

Name Jfrikhar Icharn

ID 14693

class BS (SE) B
semester summer-

†
Instructor

sir Naeen Ullah kaka khel.

①

Q1

Q what is skimming and scanning explain in detail?

Ans 1

Ans 1

- 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:-

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

②

When skimming:

- Don't read everything in detail but just try to skip the text.
- Read the first and 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 to the text and rapidly run through the text until we find our specific details.

In scanning we search for key ^{words}

- Particular name
- Number
- Telephone number
- program
- Date

3

Scanning-- get only what you need.

Three steps for scanning includes

- search for key words
- Move quickly over the page
- Less reading and more searching.

== * == * == *

Q = 2

Q2 what is communication explain in detail?

Ans = 2

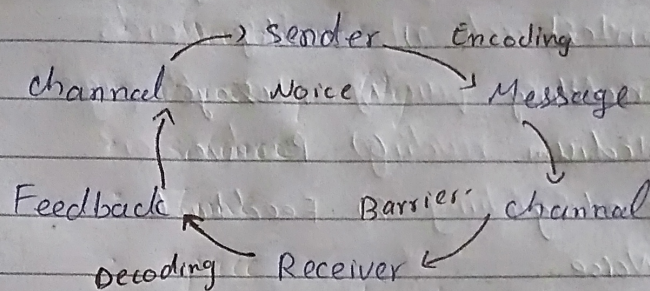
Ans2

communication:

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

- communication is a process of transmitting n receiving verbal or non verbal msgs.

Process of communication:



How to overcome Barriers of

- Taking the receiver more seriously.
- Crystal clear message.
- Delivering message skilfully.
- Focusing on the receiver.
- Ensuring appropriate feedback.

Purposes of communication:-

- To express our thoughts or feeling--
- To ensure communication
- To enhance understanding
- To solve issues
- To overcome anxiety through counseling --- etc.

3

Process of communication:

- components of communication.

- 1) context
- 2) sender
- 3) Encoding
- 4) Message
- 5) Medium
- 6) Receiver
- 7) Decoding
- 8) Feed back
- 9) Noise

Oral message.

- Immediate feed back
- conventional e.g. ok
- More colloquial lang
- Focus more on non verbal action.

written messages.

- Delayed feed back
- More formal
- Focus on content
- Direct speed
- Possibility of review
- Delayed action.

(6)

Non-verbal communication

- Facial expressions
- Postures
- Movements
- Voice quality
- Silence
- Time
- Space
- Small ~~n~~^{touch} etc.

Scope of communication

- Project future in the present
- Raise awareness - Meet info. needs
- Motivation raises
- Proper planning and coordination
- Executives ~~success~~ success in based
- A valuable job requirement

== * == * == *

(7)

Q=3

Q3

Explain the 7's of communication?

Ans 3

Ans:

↳ Seven e's of communication ↓

- 1) completeness
- 2) correctness
- 3) conciseness
- 4) concreteness
- 5) consideration
- 6) clarity
- 7) courtesy.

1) completeness:

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

2) conciseness:

- Eliminate wordy expressions
- Include only relevant material
- Avoid unnecessary repetition.

3) consideration:

- Focus on "you" instead of "I" or "we"
- put Emphasize positive n pleasant facts
- show audience benefit interest in the receiver's end.

(2)

4) concreteness:

- Use specific facts n figures
- put action in your verb
- choose image-building words.

5) clarity:-

- choose precise, concrete n familiar words.
- Construct effective sentences and paragraphs.

~~6) clarity:-~~

- ~~• choose precise, c~~

6) courtesy:-

- Be sincere, tactful, thoughtful n appreciative.
- Use expressions that show ^{respect}
- choose nondiscriminatory expressions.

7) correctness.

- use the right way n level of language acc to audience's benefit.
- check accuracy of facts, figures n words that u have used.
- Maintain acceptable writing mechanism i.e. sentence correction level.

————— x ————— x ————— x