**Oral Communication**

**Note: Attempt all questions. Copied answer will not be considered for checking/marking**

Q1. Make a Do’s and Don’ts list for effective communication.

Q2. List top three factors that are important for effective communication. Why do you think they are “top 3?”

Q3. Why Interpersonal Competencies are essential? Argue.

**Good Luck!!**

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**Subject # Oral Communication**

**Submitted to # MS Wajiha Usman.**

**QNO1 ANS:**

**Do’s :**

1. Do plan a message first you want to communicate with others for effective communication.
2. Do make sure the perfect timing or the right timing for your communication to be effective.
3. Do make your statement to be clear and free from unnecessary jargon.
4. Do make sure that what you say is clearly understood by the listener or audience you are communicating with and ask for the feedbacks from the listeners.
5. Do communicate from a position of strength get your facts straight before you speak.
6. Do maintain your eye contact.
7. Do behave confidently.
8. Do use simple and polite language.

**Don’ts :**

1. Don’t assume that an audience shares your interest in the subject. Think and focus on how u can make your listener to care about what you have to say.
2. Don’t overcomplicate your message.
3. Don’t be defensive or offensive always stay neutral.
4. Don’t shout or talk too fast or loudly.
5. Don’t show negative body language.
6. Don’t criticize in public.
7. Don’t interrupt people while they are talking.

**QNO2 ANS :**

The top three factors for effective communication are:

1. **Listening:** In my perspective the first and most important factor for effective communication is being a good listener. People usually like to have a double side interaction with others they usually like to speak and let others listen and give feedbacks. So, for effective communication one must not just speak and speak but also let others to speak and to listen to the others point of view. Effective communication requires active listening.
2. **Be clear and be Concise:**  For effective communication our message must have few words as possible and must be clear, direct and concise message. If our message contains excessive words then out listener will lose focus.
3. **Empathy:** Empathy is the ability to understand the feelings thoughts and beliefs of another person. Even if you don’t agree with the other person you are communicating with, its important to understand and respect their view. Simply saying to that person ‘’I understand what you’re saying’’ it will let them know that you have been listening to them and you do respect their point of view.

**These are the top three factors for effective communication in my point of view as these factors usually gives a better result in communication as it covers both parties point of views and gives a clear understanding to both.**

**QNO3 ANS :**

As we know that interpersonal competencies are important because they help employees develop and foster strong working relationships with each other and with their clients.

As interpersonal skills are people skills. They are the skills we use when communicating and collaborating with other people.

Interpersonal skills are not just people skills but they are life skills and they help us communicate and relate to others.

By developing and increasing our interpersonal skills, we help smooth and simplify our interactions with others.

It helps in increasing team and organizational productivity and creates a positive work environment and a Positive relation with team members and organization.

The IP competencies help people to be open while discussing ideas and sharing knowledge that helps organization and a workplace to be more effective and productive. It also helps in conflict resolving and gives a positive environment around where everyone can feel productive and competent.

It also builds a long-term good relationship with people and gives opportunities for a person to improve his work. They understand family, workers, clients and friends very well.

People usually like to work with colleagues with a good interpersonal skill as they understand matters and things very well. They have the ability to solve problems and make good decisions.

People with good interpersonal skills usually gives motivation to their team and make things productive and efficient.

**THANKS.**