

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY
THIRD YEAR SPRING SEMESTER (CIVIL/ CONSTRUCTION/ URBAN/PETROLEUM/ MECHANICAL/
TEXTILE/ INDUSTRIAL & MANUFACTURING/ AUTOMOTIVE/ FOOD ENGINEERING)
EXAMINATION 2015

BATCH 2012-13 & PREVIOUS BATCHES

Time: 3 Hours

Dated: 27-04-2015
Max. Marks: 60/75

BUSINESS COMMUNICATION & ETHICS- HS-304

Instructions: Attempt five questions in all. Question No. 1 is compulsory. Select any Two questions from Section A, and Two from Section B.

Q1a. The organization you have recently joined pays less than minimum salary set by the government of Pakistan to all its employees. It is also involved in child labour. You discussed the matter with the owner, but the reply was, "it has been running the way for years and nobody is going to notice it". What will you do next? Support your answer with ethical theories and PEC code of conduct. [6]

Q1b. Discuss three causes of gender discrimination and gender harassment in Pakistan and suggest three solutions. [6]

Q2a. Rewrite the following sentences. Follow specific instructions given for each sentence. [6]

1. Few members attended the last meeting. (add information to make it complete)
2. We here by wish to inform you that we will deliver your order on May 22, 2015 (make it concise)
3. Today is hotter than yesterday (make it concrete)
4. It is impossible to complete the task in a week. (make it positive)
5. Anyone who submits assignment after last date, his marks will be reduced. (make it impartial)
6. You should not visit our outlet after 10pm, because we close at 10mp. (make it courteous)

Q2b. Discuss importance of 'eye contact', 'facial expressions' and 'time' in a formal oral presentation. [6]

Q3a. Write two questions for each of the following interview type: [6]

1. Open-ended interviews
2. Situational interviews
3. Stress interviews

Mechanical Engineering Science Nquestion Papers

Daniela Niemeyer



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