

الجمهورية الجزائرية الديمقراطية الشعبية

Ministère de l'Enseignement Supérieur et de la Recherche Scientifique

Université Ibn Khaldoun - Tiaret -

Faculté: Sciences de la Nature et de la Vie

Domaine: Sciences de la Nature et de la Vie

Filère: Ecologie et environnement

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Département d'Ecologie et Environnement et Biotechnologie

MODULE: TEC ANGLAIS

Chargé de module: BOURIAH Nacéra



L2 Biotechnologie

Consultation le 25/01/2023 salle des enseignants faculté SNV à 11H

N°	Nom	Prénom	EMD
1	ABBAS	FATIMA	16
2	ABDELHADI	MADJDA WAFAA	9
3	ADJEBAR	FATIMA ZOHRA	15
4	ADJOUDJ	KHITEM RYMA	11
5	AICHOUCHE	MERIEH	17
6	ALAOU	IKHLAS RIHAM	18
7	AMAR	CHAIMAA RAHILA	14
8	AMMER	SOUFIANE ISSAM EDDINE	18
9	AOUINET	RIHAM	15
10	ARGOUB	HOUDA	8
11	ASSOUL	MAROUA	12
12	AYADI	AMINA RIHAN	18.5
13	BELALEM	SOUHILA	14
14	BELHASSOUS	YASMINE	15.5
15	BELKHAOUTI	LOUBNA	13
16	BENAISSA	AYMAN	16
17	BENALLOU	MOKHTARIA	12
18	BENASLA	AHLEM	18
19	BENDIDA	ROUMAIISSA	16
20	BENDJARI	CHOUROUK	16.5
21	BENHENNI	NIHAD MOKHTARIA HOUDA	15
22	BENKAMELA	ABIR	13.5
23	BENKHADDA	SARA	16
24	BENKHELIFA	MAROUA NOURELIMEN	ABS
25	BENLARBI	YACINE	16
26	BENLAREDJ	FAIZA	ABS
27	BENTEMRA	MALIKA	13.5
28	BENYAMINA	IMEN	ABS
29	BERREGUIEG	CHAIMAA	10
30	BETTA	LAMIA	18.5
31	BIHANE	SANA HADIL	12
32	BOUABAYA	SOUHIA	12
33	BOUALAM	FATIMA	12
34	BOUDJAMA	IKRAM	ABS
35	BOUHAOUS	SOUNDOS	11
36	BOUSEBIKHA	NADIA	12.5
37	BRAHIMI	ILHEM	9
38	CHAREF	ASMA	14

39	CHERFOUH	DJOUHER	13.5
40	CHIBI	AMEL	13.5
41	CHOHRI	NACERA	11
42	DAID	SOUHEILA	6
43	DAOUDI	CHAHINEZ	11.5
44	DELLIH	ZOHRA	11
45	DEMOUCHE	NOURELHOUDA	ABS
46	DJILALI	HANANE	12
47	FELLAH	KHADIDJA CHAIMAA	14
48	GHAZZALI	ABDELOUAHID	ABS
49	HADDOU	YAMINA NADIA	16.5
50	HADJAR	MIMOUNA	13
51	HADRAOUI	HALIMA	11.5
52	HATTAB	NOR EL IMANE	17.5
53	HATTABI	FATIMA ZOHRA	16
54	HISSANI	CHAIMA HANANE	18.5
55	KADDOURI	KARIMA	15
56	KHELFA	BOUCHRA	17
57	KHELFA	KARIMA IMANE	10
58	KHERACHEF	AMIRA	12
59	KORNI	BARKANA	10
60	KOURAK	YAMNA	15
61	LAHOR	NACERA	13
62	LEMTOUCHE	SARA	ABS
63	MAHIEDDINE	FATMA ZOHRA	9
64	MEDDAH	RANIA	15
65	MELIANI	AMIR MANSOUR	10
66	MAHI	INES	12
67	OULD AMAR	IBRAHIM	9
68	RAFED	SIHAM	12
69	RASELMA	WISSAM	10.5
70	REBIHI	AYA	12
71	REZAK	HADJER	12
72	SADOK	CHAHINEZ	15.5
73	SOKRI	WARDIYA	ABS
74	TADJER	AICHA FERAL	13
75	TAHRI	NORIA	13
76	YOUCEFI	HADJER	14
77	ZAHZAH	CHAHRAZAD	13
78	ZENATI	KHADIDJA	12
79	LARBI	OUM HANI HANANE	7
80	BENALI	AHLEM	19
81	BAROUM	MOHAMED EL BACHIR	15.5
82	ABBAS	WAFAA	16

DETTE		
BOUARAB	NAZIHA	10
BOUMEDIENE	KELTOUMA	12.5

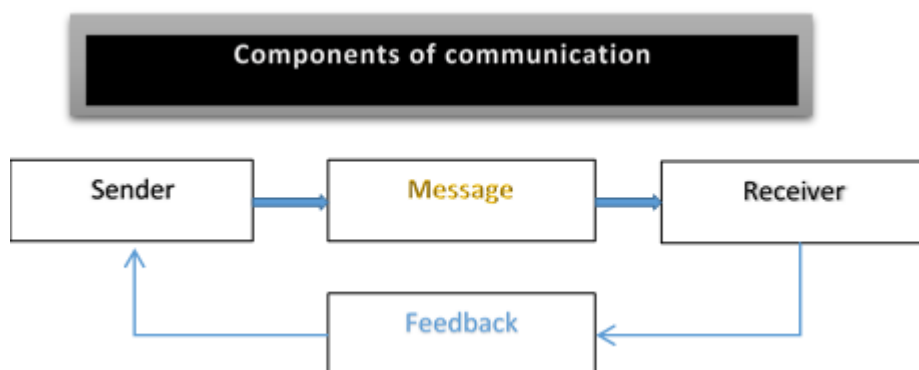
Expression & Communication Techniques Exam

2nd year Biotechnology

- 1.** What is Communication? Explain the differences between the types of communication. (5pts)

Communication: “Transmission of a message from a sender to receive in an understandable manner”

*The communication process is a guide to award realizing effective communication (learn to write and to speak before an audience in order to get the ability to communicate effectively).



***Types of communication**

1- Verbal communication: refers to the form of communication in which message is transmitted verbally, communication is done by word of mouth and piece of writing.

- Verbal communication divided into:
 - **Oral:** spoken words, face to face conversations, speech radio....etc.
 - **Written** signs or symbols....etc.

2-Non verbal communication: have the following three elements:

1/ Appearance:

*Speaker: clothing, hair style, neatness.....etc.

*Surrounding: room size, lighting, decoration....etc.

2/ Body Language: facial expressions, gestures, postures, eye contact.....etc.

3/ Sounds: voice tone, volume, speech rate.....etc.

2. Discuss the Communication Skills and their main techniques and strategies. (5pts)

How to develop good communication skills?

- You have to understand the basics of communication:

1. Know what communication really is?

Communication is the process of transferring signals/messages or informations between a sender and a receiver through various methods (written words, spoken words, non-verbal...).

2. Have courage to say what you think

Be confident in knowing that you can make worthwhile contribution to conversation.

3. Practice

*developing advanced communication skills begins with simple interactions.

*communication skills can be practiced every day in settings that range from the social to the professional.

* make sure that you will use that right words.

Most effective communications techniques and strategies:

- **The silent treatment:** remaining silent can be one of the most effective strategies for communication, especially if are trying to entice someone to share more information with you.

- **Ask question:** no matter how much information is reading volunteered, you will never learn everything you need to know without asking a few questions.

What type of questions should you be asking?

***closed-ended questions** are designed to get a simple yes or no response. This can be a good tool if you need to gather basic information quickly or want to obtain an answer without a long or drawn out explanation.

***Open-ended questions** will provide you with a broader and more comprehensive answer. Instead Of ASKING, “Can I help you?”

- **Listening:** communication is effective useless if you do not listen to and comprehend the response that you get in regards to your messages listening is not just using your ears to collect sounds. You need to understand things that are said to you in such a way that you can form a coherent and knowledgeable response.

-**Feedback:** you should able to convey your information in such a way that your targets can offer feedback or criticism on your information.

-**Observation:** this is a good tactic if you have poor verbal or non-verbal communication skills.

-**Open a book:** reading keep you informed, it can help you adapt and improve your written communication skills.

- **Stress management:** communication can be very stressful. If you find yourself overly stressed by a situation, remove yourself from it for a few moments.

- **Language choices:** keep a sense of humor, smile and honesty, never stop learning.

3. Explain how to write a research paper? (5pts)

General structure of a research paper:

* **Title, abstract, keywords:** make them easy for indexing and searching (informative, attractive, effective).

* **Main text (follows the IMRAD format):**

- **Introduction:** what did you or others do? Why did you do?

- **Methods:** how did you do it?
- **Results:** what did you find?
- **Discussions:** what does it all mean?
- **Conclusion**
- **Acknowledgements**
- **References**

4. Describe How To Improve Your Speaking Skills? (5pts)

Speaking skills (oral presentation):

- Be prepared and practice (speech).
- Know your audience (listeners).
- Pay attention to the keep it short and simple principal (shorter messages leave more impression).
- Close your speech in a memorable way.
- Make sure that you have the feedback (answer questions)
- Make the main ideas stand out from supporting ideas or information.

BOURIAH Nacéra