

MID TERM-MID EXAM

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SUBJECT:

“COMMUNICATION PRACTICE”

SUBMITTED TO:

MA'AM WAJEEHA

Q1) Make a Do's and don'ts list for effective communication.

DO's OF EFFECTIVE COMMUNICATION:

- 1) Planning before communicating the message is a must.
- 2) The timing of communicating the message should be suitable to the situation.
- 3) The statement should be cleared and easy to understand.
- 4) It should be made sure that the listener understands the message properly.
- 5) Be a good listener
- 6) stay focused while the communication is carried out.

DON'TS OF EFFECTIVE COMMUNICATION:

- 1) Don't interrupt when the other person is speaking.
- 2) Don't ever make your message way too complicated.
- 3) Don't portray negative body language.
- 4) You don't have to shout. Maintain the tone and communicate.
- 5) You don't have to be afraid to make any changes to the message or information one is about to say/share/communicate.

Q2) list top three factors that are important for effective communication.

Why do you think they are in the top 3.

ANSWER:

The three most important factors of effective communication are:

- 1) Active listening
- 2) Speaking clearly
- 3) Communicating in different situations

In my perspective these are the main 3 variables of compelling correspondence on the grounds that:

Undivided attention is something which comes face to face with constant practice. This is significant in light of the fact that it will make an individual focus on what the other individual is stating and comprehends the correspondence. It will lead an audience to a superior comprehension and will have pertinent response to that. Talking plainly and utilization of the correct tone is a significant piece of any correspondence. This factor makes the audience feel that the speaker has information and demonstrates regard towards the audience, which is a serious decent impression. On the off chance that there's anything it must be spoken plainly and viably else you won't have the option to pass on your message and data that is as of now at the forefront of one's thoughts. It can in the end occupy an individual and could lose openings. There would be times when you don't get the circumstance or answer what you anticipated. In

the correspondence, one ought to be set up to impart in various circumstances. This factor is significant on the grounds that one can have the various circumstances with their colleagues or associates.

Q3: Explain how different kind of political economy affect businesses. Use example from past and present world political system and economics.

Ans: Beginning from 17 century, the main predominant framework was mercantilism. This framework would augmented the state riches leaving colossal populace with hardly a penny. In the 17th century British mercantilism objective was to set up provinces and appreciate profits by it. English was making their monetary position solid while provinces would flexibly crude material and fare the completed merchandise.

This political framework offered ascend to the servitude and made the exchanging framework one-sided. It was considered as a demonstration against mankind. Provinces were confronting swelling and paying overwhelming expenses without getting a lot of hand.

Free enterprise got mainstream in the 1800's. Despite this, everything followed in numerous nations in the current time. Free enterprise is a framework which offers rights to individuals and organizations. They could settle on their own choice. In this framework the creation is generally claimed by private owners (individuals and organizations) and run for benefit, while the administration assumes the optional job. It prompted incredible development to the expectations for everyday comforts and furthermore made the private divisions progressively productive. These days, Hong Kong is the best case of this political economy nation.

An ascent to a framework "Marxism" was noted in 1900. This framework accepts as offer to all the classes and social powers. This sort of economy framework filled in as a device for the average workers of the general public. Despite the fact that it got a ton of negative pundits.

In the current world, numerous eminent nations follow the social majority rules system framework strategically and monetarily. This framework has comparative estimations of communism however inside free enterprise outline work. The Scandinavian nations are considered to have this framework. Each individual arrives right and portion of their work.

*****THANK YOU*****