

NAME: SUAID SAJJAD

SUBJECT: BUSINESS COMUNICATION

ID: 15510

TEACHER: MAM WAJEEHA USMAN

Question No :1

Answer : There Are many barriers to communication and these may occur at the communication process.

Effective communication involves overcoming these barriers and conveying a clear message .

•Over-Complicated, unfamiliar and technical terms

•Emotional barriers some People may find it difficult to express their emotions and some topics may be completely off-limits.

•Differences in perception and viewpoint

•Physical disabilities such as hearing problems or speech difficulties

•Language differences and the difficulty in understanding unfamiliar accents.

•Cultural Differences .

HOW CAN THESE DIFFICULTIES BE OVERCOME?

•Communicate only What is needed. Noise and distractions can close up the communication process on all levels

•Avoid Slang language

•Remain aware of cultural differences

•Stay open minded for questions and answers •Choose A communication App

Question No 2

Date.

Mr Gohar

CEO

\*( Company)

17 The Mall,

Dear Sir,

————————————————————————————————————————————————————————————————————-

You can email me khan@\*\*\*\*.com

Sincerely

Suaid

Question 3

Seven C’S Of Communication

In Seven C’S Of communication we Write Emails,facilitate Meetings , Participate in conference calls,create report, debate with colleagues Etc

seven C’S provide Us All the Details which is Effective In a meeting . so Your Audience Gets Your message Which Includes Proper Presentations ,emails,reports,media cell,conference calls

\* Completeness

\* Conciseness

\* Consideration

\* Clarity

\* Concreteness

\* Courtesy

\* Correctness

Describe How cosideration And conciseness can make a business message effective?

Consideration Means That the Audience Must be Intouch With you And You Consider your audience in it So Your meeting must go effective .

Conciseness means To convey Your Message in least possible words without forceing others without Going in Other C”S

They Both Are Effective in Business Because conveying Your Message Effect in a meeting