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Section :: "A"

Q1

What is Communication
Explain all the types?

COMMUNICATION

it is the way to express your ideas, thoughts, expression, feeling or emotions through verbal or non-verbal signs and symbols.

OR

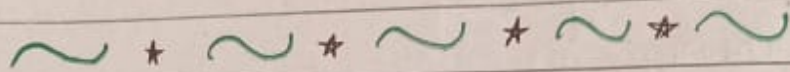
Sending or receiving information, such as telephone or computer e.t.c.

Types of Communication:-

- * Verbal Communication
- * Non Verbal Communication
- * Written Communication
- * Visual Communication.

visual Communication :-

visual Communication
is the act of using photographs, art,
drawings, sketches, charts, and
graphs to convey information.



Explanation

Verbal Communication ::

Verbal Communication is the use of language to transfer information through speaking or sign language. It is ~~is~~ one of the most common types of communication used during presentation, video conference and phone calls, meeting and one-on-one conversation.

Non verbal Communication ::

Non verbal Communication use of body language, gestures and facial expression to convey information to others.

Written Communication ::

Written Communication is the act of writing, typing or printing symbols like letters and numbers to convey information.

Q.2 Elaborat Skimming
and Scanning in the light of
Reading ?

Skimming

The type of reading
Technique in which we quickly
read the passage or any kind of
text in order to get the general
idea of that particular text.

How to skim :

- * Reading the title
- * Read the first sentence
of each paragraph.
- * Read the subtitle or
introduction
- * Read the summary or last paragraph
if there is one.

When Skimming :-

- * Don't read everything in detail but just try to skip the text
- * Read the first and last sentence of each paragraph.
- * Read the introduction and summary. Read a few examples until you understand the concept of the text.

Scanning

The type of reading technique in which we read in order to find and locate what we are searching for. We quickly skip the text and rapidly run through the text until we find our specific details.

in Scanning We Search for keywords.

- * particular name
- * Number
- * Telephone number
- * program
- * Date.

Scanning ... Get only what you Read.

- * Searching for key words
- * Move quickly over the page
- * less reading and more searching

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Q3:

What are the 7C's of Communication? Explain all of them?

Seven C's of Communication:

- * Completeness
- * Correctness
- * Conciseness
- * Concreteness
- * Consideration
- * Clarity
- * Courtesy

Completeness:-

- * Provide all necessary info
- * Answer all questions
- * Give something extra when desirable.

Conciseness:-

- * Eliminate wordy expression
- * Include only relevant material
- * Avoid unnecessary repetition.

P.T.O

Consideration ::

- * Focus on "you" instead of "I" or "we"
- * Put Emphasize positive n pleasant facts
- * Show audience benefit interest in the Receiver end

Concretness ::

- * use Specific facts n figures
- * put action in your verb
- * choose image-building words

Clarity ::

- * choose precise Concrete n familiar words
- * Construct effective Sentences and paragraphs.

Courtesy ::

- * Be sincere, tactful, thoughtful n appreciative
 - * Use expression that Show respect
 - * Choose nondiscriminatory expressions.
- P.T.O

Correctness ∴

- * use the right way n level of language acc to audience's benefit
- * Check accuracy of facts, figures n words that ~~we~~ we have used
- * Maintain acceptable writing Mechanics i.e. Sentence Construction level.

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Q.4" Define And Differentiate
Letter And Memo ?

LETTER

The relationship between the sender and receiver play a significant role in determining the overall style in which the letter is drafted. These are used for a number of reasons such as a request for information or feedback, order placement, making complaints or grievances, equising something or talking follow-up.

MeMO

A memorandum is a written message that may be used in a business office. The plural form of the Latin noun memorandum. So derived is properly memorandum, but if the word is deemed to have become a word of the English language, the plural memorandum abbreviated to memos, may be used.

OR

one can use an informal tone and personal pronouns in the memo. There is no requirement to use a Salutation Complimentary Close.

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Difference between letter and Memo

Letter

A letter is short or long message that is sent by one person to another

* A letter is more formal and contains more information

Memo

while a memo is a short message that is sent by a person to another

while a memo is informal and it is very short

Q5

Give a brief Definition
of Vocabulary, also Explain the types
of Vocabulary?

VOCABULARY

Vocabulary basically refer towards
"list of words" or "the stocks of words"
used by a person.

Types of Vocabulary ∴

- (1) Active Vocabulary which we use
for speaking or writing
- 2) Passive Vocabulary which we
can understand when we hear or read

p.t.o

Explanation

over Reading and writing vocabulary is larger than over spoken vocabulary because we have time to make an effort to recall words when we read or write; speech flows faster and there is less time to recall words. So, over reading vocabulary (passive one) is the largest and over spoken vocabulary (active one) is the smallest; we use all the words we know when we are reading and use the fewest of the words we know when we are speaking.

