

Department of Electrical Engineering

Final term Assignment

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Course Details

Course Title: Communication Skills

Module: 2

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Total Marks: 50

Student Details

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Q1 In many interpersonal encounters, the first few minutes are extremely important. How do you maintain the success of verbal communication for further interaction?

Ans: Definition Interpersonal encounter: stresses at work can be **defined** as events and not so positive feelings that arise from interactions with people associated with the workplace. When your self-interest is threatened, you typically react with the fight-flight response.

When you first meet someone, you form an instant impression of them, based on how they look sound and behave as well as anything you may have heard about them from other people.

The first impression guides your future communication at least to some extent.

For example, when you meet someone and hear them speak you form a judgement about their background, and likely level of ability and understanding. This might well change what you say. If you hear a foreign accent for example you might decide that you need to use simpler language. You might also realize that you will need to listen more carefully to ensure that you understand what they are saying to you.

Of course your first impression may be revised later. You should ensure that you consciously 'update' thinking when receive new information about your contact and as you get to know them better.

Following are some basic verbal communication skills which you will maintain the success for verbal communication for further interaction:

- Effective Speaking
- Active Listening
- Confidence
- Body language
- Tone

Effective Speaking: Effective speaking means that speaking in such a way that your message is clear heard that the other person should understand.

Active Listening: This skill is developed with practice because it needs full attention to the speaker while he is talking. So when you active listening to the speaker so you will act upon it more.

Confidence: When you are talking to your friends or colleague so talk confidently. It helps you in talking because when you talk confidently so your friends or colleague will understand it easily.

Body language: Maintaining body language is very important while talking because it put a good impression on listener.

Tone: While talking maintain your tone because when you talk loud it put a bad impression on listener. So talk polity while talking.

Q. 2 Which form of communication is as old as the Mesolithic and complex human psychology involves in it? Define the form of communication and explain that how does the types of this form of communication change the society and individual?

Ans.

Which form of communication is as old as the Mesolithic and complex human psychology involves in it?

The Mesolithic Period, or Middle Stone Age, is an archaeological term recounting specific cultures that fall between the Paleolithic and the Neolithic Periods. While the start and end dates of the Mesolithic Period vary by geographical region, it dated about from 10,000 BCE to 8,000 BCE.

The Paleolithic was an age of purely shooting and meeting, but toward the Mesolithic period the development of agriculture contributed to the rise of stable payments. The later Neolithic period is illustrious by the domestication of plants and animals.

The type of tool used is a distinguishing factor among these cultures. Mesolithic tools were generally composite devices manufactured with small chipped stone tools called microliths and retouched bladelets. The Paleolithic utilized more primitive stone treatments, and the Neolithic mainly used polished rather than chipped stone tools.

Mesolithic Rock Art

A number of notable Mesolithic rock art sites exist on the Mediterranean coast of Spain. The art consists of small tinted figures of humans and animals, which are the most progressive and extensive surviving from this period in Europe and possibly worldwide. Notably, this collection is the largest concentration of such art in Europe. The human figure is frequently the main theme in painted scenes. When in the same scene as animals, the human runs towards them. Hunting scenes are the most common, but there are also scenes of battle and

dancing, and possibly agricultural tasks and managing domesticated animals. In some scenes gathering honey is shown, most famously at Cuevas de la Arana en Bicorp.

Form of communication

Communication means transferring messages from one to another through any medium. There are various levels in communication like Intrapersonal communication, Interpersonal communication, Group communication and Mass communication.

Five major forms of communication:

- Intrapersonal Communication
- Dyadic Communication
- Small Group Communication
- Public Communication
- Mass Communication

1. Intrapersonal Communication

Intrapersonal communication is a communication which happens yourself. Here both Source (sender) and receiver is only one. So, the response works without any interruption. Example: A person can communicate himself through pain, thinking, feelings and emotion etc.

2. Dyadic Communication

In Dyadic communication, two persons are involved in this communication process. Here the Source becomes a receiver and receiver become Source because of dynamic communication process where the feedback's are shared between Source and the receiver.

3. Small Group Communication

More than two members involved in communication process will become a group communication. If least number of persons is involved in the group communication is called as small group communication. In this communication process, everyone becomes a Source as well as receiver through sharing information and gives response to another.

4. Public Communication

In public communication, Source or messages from a single person will reach or received by huge number of spectators. But in this communication there is no mutual responses between source and receiver like small group communication and it's only focused on Speaker.

5. Mass Communication

In mass communication, basically have a large number of spectators and they are all can't grouped together in one place so we need certain tool or technology for communication process. But in mass communication, there is no direct access with receiver. So, for that they need media like newspaper, radio, television and internet. Here the audience feedback is very less or delayed.

These form of communication change the society and individual

A decisive role can be played by communication in promoting human development in today's new weather of social change. As the world moves towards greater democracy, regionalization and the market economy, conditions are becoming more favorable for people to start steering their own course of change. But it is vital to stimulate their awareness, participation and capabilities. Communication skills and technology are central to this task, but at present are often underutilized. Policies are needed that encourage effective planning and implementation of communication programmers.

Q.3 People all the times write proposals to clients, memos to senior executives and constant flow of emails to colleagues. How can you ensure that your Business Writing is as clear and effective as possible? How do you make your Business communications stand out?

Ans.

Clear and effective Business Writing

1. Know your audience.

It's an old staying in the advertising business. A message aimed at everyone often appeals to no one.

2. Know your message

Before typing a word, decide what you are trying to achieve.

3. Think like a reporter

When you are closely involved with a topic, it's easy to overlook the obvious.

4. Banish buzzwords and clichés

Too much business writing these days is stuffed with clichés and over used buzzwords.

5. Junk the jargon

Very few fields have their own acronyms and technical terms. They are useful shorthand when every reader knows the lingo. But if you are writing for people outside your field which will often include your customers get rid of the inside slang or you may create confusion.

6. Keep it tight

Short sentences, short paragraphs and short documents have a better chance of capturing reader's attention.

7. Make it plain and simple

People often skim documents for key information before deciding to read the whole thing. Make it easy for them.

Stand out for Business communications

1. Inspires students to build the skills employers frequently complain they lack: written, oral, and interpersonal communications.

2. Includes an online unit of case studies, allowing opportunities for further study and permitting professors to deepen their students' learning.

Engages the reader with a humorous tone, providing tips relevant to even the most advanced working professionals.

Q4 Public speaking, some people love it, some are terrified by it. There are so many articles regarding how to prepare yourself for speaking engagements that it's overwhelming. But what strategies and techniques do you think are proven to be successful when addressing to a group of people? Public speaking, some people love it, some are terrified by it. There are so many articles regarding how to prepare yourself for speaking engagements that it's overwhelming. But what strategies and techniques do you think are proven to be successful when addressing to a group of people?

Answer: Instructions come and go, but there are a few strategies that remain, and these are the ones proven successful when addressing a group of people.

1. Practice makes perfect.

Exercise your speech a few weeks fast of the big day. Use this time to main each word that comes out of your mouth. Record yourself and see how fast or slow you are speaking, watch your body language and how you are using your hands to address the spectators.

Know every word of your speech but give it character, make it your own, make it unique.

As you are working see how different your speech would be if you change your quality of voice in certain parts. Know the subject of your speech well, sureness is crucial when addressing an audience and it will show on stage how self-assured you are.

2. Practice with an audience.

You are experienced your speech by yourself for some time now, but what about in front of an spectators? One of the best ways to exercise your speech is to practice it under conditions that will look like the day of your speech. Practice in front of a small group of people, to build your sureness that way when you hit the stage you won't get agitated by the amount of people you'll see.

3. Hook your audience's attention.

It's no secret that capturing your spectators attention early on is one of the important points in public speaking. You should transport your big idea or proposal during the first few minutes of your speech. This will be your "hanger." As soon as you start speaking you should start stating all of the points of your speech. This way you will obtain and hold your spectators attention fast.

4. Your body language is key.

You are the first thing that the spectators will see and how you present yourself plays a central part on how the spectators will obtain the information you're about to present. Stand up straight when entering the stage and speaking to your audience, it will show your expert and sureness. If you walk into the stage slouching and not standing straight the audience will maybe get bored really fast because you are.

5. Don't get stuck, move around.

Use the stage to your benefit, walk, run, jump or skip by doing this you will keep your spectators eyes on you and keep them involved nonstop by moving around. If you've seen a Kevin Hart comedy show, you'll see that he doesn't stop moving and uses his body to accentuate what he's telling the spectators. Standing behind the stage or the microphone during your whole speech and not moving will turn your imprisoned spectators into a sleepy spectators.

6. Set your goal.

Another way to grab your spectators attention early on is to reference all of your talking points for the speech. By stating the order of your talking points, you will offer an impression of what the performance will be like and what it will cover. You will tell the spectators what your goals for that day, and during your speech you will dive in depth into each talking point and confirm by brief each of them.

7. Get to know your audience.

Know exactly the type of audience that will be attending your speech. You can use this information to modify your speech around the type of people that will be presence. Knowing more about your spectators will help reduce stress levels regarding your speech. Also, it will make you feel as you are not standing in front of strangers, but a group of people that share the same welfares.

8. Begin with an interesting question or story.

Start your speech with a question, story or puzzle. It will help take the spectators focus off you and into what you are asking them to place their kindness on. The theory late this is that it will get the spectators thoughtful of another thing than using those first moments of your speech to justice you. It is a way to start your speech with ease and find a common ground with the spectators.

9. Find others going through your same issues.

You are not the only one going through step shock, you can be sure about that. Find a group of people who are going finished your same issues you are and see how they overcome it or how they are working through them. A support team is always a helpful tool to have in your magazine of public speaking.

10. Get feedback.

There is unknown wrong with getting response, any if it is positive or negative response. Attending to what your spectator says is one of the most important parts of being a effective public speaker. Your spectators may point out things that you do while speaking that you may have not observed before. Take every response as constructive blame and apply it to your future speeches.

Public speaking is never an easy thing to do, some people are born with the talent, others need time to exercise and perfect it. These strategies will help you prepare better for any future speaking engagements you may have. It is important that while preparing for your speech, you let your personality show, after all the spectators is there to see you

Q5 Public Service Commission Lahore has advertised the vacancies for the Accountant. On the basis of the ad, decide which of your skills and experiences you should discuss to convince the Secretary that you are the person for the job. Create a resume.

Curriculum vitae

Objective:

Being as an Electrical Engineer I will try my level best according to every situation and apply my all Skills and Capabilities which I gain in my whole academic career.

Personal Information:

Name:	Amjad Ali
F/Name:	Ahmad Hussain
CNIC:	15602-0555061-3
DOB:	01-03-2000
Contact:	0347-5169982
Email:	Amjadali16012@gmail.com
Address:	Ghanam Ranga, P/O Charbagh, Ser Tehsil Charbagh District Swat.
Marital :	Single
Religion:	Islam
Nationality:	Pakistani

Academic Qualification

Exam	Passing Year	Obt/Total Marks	%age	Grade	Board
SSC	2017	712/1100	65%	B	BISE SWAT
HSSC	2019	672/1100	61%	B	BISE SWAT
BS ELECTRICAL	In Process	-----	-----	----	INU Peshawar

Experience:

- Ms word,
- Ms Excel,
- Ms Power point,
- Ms Access,
- Software installation,
- Windows installation And
- Windows program.
- Still Studying BS Electrical

Languages :

- Urdu
- English
- Pashto

Hobbies:

- Reading Books
- Watching Cartoons
- Playing Cricket
- Video Games

