



Sir Syed University of Engineering & Technology
Faculty of Electrical and Computer Engineering
Department of Telecommunication Engineering/ Electronic Engineering

Midterm Examination Winter Session 2020-21

Subject	HS-201 Communication Skills	Program	BS (All Technology)
Instructor	Syed Sohail Ahmed	Semester	3 rd
Maximum Marks	30		
Start date & Time	Dec 28 th , 2020 at 2:00 PM	Submission Deadline	Dec 28 th , 2020 at 5:00 PM
Students must meet their submission deadline as there is no re-take or re-attempt after the deadline.			

IMPORTANT INSTRUCTIONS:

Read the Instructions carefully

- This paper contains **03** questions. You have to attempt all.
- Attempt All Questions on MS-Word. Font theme and size must be Times New Roman and 12 points respectively. Use line spacing 1.5. Convert file to PDF format before submitting.
- You may provide answers HANDWRITTEN. The scanned solution must be submitted in PDF file format (Use any suitable Mobile Application for Scanning)
- For Diagrams, you can use paper and share a clear visible snapshot in the same Answer Sheet.
- You may use mathematical mode typing in MS-Word to type the equations or numeric solution.
- Arrange questions and their subsequent parts in sequence.
- You may use your course text books, recommended reference books and lecture notes **without taking help from others**.
- Make sure that your answers are not plagiarized or copied from any other sources. In case of plagiarism, **ZERO** marks will be awarded.
- Provide relevant, original and conceptual answers, as this exam aims to test your ability to examine, explain, modify and develop concepts discussed during the course.
- Recheck your solution before submitting it on **VLE** to correct any content or language related errors.
- You must upload your answers via the **VLE** platform ONLY.
- **Please calculate the following values before you start solving the paper.** You may need these values during next 06 hours to solve different questions:

$$(i) A = C_1 + C_2$$

where,

C_1 = add all digits of your Batch e.g. 2+0+1+6 = 9 (If you are from 2016 Batch)

C_2 = add all digits of your Roll Number e.g. 0+4+9 = 13 (If your Roll Number is 049)

$$(ii) B = C_3$$

where,

C_3 = add all digits of your Date of Birth e.g. 0+6+0+8+2+0+0+0 = 16

(Date of Birth: 6th August 2000)

$$(iii) C = A/10 \quad \& \quad (iv) D = A/100$$

(You can round off the value of **D** to one decimal place)

You must follow "general guideline for students" before online examination and during online examination which had already shared by email and WhatsApp.

This paper has a total of 02 pages including this title page



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Q.No.1	(CLO_1): (Cognitive Level C3, i.e., Apply) (PLO_2: Problem Analysis)	(10 Marks)
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For the following task, **identify** the necessary direction of communication (downward, up word, horizontal), suggest an appropriate type (or types) of communication (casual conversation, formal interview ,meeting, workshop, web conference, instant message, memo, blog, bulletin board notice and so on) and briefly **explain** your suggestions.

- a) As a human resources manager, you want to announce details about this year's company Annual dinner.
- b) As director of internal communication, you want to convince top management of the need for internal executive blog.
- c) As Manager of communication you need to design poster for web conference.
- d) As a Training Manager, you want to announce workshop title "how to manage stress and improve performance in covid-19 for production department.

Q.No.2	(CLO_2): (Cognitive Level C6, i.e., Create) (PLO_10: Design of Solution)	(10 Marks)
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Communication is a process of transmitting and receiving verbal and nonverbal messages. It is considered effective when it achieves the desired reaction or response from the receivers. **Explain** the Components of communication consider an example that helps to understand with communication Process.

Q.No.3	(CLO_2): (Cognitive Level C6, i.e., Create) (PLO_8: Ethics)	(10 Marks)
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The receiver too can be guilty of erecting barriers during the interaction. Although this role in the initial phase is passive, he became active when he starts absorbing the information. He is equally to be blamed if the situation goes away and the communication comes to stop or causes miscommunication and some of the barriers create **elaborate** with examples.