

Department of Electrical Engineering

Assignment

Date: 14/04/2020

Course Details

Course Title: Communications skills **Module:** 2
Instructor: RIZWANA IQBAL **Total** 30
Marks:

Student Details

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Q1	Traditionally, public relations have been portrayed as a simple communication' function and various communication theories in public relations or communication have been proposed but how do you investigate the barriers of Communication and its consequences on efficiency of Public institutions.	Marks 10 CLO 1
Q2	The digital age has brought many new ways to communicate such as email, Twitter, and Facebook. Does the process of communication change? Justify the answer.	Marks 10 CLO 1
		Marks 10

Q3	How does some valid Principles assess the communication skills in different age group of people and what does the impact of that assessment in different communities (education community, business community and Sports community)?	CLO 1
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Note: **Plagiarized work is not acceptable.**

Question No.1

Ans.

Communication:

It is the act of transferring information from one person to another and from one place to another place OR By speaking, writing and using other some medium, information is imparted and exchanged. Communication is done by a sender and a receiver through verbal, nonverbal and writing messages and etc.

There are many barriers used in communication.

1: PHYSICAL BARRIER:

In sending and receiving messages, a condition acts as a barrier which is natural and environmental known as physical barrier.

Physical barrier has further parts.

- Organizational environment
- Technological problems
- Noise

2: CULTURAL BARRIER:

Culture is a share set of people, their traditions, their way of thinking, way of seeing, hearing and interpreting the world.

In same language, similar words has different things by meaning.

By doing work in groups and run frequent meeting we can overcome at cultural barrier

3: EMOTIONAL BARRIER:

Emotional states may influence your capacity to make yourself understood. Emotional barriers are the major and strongest category of barriers. Feelings and emotions are the powerful influence on our decision making.

4: LANGUAGE BARRIER:

Language that describes what we want to say in our terms may present barriers to others.

The lack of common language between two persons cannot communicate properly unless they have a common language.

This is due to meaning of words, languages and symbols etc. A word has different meaning and symbols

5: GENDER BARRIER:

This barrier arises because men and women have different ways of thinking and communication.

Men and women often fights in relationships, respects, workplace authority and in education.

Men are less likely to ask questions and women are more likely to ask a question.

6: PERCEPTUAL BARRIER:

A problem with communicating with other people is that all the people see the world differently and if they did not see different then there is no need to talk and communicate with others.

All people over the world has different opinions. Inability to see the problem from different viewpoints.

7:PSYCHOLOGICAL BARRIER:

This means a message is sent by a sender and now its depends on receiver how does he receive this message.

For example if receiver is worried and has some personal tension, then its clear that he will not receive the message correctly.

Anger is also the example of psychological barrier.

8:ATTITUDINAL BARRIER:

Attitudinal barrier prevents the people from communicating effectively.

It is due to personal conflicts, poor managements, resistance to change or lack of motivation.

9:PHYSIOLOGOCAL BARRIER:

It is related with physical state of receiver. For example a receiver does not hear the conversation spoken by other person properly because of noise outside of this conversation.

10:ORGANIZATIONAL BARRIER:

Organizational barriers can be any number of things ranging from physical items to individual and group attitude.

In organizational barrier, there are poor leadership towards digital innovation, lack of teamwork, lack of collaboration and lack of support from managers and staff.

QUESTIONS NO.2

ANS :

The internet and social media has changed the way of communication all over the world . In old times there was no way to send message or anything . Old aged people used letters,those letters were posted by P-O box and after five,six or seven days or maximum n one month to receiver but now is digital age . We can communicate with people in seconds. Internet has made the world like a globel village internet social media has made everythings very easy.

Now-a-days , there are following ways of communication such as , FACEBOOK , TWITTER , EMAIL , INSTAGRAM , SNAPCHATE and WATSAPP .

Internet and social media such as facebook , twitter and email has allowed thousands of people to communicate share tha opinion send and to receive the audio , vedio, pictures and some social network has allowed to make vedio call.

Now-a-days keeping the connection is very easy because of internet and social media .

Another big change that has accoured is that there is now no filter on the way we speak .

An old age , we can call it past,there was no way to communicate or send the message directly . But now , through social media a message is sent in seconds to all over the world . Social media has changed the way of communication such that there is a person who does not speak directly or who does not share his opinion with his companion . But through message ,through facebook , through Twitter and

through email , he can share his opinions with his companion and other people without speaking he can share his opinion by just typing.

Through social media education is very easy . We put any word in google and google gives its meaning, its synonyms and its antonyms .

Social media has full of dictionaries and when we put a wrong or false spelling word , Social media tells us that this is wrong and this is right .

FACEBOOK:

Facebook is a great way of communication if I say that father of communication then it would be right . Facebook is an app . By this app we can see the pictures of friends and other friends who send or receive friend request . We can communicate through messenger. We can chat through messenger . A big benefit of this social media is that it has served our information till many years and until we ourself delete these information.It is an intertainment way .

TWITTER:

Twitter is an another social media and way of communication.By this social media app we share our opinion ideas and information with people all over world.Through this app, we can send and receive message .

EMAIL:

Email is a way of communication through this we can send message and important documents . Email is the best way to share document and information. Email made the way of communication very easy and it takes just few minutes.

Social media has changed the way of communication and Now is digital age ,it struggles to make more easy way for communication.

Social media has advantages and disadvantages . Its depend on user to how does He,She use the social media . Does he use for its benefits or not but truth is that it has changed the way of communication and make easy to communicate .

QUESTION NO.3(ANS)

Effective communication:

Effective communication is about exchanging information. It's about understanding the emotion and intentions behind the information.

Effective communication sounds like be instinctive. But all too often, when we try to communicate with others something goes astray.

EFFECTIVELY COMMUNICATION FOR BUSINESS

Communication is the best way to transfer information, ideas and opinion.

For business, communication is very necessary to run a business. To get success in business, we need to learn best communication principles.

Effective communication is very important and it can help to foster a good working relationship between you and your staff, which can in turn improve morale and efficiency.

By effective communication, we can deal best with other businessmen. By effective communication, we can import and export goods from one city to another city and from one place to another place.

EFFECTIVELY COMMUNICATION FOR SPORTS

In sports, communication is very necessary. Through this we can communicate with other players, and other people. Now a days in sports, English education is very necessary. Research shows that developing good communication with coaches and players results in better, more effective teams. While earning an online master's sports

degree in sports administration, candidates will study the nuances of communication in sports and how it relates to effective leadership.

EFFECTIVELY COMMUNICATION FOR EDUCATION

Educational assessment or educational evaluation is the systematic process of documenting and using empirical data on the knowledge, skills, attitudes, and beliefs to refine programs and improve student learning.