***Iqra National University Peshawar***

**Assignment #1**

**Course : COMMUNICATION PRACTICES**

**Title : MID TERM ASSIGMENT**

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**Q1. Make a Do’s and Don’ts list for effective communication?**

**Ans.**

The Don’ts:

1. **Don’t Be Distracted By Cell Phones Than People:**

 Likewise, steady messaging, or checking your telephone implies you are not occupied with your present. This preparation is rude and gives your group the message about organization insignificant.

1. **Don’t Be Offensive/defensive remain neutral:**

Numerous things associated with troublesome conversation can and will illegal the inclination for a passionate reaction. Recall that getting fomented won't help you with hypothesis unquestionably and will leave a dreadful effect on all get-togethers connected with the affiliation.

1. **Don’t Interrupt:**

Permit everybody a lot of the floor. Everybody engaged with an undertaking meeting is there for an explanation and has a substantial requirement for talking time. Try not to cause somebody to feel insulted by overwhelming the whole gathering.

1. **Don’t overcomplicate:**

Don't over confuse your message. Utilize less shortenings and specialized terms as they are boundaries to powerful correspondence. Avoid such word like ‘um’, ‘uh’, etc.

1. **Don’t show negative body language**:

Don’t show anger faces to the audiences or any other negative gesture which effect the audiences be calm/relax and confident.

Keep these pointers at the bleeding edge while getting ready for your next gathering or undertaking and you're certain to leave everybody all around educated.

**The Do’s:**

1. **Be a Good listener:**

Be a decent audience and remain concentrated on the individual who is talking. Do summarize or revamp what you have comprehended to explain when there is uncertainty in correspondence.

1. **Maintain eye contact:**

Keep in touch with the individual you are conversing with and gesture once in a while to confirm enthusiasm for their words.

1. **Look for nonverbal clues:**

Like absence of eye to eye connection, interruption or squirming, which pass on anxiety or eagerness, Yawning or murmuring is an indication of mental or physical weakness. At the point when you notice these non-verbal signs, wrap up the discussion, defer it or ask about the inconvenience.

1. **Behave confidently:**

Carry on unquestionably and speak with a steady and unmistakable voice

1. **Express negative considerations in a positive manner:**

Be available to getting valuable input, Figure out how to state 'no' pleasantly however solidly.

**Q 2. List top three factors that are important for effective communication. Why do you think they are ‘top 3?**

**Ans.**

The three factors which influence the effective communication with example are given below.

1. **Tone of voice and Eye contact :**

Tone of voice is very important for effective communication like if a person talk quickly and the voice is loud this result that person is in bad mood, instead person communicate with slow and steady voice make friendly environment.

Make eye contact which gives the guess of felling and thoughts of another person like for example suppose teacher is given lecture in class room and not making eye contact either the teacher get the felling either the student is bored or they not interested in lecture.

1. **Gesture:**

The development of the arm, hand and head used to enable us to comprehend what an individual is attempting to state. For example when trying to communicate but speech is not possible people use hand gestures. The common hand gestures are the peace sign (the index and middle finger raised and apart

1. **Body language:**

Stance is a piece of our non-verbal communication. Likewise if when plunking down visiting to an individual on the off chance that they are reclining this can send the message that they are either loose or exhausted, in any case in the event that they are inclining forward this suggests they are intrigued.

**Why it is important Reason:**

In any association is basic in building a firm group that conveys great execution and results. The communication failures lead to poor performance of human that might create an environment of misunderstanding. It is of significance for normalized specialized instruments to be made so as to set up a domain that offers people a chance to make some noise and express worries just as offer normal.

**Q3. Why Interpersonal Competencies are essential? Argue**

**Ans.**

Relational aptitudes are basic in light of the fact that anyplace it would build up a solid connection representatives cooperating and will increase the production., in the business world the relational abilities are viewed as progress and considered to have authority characteristics it help with the dynamic and critical thinking all the more productively.

**Tool of interpersonal skills:**

Here are seven tools of interpersonal skills

1. **Verbal communication:**

Verbal communication help us how and which word are used in communication, the ability to communicate with correct tone and manner

1. **Non-verbal communication:**

Non-verbal communication included the face expression, body language, gestures (hand). Non-verbal communication could be negative or it could be positive, negative lead to angry stray, positive lead to smile on face use hand for explanation.

1. **Listening skills:**

The ability to hear the information and process the correct information there is difference between hearing and listing some people have the tendency to hear but miss the valid point after it.

1. **Negations skills:**

Negations skill is effective communication skills for the employee which help them while negations with the customer.

1. **Problem solving:**

The fifth and most complex part of effective communication which help the employee to find the best possible solution for the problem without creating any new problem.

1. **Decision making:**

One of the most difficult situations of solving the problem which requires date analysis fact and figure before take any step and after taken the step what will be the outcome of the decision.

1. **Assertiveness:**

In assertive you have to express yourself in a confident way without any aggressive, passive. It involves the real side of you.

These are tool which is essential for the effective communication and help to make better understanding while in communication.

**Q4. Why do you think making great presentation is more effective?**

**Ans.**

Introduction ability is certifiably not a high contrast off/on it's a range of hues. Everybody have presentation skills, but some of them are better understanding than other do. A little rate is far superior to the majority. The primary goal of presentation is better from the competitor, it requires performance from you. The secondary goal is for your presentations to get better every time you speak. In numerous affiliations, ordinary business includes collaboration. That infers acquainting with your gathering or to assist your gathering. Profession development requires introducing your plans to other people. In the event that you need to be elevated you have to prepare others to deal with your old employment. On the off chance that you need to quick track your vocation, volunteer to chip away at ventures and convey more introductions.

 **The End**