



TERMINAL EXAMINATION – SPRING 2019

Class: BSCS/BSSE
Subject: Communication Skills
Total Time Allowed: 180 Minutes
Name: AHMER IQBAL

Date: 27-06-2019
Instructor: M. Uzman Latif
Max Marks: 50
Registration # SP18-BSE-002

Note: Be specific and stick to the point. Generalization will not be accepted.

SECTION-A
SHORT ANSWER QUESTIONS
(Marks: 30)

Q. No 1: Answer these questions briefly.

(10 x 3 = 30)

1. You're invited on the stage to speak without serving a prior notice, what mode of delivery would best suit to address the situation?
2. Visual Aids are complementary part of any presentation, what are some popular types of Visual Aids?
3. Specify the name given to the "Thoughtful Consideration".
4. In a business presentation or a gathering, what substitute of words can be adopted to best clear the point? How can a big paragraph or narrative can be replaced and represented effectively?
5. You are directed to draft a business letter, what principles would you apply to make that business letter effective?
6. State two advantages of using Overhead Transparencies in Oral Presentations.
7. What are Transitions?
8. Define Builds.
9. At the end of a presentation when question answer session starts, a person raises and asks a question that is annoying, what should be the way of presenter to handle this situation?
10. On a long weekend day, you're bored and are desperate to make a change in your mood. What type of reading would you opt for pleasure?

SECTION-B
SUBJECTIVE (Marks: 20)

- Q. No. 2: Write down the directions to write "Readable Contents." (05)
- Q. No. 3: Nervousness is one of the factors that can spoil a presentation, state any five ways to overcome Anxiety. (05)
- Q. No. 4: Define Communication. Name its types and Discuss in detail Verbal Communication. (2+2+6 = 10)