

1/2016

Your Roll No-----

BUMS-III YEAR EXAMINATION 2016

Paper No. BUM 301

Communication Skill

Time : Three Hours

Maximum Marks : 75

(Write your Roll No. on the top immediately on receipt of this question paper)

Section A

Answer all Multiple Choice Questions. each question carry 1 Mark.

Q. No. 1 How many bites are there in one MB of data

- (a) 1024 Bites (b) More than 10Lakh Bites (c) 2048 Bites (d) 1 Kilobite

Q. No. 2 Which one of the following is not a component of MS-Office

- (a) Word (b) Excel (c) Publisher (d) Acrobat

Q. No. 3 Which one of the following is a correct extension of Urdu Text Editor

- (a) .doc (b) .udl (c) .url (d) .inp

Q. No. 4 Which one of the following is not an extension of a picture file

- (a) .jpeg (b) .gif (c) .ppt (d) .png

Q. No. 5 What is the Keyboard shortcut of copying a text

- (a) ctrl+A (b) ctrl+B (c) ctrl+C (d) ctrl+D

Q. No. 6 Which one of the following software is not used for text editing

- (a) MS-Word (b) Corel Draw (c) Page Maker (d) Photoshop

Q. No. 7 Which one of the following is not an Output Device

- (a) Monitor (b) Joystick (c) Compact Disc (d) Printer

Q. No. 8 Which one of the following is not an Input Device

- (a) Keyboard (b) Mouse (c) Compact Disc (d) Projector

Q. No. 9 Which one of the following may not be used as Input as well as Output Device

- (a) Compact Disc (b) Pen Drive (c) Scanner (d) None of these

Q. No. 10 What is the full form of RAM

- (a) Random Access Memory (b) Ready Access Memory (c) Read Only Memory (d) None of these

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Section - B

Answer any 5 Questions. each question carry 2 Marks.

- Q. 1. What is Noun?
- Q. 2. What is Article?
- Q. 3. Who is a "Active Listener" ?
- Q. 4. Give any two examples of Adjective and Conjunction.
- Q. 5. Write down any two examples of Non-Verbal Communication
- Q. 6. Name any two Barriers of Communication.

Section - C

Answer any 5 Questions in not more than 100 words. each question carry 5 Marks.

- Q. 1. How we can overcome from Communication Barriers?
- Q. 2. Write a Memo to all students for giving information about Extended date of final Examination of your University.
- Q. 3. What is the importance of Non-Verbal Communication in Effective Communication.
- Q. 4. Write down the name of types of writing, explain any five.
- Q. 5. Why we need Communication?.
- Q. 6. Write down the importance of Para-Verbal in effective communication, explain with examples.

Section - D

Answer any 3 Questions in not more than 300 words. each question carry 10 Marks.

- Q.1. Write a Cover Letter to your desired Company or an organization for your Dream Job.
- Q.2. Explain different types of Listeners with suitable examples.
- Q.3. Why we need a Resume and Cover Letter? explain. What information should be in a resume?
- Q.4. Discriminate between Hearing and Listening and Define importance of Listening in effective communication.