



Class: BSCS/BSSE
Subject: Communication Skills
Total Time Allowed: 90 Minutes
Name: Ahmer Iqbal

Date: 30-04-2019
Instructor: M. Uzman Latif
Max Marks: 20
Registration # SP18-BSE-002

SECTION-A
SHORT ANSWER QUESTIONS
(Marks: 06)

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

Q. No. 01: Write short answers of the following questions. (2x3=06)

1. What essential points help us in developing an Audience Profile? Mention any four.
2. Define “Empathic Listening” and give an example of this type of listening.
3. What 06 fundamental facial expressions are globally recognized? Name them.

SECTION-B
SUBJECTIVE
(Marks: 14)

Q. No. 02: Name any four types of Non-Verbal Communication and explain any *three* of them. (06)

Q. No. 03: What are the differences in the pattern, structure and utilization of a Letter and a Memo? Mention at least *eight* differences among the two. (08)

(Good Luck)