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subject

Iqbal
communication
skill

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

Answer:-

In many interpersonal encounter, first impression have a significant impact on the success of further and future communication. When you meet someone for first time, you form an immediate impression of them, based on how they behave, how they look and sound, as well as anything that you heard about them from others.

The first impression guides our future communications. Whenever you meet someone and you hear them speak you form a knowledge about them, ~~and~~ and likely extent of ability and understanding. This might well change what you say. If you hear a foreign accent, you might decide

(2)

That you need to use
same language. you might
also realise that you will
need to listen more
carefully and ensure that
you understand what
they are saying to you.

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 form of communication change the society and individual?

Ans:- The non-verbal form of communication is as old as Mesolithic and complex human psychology.

"Definition of Non-verbal"

Non-verbal communication is the conveying of message or signal through a non-verbal aims such as eye contact, facial expressions, gesture postures and the distance between two individuals. It includes body language. It can also include the use of time, eye contact and the action of looking ~~and~~ while talking and listening, frequency of glimpse, patterns of fixation, pupil dilation and blink rate.

Society and individual:-

An individual's nonverbal cues might be more easily read by close friend, partner or family member

In close relationships, this deeper understanding on a nonverbal level might facilitate greater closeness and strengthen bonds, especially when it complements what is actually being said by a friend.

Non-verbal communication plays a significant role in our lives. It can improve a person's ability to relate, engage and establish a meaningful interaction with other people in everyday life. A better understanding of this type of communication may lead people to develop stronger relationships with others.

"Types"

* Gestures:-

It includes motion of head or limbs.

* Postures:- Refers to both the position of the body by itself and in relations

(5)

to others.

* Body movements:-

any motion of the body. It may includes

* Eye contact and movement:-

The direction and focus of a person's eyes.

* Tone of voice:-

The range of pitch in the voice that may communicate something other than the words being spoken.

* Facial expressions:-

Refer to any movement and changes of the facial composition.

Q No (3) You probably write on the job all the time: proposals to clients, memos to senior executives, a constant flow of emails to colleagues. But how can you ensure that your writing is as clear and effective as possible? How do you make your communication stand out?

Ans:- Overworked managers with little time might think that improving their writing is boring and jokey exercise. Here how to write simply, clearly, and precisely.

* Think before you write:

Before put pen to paper or hands to keyboard, consider what you want to say.

* Be direct:-

Make your point right up front. Many people find that the writing style and structure they developed in school doesn't work as well in the business world. If your opener is no good

(7)

Then the whole piece of writing will be no good.

* Cut the Fat :-

Don't use three words when one would do," ~~Read your writing~~ through critical eyes and make sure that each word works toward your large point. Cut every unnecessary word or sentence.

* Avoid jargon :-

Business writing is full of industry specific buzzwords and acronyms. And while these terms are sometimes unavoidable and can occasionally be helpful as shorthand, they often indicate lazy or cluttered thinking. Jargon doesn't add any value, ~~says~~ ~~but~~ clarity and conciseness never go out of style."

* Read what you write :-

Put yourself in your reader's shoes. Is your point clear and well structured? Are the

(8)

Sentences Straight Forward
and concise. Blackburn suggest
reading passage out land.

* Practice everyday :-

is a skill and
with practice.

Writing
skills improve

Q(4) Public speaking, some people love it and some are terrified by it there are so many articles regarding how to prepare yourself for speaking engagements that's overwhelming. But what strategies and techniques do you think are proven to be successful when addressing to a group of people?

Ans: Public speaking. Some people love it and some people imitate by it. There are so many articles regarding how to prepare yourself for speaking engagement that it's overwhelming.

* Practice Makes Perfect:

Practice your speech a few weeks ahead of the big day. Use this time to master each word that comes out of your ~~drains~~ mouths.

* ~~Practice~~ ^{Hook} with an audience's: It's no secret that capturing your audience's attention early on is one of the fundamental points in public speaking.

You should deliver your big idea during the first few minutes of your speech.

* Practice with an audience:-

You've practiced your speech by yourself for some time now, but what about in front of an audience? One of the best ways to practice your speech is to practice it under conditions that will resemble the day of your speech.

* Your body language is your key:-

Stand up straight when entering the stage ~~up straight~~ and speaking to audience. It will show your authority and confidence. If you walk into the stage slouching the audience will possibly get bored.

* Set your goal:-

You will tell the audience what your ~~speech~~ goals for that day.

(4)
★ Begin with an interesting question and story.

Start your speech with a question, story or puzzle. It will help take the audience focus off you.

★ Get Feedback.

There is nothing wrong with receiving feedback, either if it is positive or negative feedback. Listening to what your audience says is one of the most important parts of being a successful public speaker.

Q(5) Public service commission Lahore is advertise the vacancies for the accountant. on the basis of the ad, decide which of your skill you should discuss to convince the secretary that you are the person for the job. Create Resume.

Ans:-

Resume / curriculum vitae (cv)

Your Resume (also called curriculum vitae cv) is a Snapshot summing your qualification, experience skill and qualities. A resume need to be clear, concise and neatly organized with content relevant to the role you are applying for.

Your Resume should include your:-

* Education, qualification and detail of any courses or areas of focus that might be relevant to the role.

* Experience, paid and volunteer in reverse chronological order. For each job, include the role title name and location of employer, and

date of employment. Briefly describe your role, responsibility for each job.

* Special Skills, Computer Skills, achievement and membership in organizations.

* Reference (refer to 6.6 Referees.)