



National University of Computer & Emerging Sciences, Karachi
Spring 2023, CS-Department
Mid-Term II



6th April, 2023; 8:30 to 9:30 am

Course Code: SS152	Course Name: Communication and Presentation Skills
Instructor Name: Sameera Sultan, Faiza Mumtaz, Atifa Batool, Javed Iqbal, Javeria Ali, Khadija Shireen, & Huma Kamran	
Student Roll No:	Section No:

Instructions:

- Return the question paper.
- Write only the answers in your answer copy after putting the correct question number.
- Answer all the questions in the answer copy. There are 2 pages and 2 questions only.

Time: 1 hour

Max Marks: 35

(Q1/CLO1)

a) The following sentences are wordy. Rewrite the sentences them making them concise by eliminating wordiness and repetition. [5]

1. In spite of the fact that he has been living in this city for a long period of time, he still does not know the quickest way to get to the airport.
2. There are a large number of people who are interested in purchasing the new product that was recently released by the tech company.
3. It is my personal opinion that the educational system in this country is in need of some serious reform if we are to truly prepare students for success in the 21st century.
4. Despite the fact that the company had experienced significant financial losses in the previous quarter, they remained confident that their new marketing strategy would lead to increased revenue in the coming months.
5. In order to complete the assignment, it is necessary for you to read the entire book from cover to cover.

b) Rewrite all the following statements by making them more courteous and considerate. Use the strategies discussed in the course. [5]

1. I have noticed that there are always delays in the orders.
2. We are pleased to offer you the ability to sign up for health insurance online on our intranet.
3. You have failed to pay the dues for the month of July for your internet connection.
4. We have not received your cheque.
5. Each laboratory assistant must perform the experiment at least once before he teaches it to the class.

c) The following statements are vague and imprecise. Make them concrete using the strategies taught in the course. [5]

1. The student was very intelligent, and he secured good grades in the exam overall.
2. There are indications that the economy will improve if we work more in the IT sector.
3. Several employees praised Jack for his expertise.
4. The project is nearing completion.
5. The young generation prefers Instagram to Facebook for many reasons.

(Q2/CLO4)

a) Assume that you are working on a project under the supervision of a faculty member. The project aims to develop a website for the buying and selling of used educational books. You are the team leader and your team consists of four other members. Your faculty supervisor has asked you to organize a team meeting (meeting number 3) to discuss the progress

regarding this project. The teacher wants updates on your website design decisions. Your supervisor also wants to know what technical tools (web programming languages) your team has decided to use, and books of how many disciplines and subjects your website will include. Your team, however, feels that they require more time to complete the project and has asked you to include the time related issue in the agenda of the meeting. Prepare an agenda for this team meeting following the guidelines given by the faculty supervisor and the recommendation of your team. This agenda will then be emailed to your team and the faculty supervisor. Follow the format taught in the course. You are not required to write the invitation email. Just prepare and write the agenda. [10]

b) Choose the best answer for each statement. Write only the option alphabet in your answer copy. [5]

1. If properly executed, meetings can improve -----
a) the written word b) selective perception c) morale and productivity d) filtering
2. The ----- is the tool that controls the meeting.
a) minutes b) time sheet c) meeting agenda d) feedback
3. To prepare the agenda of the meeting, one should first -----
a) consider the interests of the team b) consider the likes and dislikes of the team
c) consider the needs of the team d) consider the type of meeting
4. Brainstorming meetings require -----
a) consensus of opinion b) problem solving mindset c) debates d) voting
5. An action item is -----
a) discussion on work to do b) task assigned to a member c) review of a report
d) both b and c

c) The table below contains a scenario describing a meeting type. Read the scenario and identify the type of meeting it represents. You can choose your answer from the options given below. [5]

Debrief Meeting/Kick-Off Meeting/Information Meeting/Delegate Work Meeting/Team Meeting

1.	The Alpha software development team meets informally to share updates, new client requirements, problems faced in developing the user interface and to decide the new project deadlines.
2.	The CFO of Alpha software decides on changing job description and assigning additional responsibilities to his/her team. S/he thus calls an urgent meeting to communicate the newly assigned tasks.
3.	The procurement manager wants to discuss with his team the causes of the unavailability of resources that led to delays in project delivery to the client. S/he wants to make sure the team reflects on their shortcomings and avoids such issues in the future.
4.	The first meeting is called by the Product development team, involving marketing, production and procurement departments, to review and finalize new product launch details.
5.	The senior marketing manager of Alpha software calls an intra-departmental meeting to share new sales targets and field work budget policies.

-----The End-----