

Department	(AHS) MLT
Subject	Communication Skills
Marks	30
Semester	-II
Mid Term Assignment	Spring 2020
Instructor	Hajra Iqbal

Fill below blocks.

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**Instructions:** Your time starts once you log in. You have only 48 hours to complete and submit your paper on the portal. After 48 hours your time would be automatically expired. Download this paper and save it with your full name and subject. Attempt all the answers on the same page and keep in your mind to click the **SAVE** after every 10 minutes. When you are done with paper, go through it and submit your final copy with your name and id on SIC portal.

**Note:** i. Attempt all three questions. All questions carry equal marks. Be careful about spellings, sentence structure and punctuation marks.

1. Define Communication Skills. What do you mean by Verbal and Non-verbal Communication? Explain the five ways of verbal and five ways of Non-verbal communication. (300-350 words) /10

**Communication skills.**

It is the art to convey or transfer a message from person to another is called communication skills.

Sender ----- receiver

There are two types of communication.

**1. Verbal communication.**

A communication in which we using sounds and words to express yourself. Especially using gestures or mannerisms.

**2. Nonverbal communication.**

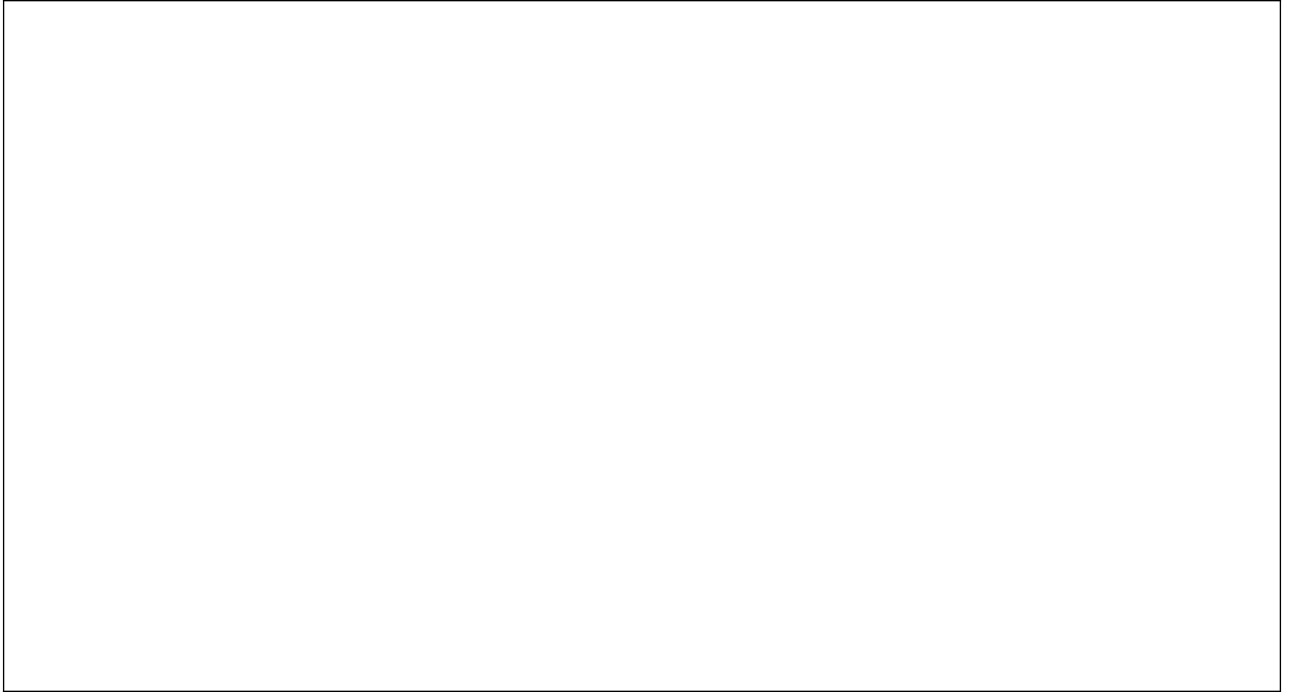
It is a communication in which we transmit message or idea through nonverbal platform. Such as eye contact, gestures etc.

**Five ways of verbal communication.**

1. Think before you talk
2. Don't talk to much
3. Be clear
4. Speak with confidence
5. Focus on your body language

**Five ways of nonverbal communication.**

1. Eye contact
2. Gestures
3. Facial expression
4. Space and distance
5. Physiological change.



**2. What are the Barriers to Effective Communication? Enlist and explain any eight barriers to effective communication. ( 300 words) /10**

**Barrier in communication.**

Lack of attention, distraction, interest or irrelevance to the receiver differences in viewpoint and perception. Physical disabilities such as speech difficulties or hearing problems .

**Eight barrier to effective communication.**

**1. Physical barrier**

The barrier of organizational environment or interior problems, noise and technological problems are the parts of physical barriers.

**2. Perceptual barriers.**

It is individuals form effective communication include. We all have our own preferences, attitudes, values, origins and life experiences of people, events and information.

**3. Emotional barrier.**

It is mental walls that keep you from openly communicating your thoughts and feelings to others. Emotional barrier individuals with tend to be extremely reserved, insecure and

cautious.

#### **4. Cultural barriers.**

It is caused behavior and personality differences like thinking, body language, communication, norms, manners etc.

#### **5. Language barrier.**

Language are needed for any kind of communication. It is used to passing information discribe that inability between two or more people due to linguistic differences.

#### **6. Gender barriers.**

It is a communication incite barriers at home at in the workplace. Assumed gender, interpersonal difference and societal stereotypes can contribute to a communication gap between the sexes.

#### **7. Intrapertoneal barrier.**

It is a communication both in sending and receiving messages refer to the elements within the individs own self which pose a hurdle from within the individuals. For example meditation, day dreaming etc.

#### **8. Withdrawal barrier.**

It is communication by which we refer to all the obstacles and impediment. This communication of those whose capacity to communicate hearing and orally are limited, either permanently or temporarily make it more difficult or limited.



**3. Write a dialogue between two friends discussing the means for earning living for them in the present situation. (Due to COVID-19 or state of emergency in the country). (300 words) /10**

**Ahmad: Good evening, Ali**

**Ali:** Good evening.

**Ahmad:** how are you?

**Ali:** Fine and you?

**Ahmad:** not very well.

**Ali:** why?, What's problem?

**Ahmad:** I became jobless and therefore, I am suffering from depression.

**Ali:** Did you loose the previous job?

**Ahmad:** yes, I lost the previous job.

**Ali:** how did you loose it?

**Ahmad:** As, you know that it was a private job, so as the carouna disease spread throughout the world, and the lockdown you see in your country, that is why my boss also decided to suspend his present staff due to bad economic situations.

**Ali:** I am so sorry to hear like that from you and felt so pity. But my buddy don't worry. I con help you.

**Ahmad:** how my dear? Please halp me if you could.

**Ali:** there are so many means of earnings in our country.

**Ahmad:** please friend tell me some means of earnings, my present economic condition very bad. I am so upset about how to spend life further more.

**Ali:** As you are a best computer operator, you must know that the job market is enriched of online jobs.

**Ahmad:** thank you so much. That's a good idea. Tell me friend, which company should choose and which one can offer me the most out put?

**Ali:** You choose the multinational companies which advertise their brands by net. You use different social medias web pages to advertise their brands and thus you get the reward.

**Ahmad:** thanks also my dear friend. Any other means if you have in mind?

**Ali:** yes, off cause, your MSC computer science qualified person. You can start online computer training at home to thousand students and can earn very large amount of money. One another mean of earning is that you can prepare various types of software needed in the market and can offer for sale by internet to various software manufacturing companies.

**Ahmad:** Thank you very much, my dear friend. Now I got all good ideas and understood so many means of earnings in the present lock down due to covid-19 virus. I am very thankful of

you for encouraging me in these poor condition. Hope to me meet again tomorrow. Good bye .

**Ali:** Good bye. Take care yourself.

**The end**

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