

Name of Program: BSc (Hons) in Science

Name of Department: Department of Computer Science and Engineering (CSE)

Course code: ENGR-1111 / GED-1111

Course Title: English Reading and Speaking / Basic English

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Ans to the question no: 2(a)

Fear of public speaking is a common form of anxiety. It can range from slight nervousness to paralyzing fear and panic.

These steps may help:

Know your topic. The better you understand what you're talking about - and more you care about the topic - the less likely you'll make a mistake or get off

track. And if you do get lost, you'll be able to recover quickly.

Get organised. Ahead of time, carefully plan out the information you want to present, including any props, audio or visual aids.

The more organised you are, the less nervous you'll be. Practice and then practice, and then practice some more. Practice your complete presentation several times.

Do some deep breathing. This can be calming. Take two more deep slow breaths before you get up to the podium and during your speech.

Ans to the question no: 2(b)

How you end your speech sometimes matter the most because of the following reasons:

The conclusion of a speech functions as a summary of the most important points so that the audience can best remember them.

The end of your speech is going to be the audience's lasting impression of everything you've said. Use your conclusion as an opportunity to remind them of your

main points. Reiterating your introduction in your

conclusion will bring the audience mind back

to the overall purpose and message of

your speech.

If you end your speech without some kind of lead-up or indication that you are about to do so it can feel extremely abrupt and confusing to the audience. Make sure to give the audience closure with your ending

Ans to the question no: 3 (a)

Yes it is possible to find "common interest" the first meeting. Ask them about their dream Holiday. Asking this would reveal how adventurous or how boring they are. Maybe their dream holiday is to backpack and hike up in the mountains or maybe they want to relax on

Some beautiful beach or to be somewhere in a bustling area, whatever their answer in it will let you know a small chunk of their personality. Maybe from here you can continue your conversations and tell them about your travelling experiences too. Maybe you find some common interests too. Also ask them about their favourite fictional character which is great way to get to know the person well.

### Ans to the question no: 3 (b)

Yes I support the statement. Your attitude and behaviour can positively or negatively affect a person, their behaviour, their actions, their perception and even their attitudes.

A leader or team member who has positive attitudes towards other co-workers can positively influence those around them. Your smile can be a huge variable in someone's day. It can greatly affect whether they want to be or stay friends with you. You should always treat people how you want to be treated. Life is a boomerang. You may not always notice how



your actions influence someone to have a good day or make decision.

Ans to the question no: 4 (a)

we should shift formal to informal english because of informal english is required for us to communicate with our native English speaking friends. Also it is important for us to have everyday conversation with colleagues.

Example: when a speaker given to give a sudden speech. Then the speaker may use informal English. Because as the speaker is not prepared for that. it is also visible in writings. If the writer is in a

hurry or proofreading is avoided. Also when we send instant official messages. Sometimes informal English is used there as well.

### Ans to the question no: 4 (b)

Yes we should reflect on every conversation with someone. Reflecting in the process of paraphrasing and restating both the feelings and words of the speaker. The purposes of reflecting are

To allow the speaker to 'hear' their own thoughts and to focus on what they say and feel.



To show the speaker that you are trying to perceive the world as they see it and that you are doing your best to understand their messages. To encourage them to continue talking.

Reflecting doesn't involve you asking questions. Introducing a new topic or leading the conversation in another direction. Speakers are helped through reflecting as it not only allows them to feel understood, but it also gives them the opportunity to focus their ideas. This in turn helps them to direct their thoughts and further encourages them to continue speaking.