Communication Practice

Mid Term Assignment

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ANSWERS

Question no 1:

Answer: The do’s and don’ts for effective communication are as under:

Do’s for the effective communication:

1. Keep your communications concise, you should keep the communication short, concise and to the point. And should be meaningful and appropriate.
2. Be authentic, be what you are don’t become an artificial just stick to your personality and communicate. Use your emotions well to get sympathy and empathy.
3. Show up, you should communicate with others face to face so you can share the information effectively and to the point.
4. Be consistent, you should be consistent with your communications and stick to the plan. Consistency shows your commitment toward work.
5. Time and information management, you should not waste time with giving excess of information just share the information what he/she wants. Don’t waste the others time.
6. Listen carefully, you should listen carefully and should judge others before communicating. Also listen to the others and do survey to get others opinion and information.

Don’ts for the effective communications:

1. Don’t communicate without clear information, you should communicate without any purpose or without any clear purpose. People will listen if you have a clear mind and clear purpose to communicate.
2. Don’t hide from difficult topics, you should not hide from the tough topics and be confident and face the tough topics to get confident.
3. Don’t rely on emails and social network, because these are one of the impersonal and ineffective ways to communicate with others or employess.
4. Don’t overwhelmed others, you should not share or communicate the information to excess just share what they are capable of and what they need.
5. Don’t leave anyone alone, you should not leave anyone alone and don’t make them left out this will result in their confidence and their productivity.
6. Don’t be afraid to face the tough topics or leaving your comfort zone. Just take your time and while entering the discomfort zone and be confident.

Question no 2:

Answer no 2: There are many factors important for the effective communication with others. The main three factors are as under:

1. The first factor must be **empathy**. When speaking with others or communicating with others one should also listen carefully and should not interrupt others while they are speaking. One should carefully regardless of who the person is or what’s his designation. Listening others carefully is also a part of empathy. One should not leave alone. Ant they should feel that there is someone who listens to us and feels for us and take care of us. The other person should understands its position and ensures that all the parties or stakeholders are on same page and have same agenda.
2. The second factor must be **confidence**. Once you have listen to them carefully and shown that you care than you should respond with confidence. You should have confidence on those things that you don’t have. You should work with confidence, take steps with confidence and communicate with others with confidence. Communicate with confidence even if the situation is uncomfortable, show your professionalism and this will increase the confidence of others on you.
3. The third factor must be **action**. The final factor of effective communication is action. Action is the step which other expect from you. Actions are performed everywhere whether its office or daily life in order to achieve goals and objectives. Also in order to achieve indirect goals, which can be communicating with others and giving a message.

These are the top three factors of effective communication because empathy helps us to communicate with others our ideas and information. Through empathy, we can understand the nature of others and what we can expect from them. To a certain extent, we are all made to empathize with others. It is one of the main factor because humans are social animals and everyone uses empathy to communicate or listen. Empathy can make all differences in your career and professional life. Good business are done through trust while in order to develop trust you should build trust and understand others so without empathy you cannot build trust of others. In communication you want to communicate effectively and without confidence one cannot communicate effectively. So, basically confidence tends a person to communicate concisely and with clarity. These are the most important factors to have an effective communications. Without actions, we cannot communicate with others or send the information or message. That is why these are top most factors important for effective communication.

Question no 3:

Answer no 3: Interpersonal skills or competencies are essential for effective communication.

Interpersonal skills are the main assets to success, without them your life gets challenging.

Good interpersonal skills or competencies are as under:

1. Active listening
2. Collaboration
3. Problem-solving
4. Conflict resolution
5. Empathy
6. Diplomacy
7. Adaptability
8. Leadership
9. Mediation
10. Patience

I think these are the most important interpersonal competencies a person should have in order to be succeed in career and professional life. In addition, most important in workplace.

They help us in communicating with others and relate to others. They help us in active listening and in collaboration also use impersonal skills. Through interpersonal competencies one can get help while problem solving, conflict resolving and in adapting the workplace environment. Also important because they help employee or a person to develop good relationship with each other and with their clients and customer. They are important because they help a person to build other life skills. Good interpersonal communication skills help us to work more efficiently and effectively. One can lead its team and employee or organization with the help of interpersonal skills. Decision making of a person is enhance by interpersonal skills. Many jobs nowadays involve collaborations and interaction with others, and interpersonal skill are making this happen easily. In addition, nowadays interpersonal skills are most important skills a should have to get the job because the interviewers and recruiters look for a person who have good interpersonal skills for the jobs. Through interpersonal skills one can get confidence while facing others and difficult situation. According to my perspective nowadays-in business, field interpersonal competencies are more important than degrees. The above mention are the importance of interpersonal skills or why they are essentials.

Question no 4:

Answer no 4: Making a great presentation is effective.

First great presentation is a presentation, which includes following parts:

1. Emotional impact
2. Information
3. Storytelling
4. Shows your passion
5. Message
6. Structure
7. Elements

A presentation having all above mention parts should be good or great presentation. And it is effective because it covers all the information a listener wants to listen. Great presentations are made by focusing on audience needs and wants. Great presentation is more effective because it gives the emotional impact on the audience and audience does not gets bored. It provides all the important information and message regarding the topic or regarding the information, audience wants to get or listen. Great presentation gives the complete story and overview regarding the presentation that is most effective approach of great presentations. The audience does not gets bored because a great presentation is concise, to the point and gives the core message. As the great presentation consist of story, which makes it effective because the human are programmed to listen and respond to stories. These are the reason why great presentation is more effective.