



COMSATS University Islamabad, Vehari Campus

Department of Humanities

FIRST SESSIONAL EXAMINATION – SPRING 2019

Class: BSSE/BSCS
Subject: Communication Skills
Time Allowed: 1 Hour
Name: Ahmer Iqbal

Date: 19-03-2019
Instructor: M. Uzman Latif
Max Marks: 20
Registration # SP18-BSE-002

SECTION-A SHORT ANSWER QUESTIONS (Marks: 10)

Note: Be concise and to the point. Answer should not be more than five lines.

Question No. 1. Write short answers of the following questions. (2x5=10)

- Why do we need to communicate in our daily or business life?
- Name any four barriers to effective communication.
- Provide any two guide lines to display **Courtesy** in business communication.
- Numerate the six stages of Communication Cycle.
- What are the two basic types of Communication?

SECTION-B SUBJECTIVE (Marks: 10)

Question No. 2. What is Effective Business Communication? Describe at least four ways to overcome communication barriers. (2+8=10)

(Good Luck)