**ASSIGNMENT # 02**

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**Class: BSCS-2nd-Morning**

**Section: 2019-23**

**Title: Communication Skills**

**Subject: ENG-421**

**SUBMITTED TO:**

**“Sir Adeel Shahzada”**

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Government College University, Faislabad.

Question#1

What is Glossary Building Technique?

**Answer:**

“A glossary, also known as a vocabulary or clavis **is a word list that includes helpful information.”**

It is an [alphabetized](https://www.thoughtco.com/what-is-alphabet-1689080) list of specialized terms with their [definitions](https://www.thoughtco.com/extended-definition-essays-and-speeches-1690696). In a [report](https://www.thoughtco.com/report-writing-1692046), [proposal](https://www.thoughtco.com/proposal-business-and-academic-writing-1691691), or book, the glossary is generally located after the [conclusion](https://www.thoughtco.com/what-is-conclusion-composition-1689903). A glossary is also known as a "clavis," which is from the Latin word for "key." "A good glossary, can define terms, spell out [abbreviations](https://www.thoughtco.com/what-is-abbreviation-1689046), and save us the embarrassment of [mispronouncing](https://www.thoughtco.com/what-is-a-mispronunciation-1691319) the shibboleths of our chosen professions."

## Importance of a Glossary

"Because you will have numerous readers with multiple levels of expertise, you must be concerned about your use of high-tech language (abbreviations, [acronyms](https://www.thoughtco.com/what-is-acronym-1689058), and terms). Although some of your readers will understand your terminology, others won't. However, if you define your terms each time you use them, two problems will occur: you will insult high-tech readers, and you will delay your audience as they read your text. To avoid these pitfalls, use a glossary."

**Techniques To be adopted:**

Following are some strategies that should be adopted to build the Glossary more concise.

* Lower case Letters:

Words in a glossary should not be capitalized unless they are proper nouns. So write affray instead of Affray, but write Crown Prosecution Service with first letter capitals.

* Singular form

Words should be in singular form unless they are always in plural form. So sunglasses should be sunglasses, but masks should be mask.

* Prove the Reliability:

It can be useful (for yourself, but especially for sharing with others) to note the reliability of a term or the confidence of a term. Most term bases will use a five star system to show how reliable a term is. I will put a question mark next to a term that I have seen that I cannot prove to be reliable.

* Do not use abbreviations in the glossary.

 Abbreviations should go in a separate list called “List of Abbreviations.” They do not belong in a glossary, as doing this can end up confusing the reader. If you have a lot of abbreviations in the main text, they should go in a list separate from the glossary.

* Put the terms in alphabetical order.

Once the definitions for the terms have been completed, you should place the terms in alphabetical order, starting with “A” and ending with “Z.” Having the glossary terms in alphabetical order will make it easier for the reader to flip through the terms to find the one they are looking for

* Place the glossary before or after the main text.

 Once you have formatted the glossary, you should place it either before or after the main text. Make sure the glossary appears in the Table of Contents for the paper as “Glossary” with the appropriate page numbers

* Do not use abbreviations in the glossary.

 Abbreviations should go in a separate list called “List of Abbreviations.” They do not belong in a glossary, as doing this can end up confusing the reader. If you have a lot of abbreviations in the main text, they should go in a list separate from the glossary.

* Determine your main audience.

If you’re writing for a group of peers in your profession, you don’t have to define every word that the average person may now. Conversely, if you’re writing for the general audience, make sure to include terms the public may not understand.

* Italicize or bold the terms in the glossary.

You can also format the glossary to be more user-friendly by italicizing or bolding the terms in the glossary. This can make the terms stand out from the definitions and make them easier to spot in the text. Choose either italicizing or bolding for the terms and stick to one formatting style so the glossary appears uniform

* Do not use abbreviations in the glossary.

Abbreviations should go in a separate list called “List of Abbreviations.” They do not belong in a glossary, as doing this can end up confusing the reader. If you have a lot of abbreviations in the main text, they should go in a list separate from the glossary

* Keep the definitions simple and reader-friendly.

Make sure the definitions are clear and tailored for the average reader. Do not use technical terms to define a term, as this will likely just confuse your reader. You do not want to sound like a dictionary or use language that is overly academic or technical. The definition should explain what the term means in the context of the main text in the simplest terms possible

Question#2

How to develop Presentation Strategies?

**Answer**

A presentation is the way of presenting a topic to an audience. It is typically a demonstration, introduction, lecture, or speech meant to inform, persuade, inspire, motivate, or to build good will or to present a new idea or product.

**Strategies**

 Presentation skills are just as important as the information you are presenting. Here are **best tips to improve your presentation skills**.

1. Practice!

Naturally, you'll want to rehearse your presentation multiple times. While it can be difficult for those with packed schedules to spare time to practice, it's essential if you want to deliver a rousing presentation. If you really want to sound great, write out your speech rather than taking chances winging it – if you get nervous about speaking, a script is your best friend.

2. Transform Nervous Energy Into Enthusiasm.

Studies have shown that an enthusiastic speech can win out over an eloquent one. Make sure that you’r as enthusiastic and energetic as possible before going on stage. Of course, individuals respond differently to caffeine overload, so know your own body before guzzling those monster energy drinks.

## **3. Attend Other Presentations.**

Try to attend some of the earlier talks by other presenters to scope out their presentation skills and get some context. This shows respect for your fellow presenters while also giving you a chance to feel out the audience.

## **4. Adjust to Your Surroundings.**

The more adjusted to your environment you are, the more comfortable you'll feel. Make sure to spend some in the room where you will be delivering your presentation. If possible, practice with the microphone and lighting, make sure you understand the seating and be aware of any distractions potentially posed by the venue (e.g., a noisy road outside)

## **5. Use Positive Visualization.**

## Instead of thinking "I'm going to be terrible out there" and visualizing yourself throwing up mid-presentation, imagine yourself getting tons of laughs while presenting with the enthusiasm. Positive thoughts can be incredibly effective.

## **6. Smile.**

Smiling increases endorphins, replacing anxiety with calm and making you feel good about your presentation. Smiling also exhibits confidence and enthusiasm to the crowd. And this tip works even if you're doing a webinar and people can't see you.

7. Work on Your Pauses.

When you're nervous, it's easy to speed up your presentation and end up talking too fast, which in turn causes you to run out of breath, get more nervous, and panic!

Don't be afraid to slow down and use pauses in your speech. Pausing can be used to emphasize certain points and to help your talk feel more conversational. If you feel yourself losing control of your pacing, just take a nice pause and keep cool.

8. Don’t Try to Cover Too Much Material.

Your presentations should be full of useful, insightful, and actionable information, but that doesn’t mean you should try to condense a vast and complex topic into a 10-minute presentation

9. Actively Engage the Audience.

People love to talk and make their opinions heard, but the nature of presentations can often seem like a one-sided proposition. It doesn’t have to be, though.

## Asking the audience what they think, inviting questions, and other means of welcoming audience participation can boost engagement and make attendees feel like a part of a conversation.

## **10. Hook your audience.**

The purpose of the hook is to “grab” the attention of the audience. The best presenters intrigue the audience with a story or problem at the outset and use the presentation to address that problem

**11. Speak clearly.**

 We all use fillers such as “uh” and “um” without noticing. To learn to speak well, practice as much as possible and ask for feedback on your diction. Consider watching TED Talks, short clips of fascinating stories whose presenters are highly coached in public speaking. Use specific statements to key in the audience on important points, such as, “If you remember anything from this talk, I want you to remember.

## **12. Drink Water.**

Dry mouth is a common result of anxiety. Prevent cottonmouth blues by staying hydrated and drinking plenty of water before your talk (just don't forget to hit the bathroom before starting). Keep a bottle of water at arm's reach while presenting in case you get dry mouth while chatting up a storm.

## **13. Challenge the Sympathetic Audiences:**

One of the hardest fears to shake when speaking in public is that the audience is secretly waiting to laugh at your missteps or mistakes. Fortunately, this isn’t the case in the vast majority of presentations.

Question#3

Self Writing System Makes a Man Perfect. (Elaborate)?

**Answer:**

Although it may appear at first that the people who have the most to benefit from writing are writers, managers, businessmen, journalists, or keynote speakers, that cannot be further from the truth. Each and every one of us can take away something from developing and honing our writing skills, even it’s just a simple practice of keeping a journal from. The following list contains seven reasons why good writing skills can improve your life, and make you a well-rounded, happier individual.

1. Writing helps you clear your mind

We've all sometimes felt the need to vent and speak our minds in order to get our point across. Well, writing can help you do that. Try and write down all of your thoughts, grievances, doubts, fantasies, and pretty much everything else that crosses your mind. Just write, without thinking about what lands on paper or your computer screen. It may seem like the end result is something pretty chaotic, but that’s not the point. The point is for you to clear your mind, so that you can go about your day, working, solving problems, and just enjoying life. Without all those thoughts in the back of your head distracting you, you will find it easier to work and focus, no matter what your profession is.

2. Writing will help you recover memories

You will be surprised at how writing is able to bring back old and almost forgotten memories. Before you know it, a certain word or a phrase you’ve put down on paper will trigger some other memory you would never have thought of otherwise. Some of those memories won’t be pleasant, but you will be able to look at them from a distance and put them perspective, and ponder how much you have learned from those experiences.

3. You will be able to stockpile ideas

It is a good rule of thumb to always write down ideas that pop up out of nowhere because you will be less likely to forget about them that way. You can try and keep them inside your head but, seeing as we live in a digital age, we process an insane amount of information. We are bound to forget most of them, and that includes some great and precious ideas. However, when you write them down, you will not only save them from being forgotten, but it will be easier for you to develop them and connect them with one another. You can even come up with new ones through brainstorming.

4. Put your life events into perspective

One of the most basic examples of this is keeping a journal, but it’s not the only way of putting things into perspective. Writing fiction will also help you analyze things and look at them from a different point of view. You will be able to draw parallels between those fictional events and situations, and those which took place for real in your life. This will help you look at them in a more objective light.

5. Improve your verbal and written skills

When you are writing something down, you become more careful in choosing the right words. This means your writing will be more eloquent, concise, and elegant than your actual speech. But, if you keep at it long enough, plenty of those beautifully put together words, phrases, and sentences will begin to find their way in into your verbal communication skills. You will start to use an expanded vocabulary, which will leave a better impression of you on the person you are communicating with. Both your personal and professional lives stand to benefit from this.

6. You will feel like you have accomplished something:You know that pleasant sense of accomplishment after building or fixing something, or winning a simple game? You will also get that feeling once you finish writing a short story, your daily blog post, or your latest journal entry. Those who are more ambitious can take on writing a novel, or a book, which is even more satisfying and brings a greater sense of accomplishment. But, for the time being, stick to shorter forms and, who knows, you might even be able to publish some of your work down the line, or earn some money on the side thanks to your writing skills.

7. it’s a great mental exercise

Keeping in shape doesn’t just apply to exercising your body regularly. You can do the same for you mind as well. Writing activates a number of different cognitive processes, and unleashes your creativity. All of this will keep your brain sharp and active, and it can even act as a preventative measure against some mental illnesses, such as Alzheimer's or dementia.

Question#4

Describe about the Method of Organizing Notes. (Elaborate)?

**Answer:**

Note-taking is one of the most important activities for students. There are a variety of reasons for it but we only want to highlight the most important one here: Taking notes will help you recall information that would otherwise be lost. Taking notes in the right way isn’t as easy as it sounds. It isn’t simply about jotting down everything that you hear. Taking notes is about summarising core concepts as precisely as possible in your own words.

**By following these simple steps you can easily turn a mess of information, or even just average study notes, into super study tools.**

## Note-taking methods

## The Outline method

The Outline method is one of the best and most popular note-taking methods for college students. It lets you organize your notes in a structured form, helping you save a lot of time for further reviewing and editing. As the name suggests, this method requires you to structure your notes in form of an outline by using bullet points to represent different topics and their subtopics. Start writing main topics on the far left of the page and add related subtopic in bullet points below using indents.

## 2. The Cornell Method

. It is a unique note-taking method that finds its application in a variety of situations. What differentiates it from other methods is the page layout. The page is divided into three or four sections starting from one row at the top for title and date (optional) and one at the bottom along with two columns in the center. 30% of width should be kept in the left column while the remaining 70% for the right column. All notes from the class go into the main note-taking column. The smaller column on the left side is for comments, questions or hints about the actual notes. After the lecture, you should take a moment to summarise the main ideas of the page in the section at the bottom which will speed up your reviewing and studying process immensely. The best part is that many people already remember and digest the information while they write a summary like this.

## 3. The Boxing Method

This method might be still widely unknown but gains increasing popularity. All notes that are related to each other are grouped together in a box. A dedicated box is assigned for each section of notes which cuts down the time needed for reading and reviewing. That way, you can just write down notes as you would normally do and then reorder them afterward to assign them to particular boxes. Digital note-taking also allows you to zoom in on the page, which helps to focus on one topic at a time during the review.

## 4. The Charting Method

It is an ideal method for notes that involve a lot of information in the form of facts and statistics, that need to be learned by heart. The information will be organized in several columns, similar to a table or spreadsheet. Each column represents a unique category which makes the rows easily comparable. A great example of the charting method would be a summary of this article:

## 5. The Mapping Method

When the lecture content is intense, the mapping method works best. It helps organize your notes by dividing them into branches, enabling you to establish relationships between the topics. Start with writing the main topic at the top of the map. Keep dividing it into subtopics on the left and right as you go down.

## Conclusion

Note-taking is a crucial part of every student’s life and the way you do it can have a great impact on your studies and results. If your notes are messy, it can be difficult to review them and find important information before tests and exams. This is why you should consider these 5 different ways to take notes effectively. Not only they will deepen your understanding of the information, speed up your revision, and improve your recall but they will also help you stay disciplined and organized, maximizing your chances to fetch good marks.

Question#5

What is Glossary Building Technique?

**Answer:**

It is a summary, which gets its name from the French language. It literally means, ‘cut brief’ or ‘precise’. It is a concise synopsis of a published work, like scholarly article or dissertation. If a student is asked to define précis, they can call it a summary of the text but not a paraphrased text. When a student sums up the ideas of certain literary work, it can be called précis.

**Essentials of Precis Writing**

* Text should have clarity and precision.
* Student should not lift sentences from the original text. You need to use your own words.
* A precis needs to be concise - to convey important rather than secondary information. Also, key points should be listed in their entirety, covering the material as comprehensively as possible.
* It is a summary of the text and not a paraphrased version.
* Writing should be in a logical order. It should be well-connected.
* It should have a title.
* It should not have any irrelevant details
* Do not take information from outside the article

## Rules for Good Precis Writing:

## 1. Decide Theme of the Passage

The main theme of the passage should be find out through careful reading and then main points and ordinary points are find out for giving importance. These things are essential for brief and clear presentation of precis.

2. Re-production of Important Sentences

The sentences of original passage cannot be used for precis-writing. Precis-writing is an art of remodeling of sentences without affecting main theme of the original passage.

3. Have Brevity and Clarity

Brevity is the soul of precis-writing. But, at the same time, clarity should not be given up. Mere deletion or addition of few words of original passage cannot be a precis-writing. Moreover, brevity should not create any ambiguous in the minds of the reader.

4. Reflects the Intelligence of the Precis-writer

The style of language and words used in the precis-writing indicate the intelligence of the precis writer. In other words, the precis-writing preserved the spirit of the original passage with different words and sentences.

5. Use own Language

The precis-writer should use his/her own language for precis-writing. The writer should not retain any significant phrases or technical terms of the original passage. It means that the writer should use his/her own sentences for precis-writing.

### 6. Avoid Direct Speech and Use Indirect Speech

The precis-writing is presented in third person point of view. The text of the original passage is presented in direct speech. Now, it is the duty of the precis-writer that he/she should present in indirect speech.

7. Inclusion of Statistical Information

If statistical information is included in the original passage, they can be used in the precis-writing for maintaining quality. If statistical information is excluded, it affects very purpose of precis-writing and conveys different meaning.

8. Observe proportion

Original passage is divided into many parts. Each part is dealt with according to importance but not according to length. In this way, objectives of precis-writing are achieved.

9. No Comments but Conclusion

The precis-writer need not give any comments over the original passage but should give conclusion. It means that the precis-writer need not evaluate the mind of the author but interpret the original passage in a meaningful way.

10. One third of Original Passage

It is the general practice that the length of precis-writing should be one third of original passage. If so, reader can get full information and do his/her job very effectively.