

Mids.

There will be 10 multiple choice questions in objective from the notes of communication skills and reading techniques. However, students might expect five short questions and CV writing, précis writing and paragraph writing as Long questions.

Objective.

Multiple Choice Questions. (10)

1. Books and pamphlets are included within:

- a) Written communication
- b) Verbal communication
- c) Visual communication
- d) None of these

2. How many Cs of communication are there:

- a) 5
- b) 6
- c) 7
- d) 8

3. Consideration of the viewpoints of the recipient and taking care of its background is included in:

- a) Concreteness
- b) Courtesy
- c) Concision
- d) Completeness

4. Example of visual communication is:

- a) Blogs
- b) Brochures
- c) Graphs
- d) pamphlets

5. How many types of communication are there:

- a) 2
- b) 3
- c) 4
- d) 5

6. Reading only the headlines of the newspaper is called:

- a) Scanning
- b) Intensive reading
- c) Extensive reading
- d) None of these

7. Looking for a word in dictionary is an example of:

- a) Skimming
- b) Scanning
- c) Speed reading
- d) Both a and b

8. Which of the reading techniques is the broadest of all?

- a) Intensive reading
- b) Scanning
- c) Speed reading
- d) Both a and c

9. Example of sub-vocalisation is?

- a) Reading a book
- b) Reading a text message
- c) Recitation in heart
- d) Sounding out

10. Task-based reading is?

- a) Intensive reading
- b) Skimming
- c) Extensive
- d) Scanning

Subjective.

Give short answers to the following questions. (10)

1. Define skimming with one example.
2. Differentiate between verbal and nonverbal communication.
3. What is communication. Give one example.
4. Give three examples for scanning.
5. What is the main difference between intensive reading and extensive reading.

An extensive question of 10 marks will be provided which could either be a topic to write paragraph on, to prepare CV, or to write the précis of the given passage.

Finals.

Objective.

Fill in the blanks according to the given types of conditionals using the verb provided in the brackets. (10)

- a) If you (send) ----- her a letter now she (receive) ----- it tomorrow (type 1)
- b) We (help) ----- you, if we (know) ----- how
- c) If you (study) ----- for the test, you (pass) ----- it
- d) Peggy (go) ----- shopping, if she (have) ----- time in the morning.
- e) If she (take) ----- the bus, she (not/arrive) ----- on time.

Fill in the gaps with suitable forms of verbs. (10)

- a) He (read) ----- since October.
- b) Hurry up! the bus (come) -----
- c) Tom (take) ----- a photograph of me, while I ----- (not/look)
- d) When we (go) ----- out, it (rain) -----
- e) This machine (not/work) -----
- f) Don't make noise because I (study) -----
- g) She (want) ----- to go home.
- h) Listen carefully, somebody (sing) -----

Subjective.

Give short answers to the following questions. (14)

- a) What is the purpose of a formal letter?
- b) Write the names of the main parts of the formal letter?
- c) What is a memo?
- d) What do you include in the action part of the memo?
- e) What do you understand by the term “meeting minutes”?
- f) What is meant by agenda items in the minute of meeting?
- g) Write the third rule of conditionals.

Write a thank you letter to the vice president of marketing Corporation telling him that the interview really went well and you are ambitious enough to work here. (8)

Write a memo to the salesman of a Departmental Store for the implementation of proper dress code considering the fact that you are the store manager. (8)