**INU Peshawar Date 23 June 2020**

|  |  |
| --- | --- |
| Department  | (AHS) MLT |
| Subject  | Communication Skills  |
| Marks  | 50 |
| Semester | -II |
| Final Term Assignment  | Spring 2020 |
| **Instructor**  | **Hajra Iqbal**  |

**Fill below blocks.**

|  |  |
| --- | --- |
| Student Full Name |  **Wasim sajad** |
| Student Father Name  |  **Razimand** |
|  University ID Card Number  |  **15858** |
| Department  |  **MLT-2nd semester** |

**Instructions:** Your time starts once you log in. You have only 6 hours to complete and submit your paper on the portal. After 6 hours your time would be automatically expired. Download this paper and save it with your full name and subject. Attempt all the answers on the same page and keep in your mind to click the **SAVE** after every 10 minutes. When you are done with paper, go through it, and submit your final copy with your name and id on the SIC portal.

**Note:** i. **Attempt all three questions.**

1. **Write Short Notes. / 15 Marks**

a.Effective Communication

b. Five Uses of Comma and Semi Colon .

c. Formal and Informal Networks of Communication.

1. **What are the Seven C’s Of Communication Skills? Write a detailed Answer? /15Marks**
2. **Write an essay on any one Topic. (340-350) Word Count /20**

a. Smoking in public places has to be banned.

b. Parents are our first and most important teachers. Describe a specific valuable lesson from one of your parents

c. The way I spend my lockdown during Covid-19.

***Q1: Wrtie short notes.***

**Ans:**

1. **Effective Communication:**Effective communication is not just about information exchange. It is an understanding of the feeling and intention behind the information. In order to convey the information clearly, you also need to listen in some way to convey the full meaning of what he said and give the other person a sense of hearing and understanding.

 The sound of effective dialogue is proportional. But usually, when we try to talk to other people, something goes wrong. We say one thing, and what another person hears will cause misunderstanding, frustration, and conflict. This may cause problems with your family, school,and work relationship. For many of us, speaking clearly and effectively requires learning some important skills. Whether you want to improve your relationship with your spouse, children, boss or colleagues, learning these skills can deepen your relationship with others, build more trust and respect, and improve teamwork. , Solve problems, and improve your overall social and emotional health**.**

1. ***Uses of Semi Colon*:** A **semicolon** is most commonly used to link (in a single sentence) two independent clauses that are closely related in thought. When a semicolon is usedto join two or more ideas (parts) in a sentence, those ideas are then given equal position or rank.
2. ***Uses of Comma*:** Use a comma after an introductory phrase or clause. ...
3. Use commas before and after a parenthetical phrase or clause. ...
4. Use a comma to separate two independent clauses linked by a coordinating conjunction (and, but, for, nor or, so, yet) ...
5. Use a comma to separate items in a series.

**c)*Formal And informal Network Of Communication****:* The difference between formal and informal communication. ... formal communication is communication through predetermined communication channels throughout the organization. In contrast, informal communication refers to a form of communication that spreads in all directions, that is, it moves freely in an organization.

1. ***Q2: What are the seven C's Of Communication skills? Write a detailed answer.***

**Ans: Definition:**Seven C’s of communication'' is a list that helps improve professional communication skills and increases the chance of understanding the message in exactly the same way as expected.

* + - Clear - Consideration - Courteous
		- Correct - Concise
		- Complete - Concrete

***Clear***: The email should be clear and easy to understand, and easy to understand for the recipient. The purpose of the communication should be clear to the sender, and then only the receiver can determine it. The message should emphasize one goal at a time, and should not cover multiple ideas in one sentence.

***Correct***: The message should be correct, that is, in the correct language, the sender must ensure that there are no grammatical and spelling errors. Again, the news should be accurate and timely. The correct message will have a greater impact on the receiver, and at the same time, the morale of the sender will increase with the accurate message.

 ***Courteous*:**Clear: The email should be clear and easy to understand, and easy to understand for the recipient. The purpose of the communication should be clear to the sender, and then only the receiver can determine it. The message should emphasize one goal at a time, and should not cover multiple ideas in one sentence.

***Complete*:** The message should be complete, that is, it must include all relevant information required by the target audience. The complete information provides answers to all questions of the receiver and helps the receiver make better decisions**.**

***Concrete:***Communication should be specific, which means that the information should be clear and clear, especially not to leave any room for misunderstanding. All facts and figures should be clearly mentioned in the message to confirm everything the sender said**.**

***Concise:*** The information should be accurate and relevant. The sender should avoid lengthy sentences and try to convey the topic in as few words as possible. Short messages are more comprehensive and help to attract the attention of the recipient.

***Consideration***: The sender must consider the receiver's point of view, knowledge, way of thinking, background, etc. in order to communicate effectively. In order to communicate, the sender must be relevant to the target receiver and participate in it.

***Q3: Write an essay on any one topic.***

1. ***Smoking in public places has to be banned:*** The number of smokers has increased over the years. Despite their knowledge of unhealthy smoking, people still choose to smoke. This is a personal choice and highly addictive habit. Smokers choose to bear the health risks of smoking. The government or any third party decides whether a person should be allowed to smoke. However, smoking not only negatively affects smokers. It also affects all people around smokers, because when people smoke in the genitals, smoke will spread through the air, and the negative effects of this smoke will affect all breathing organisms. Therefore, smoking should be prohibited in all public places**.**

People who smoke in public places are a bad example. Children are easily affected in their developmental stages. They imitate the people around them because they cannot distinguish right from wrong. Therefore, they regard the surrounding behavior as their due behavior. In addition, young people who see people smoking in public places also use smoking as a precedent. As the saying goes, "Monkeys see monkeys do", this tells us that people will imitate the behavior of others in their daily lives. Teenagers happen to think that smoking makes people “cool”. When they see adults smoking on the streets, they will strengthen their belief that smoking is “cool”. Some teenagers believe that smoking marks their transition to adulthood and maturity. Therefore, due to the impact of seeing other people smoking in public places, more teenagers started smoking.

 If smoking is banned in public places, it will promote a healthier lifestyle for all. People regard as the government's recognition of all people's healthy lifestyle. This is because the government conveys the message by prohibiting smoking in public places, that is, the government cares about the health of citizens, and the government does not encourage people to smoke. Therefore, when smoking is banned in public places, it reminds people that medical care is very important. It reminds everyone that the government is deeply concerned about the well-being of citizens. Therefore, people will be reminded to lead a healthy lifestyle.

 THE END