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EXAM: MID TERMS

Question No.1

Ans: Communication:

Communication is activity of conveying meaningful information .It requires a sender a message and an intended recipient .

Communication Barriers:

Communication barriers can be defined as the aspects or conditions that interfere with effective exchange of ideas or thoughts .

1: Physical Barriers:

Physical barriers relate to disturbance in the immediate situation which can interfere in the process of effective communication. Some of them are easy to alter whereas some may prove to be tough obstacles in the process of effective communication

Factors causing physical barriers:

- Defects in media
- Distraction in environment
- Distance
- Physical disability

2: Cultural Barriers:

Cultures provide people ways of thinking ,ways of seeing, hearing and interpreting the world. Similar words can mean different cultures even when they talk the same language.

Factors causing culture barrier:

- Diversified culture background .

Language and accent.

Behavior and nature .

Religion.

3: Language barriers:

Inability to converse in a language that is known by both the sender and receiver is the greatest barrier to effective communication. When a person uses inappropriate words while conversing or writing it could lead to misunderstanding between the sender and a receiver.

Factors causing language barriers:

Multi language

Region

Inadequate vocabulary

Interpreting difference

4: Emotional barrier:

The emotional state may influence your capacity to make understood and hamper your understanding of others. Many times emotional barriers on your part or the part of the person you are speaking which may inhibit your ability to communicate on an effective level.

Factors causing emotional barrier:

Fear/insecurity

Mistrust

Stress

5: Gender barriers:

Relationships, respect, workplace authority

and education are common ways men and women are pitted against each other. Overcoming barriers in gender communication is not simple but can be made clear with a little patience and understanding. This barrier arises because men and women have of thinking and communication.

Factors causing gender barrier :

Fear and shy

Environment

Misunderstanding

6: Organizational barriers:

Organizational structure greatly affects the capability of the employees as far as the communication is concerned. All the internal factors which stymie or block the process of communication are known as organizational barriers. Some such factors have already been discussed like restrictive environment, deceptive tactics communication network.

Factors causing organizational barriers:

Status relationship

One way flow

Rules and regulations

7: Perceptual barriers:

The most common problem is that the people have difference opinion. The varied perceptions of every individual give rise to a need for effective communication. We all have our own preferences, values, attitudes, origins and life experiences that act as filters on our experiences of people events and information.

Factors causing perceptual barriers:

Difference in understanding

Difference in perception of reality

Difference in values ,attitudes and opinions.

Question Number: 2

Ans: It is obvious that the current digital world has changed the entire dynamics of communication across all age levels the way of work, the way of live, and the we make friendships have so far taken a different twist.

Everyone remembers that the advent of email literally destroyed letter writing and even the art of writing altogether. Fare-thee-well to writing letters ! Email ,SMS and social media communication tools have made irreversible impact on the way we write and communicate .

Today many of us tend to be much more revealing in business and personal communications than ever before. Social media quickly breaks down personal barriers. Telling the world personal things and then exploring them onto blogs, Facebook, Twitter, Instagram, you name it , has become socially acceptable in many circles.

A Person will post details that they probably never would have called dozens of people over the phone or to their home to share . These little tidbits have opened up a whole new world of conversational opportunities when we see our friends in person

Before the advent of social media , jumping into a conversation about personal issues with a coworker may felt awkward . Today after seeing their pictures posts online, however it becomes much easier to broach the subject .

When we first heard of Twitter and its 140 character limit , most of us wondered how in the world we could convey something meaningful in 25

to 30 words.

Now we have realized that Twitter pushes us to get to the essence of what we trying to say . Who says you must have full sentences or paragraphs of text to make an impact or to drive people to action .

The need for fewer sentences has pushed for many short forms that we find ourselves using in our daily communication : BTW- By the way , IDK – I don't know , LMK- Let me know , LOL- Laughing out loud , OMG- Oh my God are just a few acronyms we have found ourselves typing from our varied gadgets . These demonstrate how social media speeds things up by lessening the need to write longer phrases and reduces space .

People who use these via SMS or social networks are not necessarily spelling things incorrectly . They are effectively speaking new language entirely .

Emoticons , representation of a facial expression such as a smile or frown by various combinations of keyboard characters and used to convey what the user is feeling or to express the intended tone without actually having to write it has become acceptable .

You could argue that is a lazy form of writing , but social media isn't a process of creative writing , at least not in the traditional sense , it is a fast and convenient with an audience .

A whole host of words originating from social media and the wider internet have become so commonplace that they have now slipped into popular usage and we do not even realize It . Another curious phenomenon seen in recent years is the re-appropriation of words , process by which a group claims words that were previously used in a certain way and gives them a new meaning .

'Friend' and 'unfriend' are two examples of words that have been given a new meaning due to their usage online .The word 'friend' and 'befriend' is

from Old English originating in the 13th century , but it has been given an entirely new meaning thanks to Facebook now meaning the process of adding or removing someone from your circle of friends .

'Like' and 'viral' are other popular examples of words that have had their meaning re-appropriated by social media.

Question number:03

Ans: when communicating with others we often focus on what we should we say . However , effective communication is less about talking and more about

Listening well means not just understanding the words or the information being communicated but also understanding the emotions the speaker is trying to convey . The way you look , listen, move, and react to another person tells them more about how your feelings than words alone ever can . Nonverbal communication ,or body language , includes facial expression , body movement and gesture , eye contact, posture , the tone of your voice , and even your muscle tension and breathing.

Developing the ability to understand and use nonverbal communication can help you connect with others , express what you really mean , navigate challenging situations , and build better relationship at home and work .

You can enhance effective communication by using open body language arms uncrossed standing with an open stance or sitting on the edge of your seat , and maintaining eye contact with person you are talking to .

1: communication in business :

Business communication is the process of sharing information between people within and outside a company .

Effective business communication is how employees and management interact to reach organizational goals . Its purpose is to improve organizational practice and reduce errors .

The importance of business communication lies in :

Presenting options / New business ideas

Making plans and proposals (Business writing)

Executing decisions .All organized activity in company relies on the process of business communication . This could be anything from managerial communication to technical communication with vendors

2: communication in Education:

Communication is paramount in education . Whether it is teacher to student , student to student, teacher to teacher , teacher to parent , teacher to admin or admin to parent , or vice versa , communication is needed to make sure our students are successful .

communication is something that doesn't always happen . sometimes is a lack of time, a lack of resources , a lack of knowing how to get the point across or a language barrier .

Technology can help improve communication in education :

Email-connect with staff , teachers ,students and parents through email. Websites- post relevant information and resources on district , school , and classroom websites . Include a parent section . Now a days education is online which is good for students because it is change in communication system .

3: communication in sports :

The importance of

communication in sports cannot be understood . It is said to be the key to success in both the sports and business world . Now yet another study has proven it European Leaders recent research showed that poor communication is responsible for reduced performance in the business world . The study emphasized why it is so important for senior management to be able to communicate effectively , with 41 percent of employees believing communication improves productivity and performance . There is no single element of the coaching process that is more important than communication.

Being an effective communicator is a distinguishing characteristic of expert coaches . Effective communication is very important in sports system .