breaks the rule knowing it to be very much there, others looking at him would also like to break it, and it might result in dangerous accidents on roads. Educated person can follow the programs of political parties in general elections and can vote wisely and properly. They cannot easily be deceived by clever politicians at all. They vote as they think in the best interest of the country and the nation, and thus they elect the most suitable candidates for their assemblies. Educated people are better workers than illiterate people in factories and on farms. They can learn easily how to work new machines according to new methods in factories and farms. Thus they can easily increase the production of things and daily use and of good grains. We should therefore, try to educate our people as early as possible. It would be very good indeed to have adult education fit in our cities, towns, villages. If our resources permit, we may also introduce compulsory universal education up to Matric.

- iii. Write a letter of application to your teacher requesting them to arrange a resit exam for you. Give reasons why you missed the exam.



# UNIVERSITY OF THE PUNJAB

B.S. 4 Years Program / Second Semester – 2019

PAPER: English -II (Academic Reading and Writing)

Course Code: ENG-112 / ENG-12102 Part – I (Compulsory) Time: 15 Min. Marks: 10

Roll No. in Fig. ....

Roll No. in Words. ....

Signature of Supdt.:

**ATTEMPT THIS PAPER ON THIS QUESTION SHEET ONLY.**

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**Q.1.(a) Tick the appropriate option only. (4x1=4)**

- i. Apocalypse means:  
i) end times ii) discovery iii) holocaust iv) eclipse
- ii. Monarchy means:  
i) church ii) ruling class iii) money iv) kingship
- iii. Bewilder  
i) wilderness ii) confuse iii) wasted iv) colourful
- iv. Precipitate means:  
i) vertical cliff ii) hasten iii) participate iv) discord

**(b) Fill in the blanks with appropriate word/word form/phrasal verb. (6x1=6)**

- i. Macro is ----- (go) establish a new store in Karachi.
- ii. Well, I'd better hurry. My lesson will ----- (start) in five minutes.
- iii. She's smart but she ----- (not) have fair colour.
- iv. The traffic warden told me ----- (not/park) the car on the road.
- v. Shakespeare ----- (say) that there was no such thing as society.
- vi. Tom ----- (decide/ have party) for all his friends.



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

**Section-I**

- Q-2 Give Short answers to the following questions: 10x 2 (20)**
- i) Summarize the details of autobiographical article of Martin Amis 'Emergency Landing' of his 737 with special reference to his style of writing (Ref: Unit:13)
  - ii) What are the main effects of factory farming on animal health with reference to 'Brave New Farm' and battle to control bacteria build-up (passage B Practice Unit 3)

**Section-II**

- Q-3 Answer the following questions briefly. 10 x 3 (30)**
- i) How to remove hurdles in improving reading as an academic skill.
  - ii) Briefly explain structure of a paragraph and method to develop a good paragraph.
  - iii) Write a paragraph on any one of the given topics:  
Money Devaluation & Economy  
Sports & Education  
Causes of Price-Hike (Word Limit= upto 120 words)