**ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD**

 **(Department Library & Information Sciences)**

**WARNING**

1. **PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM AWARD OF DEGREE/CERTIFICATE, IF FOUND AT ANY STAGE.**
2. **SUBMITTING ASSIGNMENTS BORROWED OR STOLEN FROM OTHER(S) AS ONE’S OWN WILL BE PENALIZED AS DEFINED IN “AIOU PLAGIARISM POLICY”.**

**Course: Communication Skills for Information Professionals (9215)**

**Level: BS-LIS Semester: Spring, 2025**

## **Please read the following instructions for writing your assignments. (AD, BS, B. Ed, MA/MSc, MEd) (ODL Mode).**

1. All questions are compulsory and carry equal marks but within a question the marks are distributed according to its requirements.

2. Read the question carefully and then answer it according to the requirements of the questions.

3. Avoid irrelevant discussion/information and reproducing from books, study guide or allied material.

4. Handwritten scanned assignments are not acceptable.

5. Upload your typed (in Word or PDF format) assignments on or before the due date.

6. Your own analysis and synthesis will be appreciated.

7. Late assignments can’t be uploaded at LMS.

8. The students who attempt their assignments in Urdu/Arabic may upload a scanned copy of their handwritten assignments (in PDF format) on University LMS. The size of the file should not exceed 5MB.

**Note 1:** Use your own words while working on your assignment. In case of quoting any fact or statement from any source, always remember to provide full reference of the source according to “APA style manual, 7th edition.

**Note 2:** Students at this level are expected to use multiple sources in solving this assignment. All questions carry equal marks.

**Total Marks: 100 Pass Marks: 50**

##### ASSIGNMENT NO. 1

**(Units: 1-5)**

Q1. English speaking skills are critically important both in social and professional lives. What are the key obstacles for university students to English speaking? (20)

Q2. Define listening skills. What are the key elements of listening? Which barriers create hindrances to effective listening? (20)

Q3. Define non-verbal behaviour. Discuss the importance of eye contact, pausing, posture, smiling and nodding in non-verbal communication in professional life. (20)

Q4. Explain speaking skills. Which techniques help to improve your speaking skills? Discuss with examples. (20)

Q5. Write notes on each of the following: (20) i. Micro skills hierarchy

ii. Importance of writing skills

**Total Marks: 100 Pass Marks: 50**

##### ASSIGNMENT NO. 2

**(Units: 6-9)**

Q1. Explain one-to-one communication. Why is one-to-one communication important in a professional setting? To what extent are social media technologies helpful in one-to-one communication? Discuss with examples. (20)

Q2. Explain presentation skills. Discuss the procedure to develop a PowerPoint presentation. How can a librarian deliver a good presentation during an information literacy session at the university level? Discuss important tips with examples. (20)

Q3. Define and explain problem-solving. What are the key benefits of problem-solving discussion from university students’ perspectives? Discuss with examples. (20)

Q4. Why is it important to know the characteristics and dynamics of a group? What are different patterns of communication? Discuss with examples. (20)

Q5. Write short notes on each of the following: (20)

1. Skills needed to conduct an effective interview
2. Lifelong learners’ skills