



Iqra National University

MID TERM ASSIGNMENT

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Subject: Buisness English

Instructor Name: Rizwana



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Discipline: BFD

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QUESTION NUMBER 1:

In many interpersonal encounters, the first few minutes are extremely important. How do you maintain the success of verbal communication for further interaction?

ANSWER:

The use of words to share information with other people. It can include both spoken or written words is called verbal communication.

A sustainability in all the relationships is something that reaches or takes you far off. To maintain an interpersonal relationship with a colleague, coworker, employee or anyone you communicate with is concerned with acknowledgment to bulks or groups.

When someone speaks listen to them it is not a rocket science neither does it requires any experience, when someone offers feedback welcome them when someone lends a hand thank them one should know the art of appreciation.

To practice compassion is also one of the main things to maintain the interaction, the concern should come from with in one. One should keep in mind while working in workplace to practice compassion for future nurture for the well being of others in work place. More than being patient one show aggression one is in a rat race, to maintain a long lasting interpersonal interaction switch to patience and appreciating notes than showing aggression.

QUESTION NUMBER 2:

Which form of communication is as old as Mesolithic and complex human psychology involves in it? Define the form of communication and explain that how does the type of this communication change the society and individual?

ANSWER:

The non verbal communication is Mesolithic and complex human psychology is involved behind it.

DEFINITION OF NON VERBAL COMMUNICATION:

Non verbal communication is the transmission of messages through eye contact, postures, gestures, facial expressions, and sometimes distance between two individuals or physical appearance.

EXPLANATION:

This is the most important form of communication in which culture plays an important role. It can be both primary and of cultural values means it can not be only in organizing inter personal interactions but also conveying cultural values and helps to learn how to participate in this system from young age.

Non verbal communication is the most powerful form of communication. It may express ones feelings in front of others when person is unable to express in words and it is most accepted form of communication by modern age people.

FORMS OF NON VERBAL COMMUNICATION

1. Eye contact: it is a key characteristic of non verbal communication. It expresses much without using a single word. Maintaining eye contact may indicate interest and show respect.
2. Gestures: it is a characteristic of non verbal communication in which visible body actions communicate particular message. It include the movement of hand, face, or other parts of body
3. Postures: how one carry about oneself, it tells all about it. How one stand, sit, walk or hold head. It also tells about personality in general. Example moving your head down without eye contact with someone indicates shyness.
4. Facial expressions: the facial expression plays vital role in non verbal communication. It can communicate happiness, sadness, anger or fear
5. Personal space: the physical appearance and personal space also indicates non verbal communication.

CONCLUSION:

This type of communication is more important as many people in society use non verbal communication for communication. It has great effect on the individuals of modern society. All means others than words are included in this type of communication and it also known as silent language

QUESTION NUMBER 3:

People all the time write proposals to clients, memos to senior executives and constant flows of emails to colleagues. How can you ensure that your business writing is as clear and effective as possible? How do you make a business communication stand out?

ANSWER:

To make sure the business writing or the writing on job is effective, the writing should be carefully planned, thoroughly researched and clearly presented.

The writing will be effective if one keeps in mind the following things that

- he should identify his audience
- establish his purpose of writing
- formulate his purpose
- one should select appropriate style and tone.

EXPLANATION:

Throughout the communicating process the audience should be analyzed, how one picture one audience or reader will determine what one write or say to them.

One should know the purpose of writing by this one will communicate better and the writing will be more effective.

The message should contain the scope and detail of one's communication which will make one business writing more effective and clear.

QUESTION NUMBER 4:

Public speaking, some people love it, some are terrified by it. There are so many articles regarding how to prepare yourself speaking engagements that its overwhelming. But what strategies and techniques do you think are proven to be successful when addressing to a group of people?

ANSWER:

There are few techniques which is proven successfully when addressing a group of people. They are explained as under

1. Practice:

To address a large number of people or a group the first thing is practice. Practicing again and again can make you words perfect and you will remember that for longer period. Focus on words and body languages specially the use of hands and eye contact.

2. Be confident

The second thing is to be confident with what you are saying. Focus on speech and tone of you voice so that the audience could get what you are saying

3. Audience attention:

It is the most important and technical strategy because it is the most difficult task and by gaining the attention your first sentence is very important. While stating your speech you have to give all the points you are speaking about so that to gain audience attention.

4. Body language:

The audience will first of all see ur body language before you speech. Presentation of speaker is important it should be according to his subject where he is delivering his speech. Stand up straight and move towards stage it will show confidence. It should nor be so quick nor too slow because audience will get bored.

5. Don't get stuck to words:

When a person got stuck in words he should ignore what he has forgotten and should run, move or skip in the way that speech don't look awkward. And don't stand in one particular point just move on with delivering of speech because stucking into one plavce will make the audience bore.

6. Starting or delivering a speech:

After getting the attention of your audience start talking about you topic. Start in points ot summarize all the important points of the topic it will be the overview of all your presentation. Do not go in so much depth but only main points

7. Know your audience:

You should obviously know the people who you are addressing. Knowing about them will reduce your stress level and it will make you feel as you are not in front of strangers but a group of people who you know and sharing topic with.

8. Beginning with question or story:

You should begin with something interesting to grab the audience attention

9. Feedback:

Get the feedback of your audience so that they got you points, or if they have any questions. Give them chance if they have question regarding the topic. Fully listen to the audience and get feedback for your future speeches.

CONCLUSION:

Public specking is never easy. Some people know the strategies and are talented but others have difficulties. These strategies will help you for a better public speech

QUESTION NUMNER 5:

Public service commission Lahore has advertised the vacancies for the accountant. On the basis of the ad, decide which of your skills and experiences you should discuss to convince the secretary that you are the person for the job. Create a resume.

ANSWER:

Faryal hassan

Profile summary

I am self-motivated and peak performing professional with extensive knowledge in all phases of fashion designing. Effective problem solving and effective career history of consistent advancement based on achievements in Accounting field. I have the Ability to streamline procedures that improve productivity, reliability and control costs. Working in a challenging environment is my passion to learn different techniques for carrying out the work and to achieve the required outcome. My Communication skills makes it easy for me to negotiate things with different professional in professional environment to achieve the outcome for different running projects in finance department. My Previous experience in Accounts gives me confidence to solve any problem with new advancements in accounts department.

Qualification:

Bachelor of Arts

Bachelor of Fashion Design

Master's in professional accounting

Experience:

Worked in Max Employment.

- Making Balance sheet
- Preparing Income statement
- Cashflow statement
- Making and understanding Ledger

Worked in North west Hospital

- Chief finance officer
- Controlling Finance activities
- Making Activity statements for the hospital

Skills

- Good Communications Skills
- Computer skills
- Myob software expert
- Zero software user

References:

References will be provide upon request.