



COMSATS University Islamabad
HUM120 Expository Writing
Terminal Examination Fall 2025
Hybrid Course

Class: *BDS-2*
Subject: Expository Writing
Moderator:

Date: December 24th, 2025
Time Allowed: 3 Hours
Marks: 50

Instructions:

- 1) Read the questions carefully before you answer them.
 - 2) Return the question paper with the answer sheet.
 - 3) Attempt all questions on the answer sheet.
 - 4) Mention your program in front of class
-

Section A – Multiple Choice Questions

Question 1 [05 marks, CLO1-C1]

Answer the following MCQs on your answer sheet. Do not mark the answer on the question paper. Each question carries one mark.

- i. In the chronological résumé format, how are education and work experience arranged?
 - a. From oldest to most recent
 - b. Randomly, based on importance
 - c. In reverse-chronological order, with the most recent first
 - d. Alphabetically by degree or job title
- ii. Which of the following is an example of Past Perfect tense?
 - a. I ate an apple
 - b. I had eaten an apple
 - c. I have eaten an apple
 - d. I will eat an apple
- iii. Which type of interview style is used to gain insight to personality traits and critical skills of candidates?
 - a. Directive
 - b. Confrontational
 - c. Behavioral
 - d. Non-directive
- iv. Which of the following does not have complimentary closing?
 - a. Letter
 - b. Cover letter email
 - c. Email
 - d. Memorandum



COMSATS University Islamabad

- v. In context of presentation skills, which of the following belongs to the 'Preparation Stage' of the three-stage process?
- Conducting research
 - Audience analysis
 - Asking a Rhetorical Question
 - Rehearsal

Section B– Short Questions

Question 2 [5x2=10 marks, CLO1-C1]

Answer the questions given below briefly:

- 'Noise in the environment' is a physical barrier to effective communication. Define it and give an example for clarification.
- What is a 'Colon (:)' and how do we use it in a sentence? Explain with the help of an example.

Section C– Long Questions

Question 3 [10 marks, CLO3-C3]

As the Registrar of CUI, you announced a limited number of merit-based scholarships for undergraduate students. After reviewing applications and conducting the required assessments, several candidates have been successfully selected. Compose a **good news letter** to the applicants who have been awarded the scholarships. Ensure that the tone is polite, logical, and professional.

P.S.: The letter should consist of **three paragraphs**, including a **clear beginning** (neutral introduction), **middle** (announcement of the good news with relevant details), and **end** (positive and encouraging closing note).

Question 4 [10marks, CLO3-C3]

Suppose you are the **Head of the Computer Science Department at CUI**. Recently, you have noticed a significant increase in paper consumption within the department. Faculty members are collecting assessments in hard copy, and examinations require large amounts of paper for printing question papers and answer sheets.

Compose a **persuasion memorandum** addressed to all **department faculty and students**, urging them to reduce paper usage. In the **first paragraph**, clearly state the problem and include relevant facts to emphasize its seriousness. In the **second paragraph**, discuss the environmental impact of excessive paper consumption. In the **final paragraph**, propose practical alternatives and persuade the audience to adopt more sustainable practices.

Question 5 [15 marks, CLO3-C3]

Suppose you and many other students at CUI are experiencing frequent **internet connectivity issues** on campus, particularly in classrooms and common areas. These disruptions affect online lectures, research activities, and timely submission of assignments.

Your task is to write an **Action Email** to the **Campus Incharge**, requesting **immediate steps** to improve campus internet facilities. Your email should clearly identify the problem, specify the actions required from the administration, and explain how prompt action will benefit students and academic operations.