



Department of Electrical Engineering

Subject: Communication Skills

Summer: 2020

Date: 19/08/2020

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Q 1:

What are the best definitions of communication with effective examples?

Answer:

Def: 1 Communication is a learned skill. However, while most people are born with the physical ability to talk, not all can communicate well unless they make special efforts to develop and refine this skill further. Very often, we take the ease with which we communicate with each other for granted, so much so that we

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Sometimes forget how to complex
the communication process actually is.

Another definition of communication is
very simple;

def 2: Communication is search for all available
means of persuasion.

def 3: Communication is the main highway to
all human relations.

def 4: Communication is the action of
conveying or exchanging information
and ideas.

def 5: Communication is the process by
which a message or information is
exchanged from a sender to a receiver.

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Effective examples .

* Listening: Being a good listener is one of the best ways to be a good communicator.

* Nonverbal Communication: Your body language eye contact, hand gestures, and tone of voice all color the message you are trying to convey.

* Be clear and concise:

say what you want clearly in a few words. Do not use long sentences that are difficult to understand.

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* Use body language:

Body language (non-verbal communication) is one of the top communication skills in business. The signs and signals of your body always send messages to your partner.

* Be positive and patient: Being positive and patient is one of the main examples of good communication skills in workplace and personal relationships.

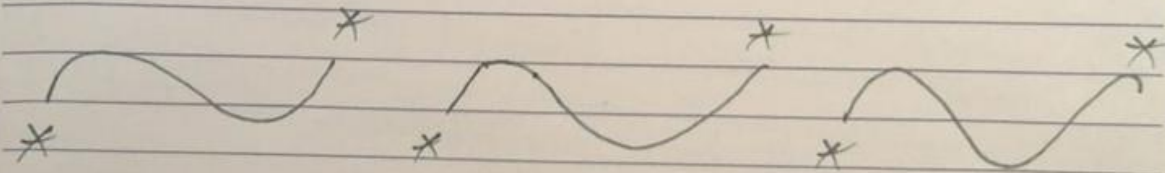
* Be respectful: Showing other people respect is a critical part of maintaining

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business and personal relationships.

* Be confident: Building self-confidence is a long process. If you are introvert and unsure, there are many tips and techniques that are helpful to learn.

* Feedback: feedback is one of the basic examples of good communication skills too.



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Q2: Describe objectives
of communications?

Answer:

The primary objective of communication in management is to convey information instructions, policies, procedures, decisions, etc. so the listener will hear, read, understand what is said.

* Stronger Decision Making:
Your ability to communicate effectively increases productivity, both yours and your organization.

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
* Increased productivity: With good communication skills, you can anticipate problems, make decisions, co-ordinate work flow, supervise others, develop relationships and promote products and services.

* Steadier Work Flow:

Communication acts as tool for the effective work related flow of information.

* Strong Business Relationships and Enhanced Professional Image:

You can shape the impressions you

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and your company make an
colleagues, employees, supervisors, investors
and customers in addition to perceiving
and responding to the needs of
these stakeholders without effective
communication.

* Clear Promotional Materials,
Your organizations need for effective
reach of company name and
public promotions are based on
effective promotional material such
as advertisements, bill boards are
all communicated for effective

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message delivery and meaning.

* Provide Advice: Giving advice is based on individual oriented and work-oriented, advice should not be given to the person for pinpointing his mistakes rather it should be helpful for his improvement.

* Provide Order: Order is an authoritative communication pattern and it's directive to somebody always subordinate to do something.

* Suggestion: It is supposed to be

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to be very mild and subtle form of communication. Suggestions are welcomed for it is not obligatory to accept them, it can be voluntary and anonymous and submitted through suggestion boxes.

* Education: Education is a very conscious process of communication, it involves both teaching and learning by which organizations provide to their employees in the form of training,

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Q 3:

How does "Message" and "Receiver" play indispensable role in development of communication?

Answer: Both receiver and message play an important role in development of communication.

Role of Message in Communication:

Preparing an overriding message and three communication points can make almost any communication more effective.

* Be clear on what you want

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to accomplish.

* Check your assumptions about your audience's current reality.

* Craft and deploy a message and communication points that bridge that gap.

Key messages are the main points of information you want your audience to hear, understand, and remember.

Key messages are important because they serve as the foundation of an organization's branding and marketing efforts and should be reflected in all written and spoken communication.

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Role of receiver in Communication:

In the communication process, the "receiver" is the listener, reader, or observer that is, the individual to whom a message is directed. The receiver is also called the "audience" or decoder.

The person who initiates a message in the communication process is called the "sender." Put simply, an "effective" message is one that's received in the way that the sender intended. Problems can arise on both ends that prevent

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the intended message from getting through to the receiver.

The receiver is intimidated by the position or authority of the sender, resulting in a tension.

The receiver prejudices the topic as too boring or difficult to understand and does not attempt to understand the message.

The receiver is close-minded and unresponsive to new message and different ideas.

The End