



UNIVERSITY OF THE PUNJAB

B.S. 4 Years Program / Second Semester – 2019

Roll No.

Paper: Communication Skills

Course Code: ENG-112 A Part – II

Time: 2 Hrs. 45 Min. Marks: 50

ATTEMPT THIS (SUBJECTIVE) ON THE SEPARATE ANSWER SHEET PROVIDED

Q.2. Answer the following short questions:

(4x5=20)

- i. What are the different purposes of oral presentation.
- ii. What are the different parts of a memo?
- iii. What is the difference between thesis statement and a topic sentence?
- iv. Explain the parts of a cover letter?

Q.3. Answer the following questions:

(3x10=30)

- i. Write a paragraph on anyone of the following topic:
a) Eid Festivals b) Child Labor Games
- ii. Write a summary of the following paragraph.

Education brings a lot of benefits to society. Educated people can easily understand their rights and duties in society, and can act for the good of others and of themselves. For example, a well-educated person will not like to break a rule of traffic when he reads it on a road crossing while driving his vehicle. He will realize that if he breaks the rule knowing it to be very much there, others looking at him would also like to break it, and it might result in dangerous accidents on roads. Educated person can follow the programs of political parties in general elections and can vote wisely and properly. They cannot easily be deceived by clever politicians at all. They vote as they think in the best interest of the country and the nation, and thus they elect the most suitable candidates for their assemblies. Educated people are better workers than illiterate people in factories and on farms. They can learn easily how to work new machines according to new methods in factories and farms. Thus they can easily increase the production of things and daily use and of good grains. We should therefore, try to educate our people as early as possible. It would be very good indeed to have adult education fit in our cities, towns, villages. If our resources permit, we may also introduce compulsory universal education up to Matric.

- iii. Write a letter of application to your teacher requesting them to arrange a resit exam for you. Give reasons why you missed the exam.