



Bahria University, Islamabad Campus
Department of Computer Science
Final Examination (Fall-2021)
Class: BS(CS) - 2 (A/B)
Paper Type: Subjective

Course: Communication Skills
Course Code: HSS120
Teacher Names: Tipu Ismail
Time Allowed: 2 hr 30 min

Date: 14th Feb 2022
Time: Session II
Max Marks: 50
Total Pages: -2-

Instructions:

- i. All questions are compulsory.
- ii. There are total 5 questions.
- iii. Use appropriate examples to support your answers
- iv. Do not generalize the answers. Be specific

Student's Name: _____ Enroll No: _____

Q 1.

Channels of communication help the organization communicate effectively and transfer messages to intended stake holders or audiences in a smooth manner. Discuss how many channels of communication are there in a business organization and what information travels through these channels.

(10)

Q 2.

Situation

(10)

You have recently come across a job advertisement in 'Jobs Weekly' about a multinational firm requiring Director for their international office in your own country.

You are a professional with a MS degree in your field. You are already working as a Manager in a local organization and have ten years of experience in the field. You have taken professional training and acquired skills needed in your field in last ten years. Last year you were given promotion from Assistant Manager to Manager's post as a recognition of your hard work and professionalism.

Task

Following the situation given above write a Cover Letter applying for the job of Director International Office (Choose your own field) in a very well established and a reputable firm. Let them know your CV is enclosed.

Q 3.

(10)

Following the situation given above, draft a CV for the post of Director International Office. (You are advised to incorporate the skills and expertise specifically required for the job and highlight your experience and format it professionally.)



Bahria University, Islamabad Campus
Department of Computer Science
Final Examination (Fall-2021)
Class: BS(CS) - 2 (A/B)
Paper Type: Subjective

Q 4.

(10)

You have recently ordered a new smart phone from a very famous mobile company. It was very annoying and upsetting situation when you opened the box and found that all accessories were missing, and when you put it on there were problems with the battery and the software was not working well.

Write a letter of complaint to a business that has disappointed you. Explain what dissatisfied you about the product or service offered by that company and what you expect the company to do to solve the situation.

Q 5.

(10)

Elaborate on the following with examples from the real life:

- a) Elaborate on the five senses approach for the preparation of job interview.
- b) Impact of culture on 'context' and 'communication process'.