

Department of CS & IT
Sargodha University
Mid Term Exam (Fall 2020)
B.S C.S 2nd semester (SELF)
Communication Skills

Course Tutor:	Maarroof Iqbal	Assigned date:	Tuesday 28-April-2020
Submission Date:	Tuesday 05-May-2020	Total Marks:	30

NOTE: Times New Roman, 12 font size, line spacing 1.5 and submit assignments in word file. PDF files must be avoided.

Q: NO 1. Write an essay keeping in mind the points of Effective Written Communication. Elaborate at the end how have you taken care of effective written communication points in your essay. **10**

(1500-2000 word limit)

A) Describe yourself and your personality to a stranger.

OR

B) The experience that taught me that looks can be deceiving.

Q: No 2. How would you elaborate the communication process relating it to you daily routine life? What possible barriers do you face daily in communication process? What steps you would take to rectify those barriers? **10**

Q:No 3. You may had a fight with your best friend in your life. Recall the situation and answer the following three perceptual positions according to that incident. **10**

- **1st Position:** Put yourself back into that situation as if you are actually there again, seeing through your own eyes, hearing through your own ears and feeling through your own skin.

✧ What can you see, hear and feel?

✧ What are you thinking?

✧ What state are you in?

- **2nd Position:** Put yourself into the other person's position. It may help to move physically to where you imagined them to be in step 1. Become that person:

- ✧ What can you see, hear and feel?
- ✧ What are you thinking?
- ✧ What do you believe about this situation?
- ✧ Which of your values are relevant?
- ✧ What is your state?
- ✧ What do you want to happen?

- **3rd Position:** Step to one side and become an un-involved observer. You might imagine yourself floating up in the air to be well outside of the situation.

- ✧ What is happening? (What do you see and hear?)
- ✧ What are both of the people doing?
- ✧ What is important to them?
- ✧ What positive intentions do they have in common?

- Return to 1st Position and review what you have learned about about other person(your friend), situation and about yourself? Explain in few words how could have you avoided that situation without a quarrel?

GOOD LUCK (: