

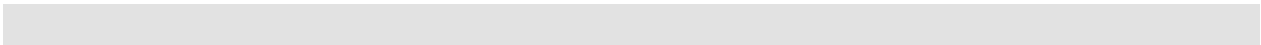
Subject: communication practice

Assignment : Midterm

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Q1. Make a Do's and Don'ts list for effective communication.

Ans:

1) Do Be Clear & Direct. Say what you want to say. Whether spoken or written, please ensure that your language is clear and clear and communicate your message directly. Don't walk on branches; lower throat. Verify that the recipient understands the message you want and avoid using acronyms if it may be unclear

2). **Do Paraphrase.** If in doubt, please say it out loud. The purpose of retelling is to make sure you understand what you are saying, and the speaker knows that you care what he or she is saying. Both are equally important in effective communication. To do this, use the variant form of "I heard you said ..."

3). **Do Be Respectful.** This means using the other party's name, looking at them in their eyes, and nodding to show that they understand what you are talking about. If you communicate in writing, please read it again before sending the message to ensure that it is not misunderstood or regarded as disrespectful. When calling, do not perform multitasking even if you think the person on the other end of the line does not know that you are there

4) Do Tailor Conversation to Audience. Communication with your boss, colleagues, customers, or suppliers may require a slightly different style. Together with the boss, carefully choose the right time and ask what you need and what you expect to be reasonably delivered to you. For colleagues, keep a direct, transparent and open attitude. Also, if the customer or supplier is having a problem calling, listen carefully, even if it is not their fault, also apologize and provide a solution.

5). **Do Face-To-Face.** Whenever you have information that is difficult to convey or may cause a lot of problems, choose to have a face-to-face conversation directly. It will also have the huge advantage of non-verbal communication prompts, including voice tone, facial expressions and other body language.

1)Don't Give More Attention To Cell Phones Than People. This approach is discourteous and will convey to your audience information that your business is not important. Also, sending continuous text messages or checking your phone means that you are not participating in the current interaction.

2)Don't overdo abbreviations. This prevents people from practicing spelling and writing clear and concise information. This can put them at a disadvantage when communicating their views, which can be a special responsibility in many jobs.

3). Don't monopolize the dialogue. For communication to be effective, it must flow in both directions. If you just focus on communicating ideas, you may miss some very important messages from others in the conversation.

4)Don't react or get angry. Many things involved in difficult discussions can and will make people's desire for emotional reactions illegal. Remember, frustration will not help you think clearly and will leave a bad impression on all parties involved in the interaction.

5)Do not disturb. Let everyone speak. Everyone who participates in the project meeting has a reason and needs time to talk. Do not monopolize the floor throughout the meeting.

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

Ans:

1. **Effective communication derive strength** from RIGHT MESSAGE. Message plays a proper role in effective communication; if wrong message is made, no matter how good a communicator can be, the desired result won't come. For instance, a message meant for farmers, if delivered to physicians, it will fail. Also, message meant for teachers, if presented to journalists, nurses, drivers, lawyers, accountants, administrators, it will certainly fail, even though, most of these individuals may be parents with children in the school.
2. **Proper Channel:** The channel is the medium for transmitting information, and the choice of the channel must be consistent with the audience. In some cases, verbal or face-to-face communication is preferable to using radio, television, or social media. At another time, the social status of the audience may determine the type of communication channel. Where TV channels are required, do not use radios; where video channels are required, do not use meetings; where social media channels are required, do not use magazines; even if social media is used, it must be specific because there is no Social media channels can attract an entire audience. Do n't use LinkedIn where you need Instagram; do n't use Pinterest. Do n't use Twitter where Skype is needed; do n't use Flickr where Myspace should be used; do n't use Snapchat where Badoo is needed; do n't use Facebook where YouTube must be used; do n't use Foursquare where WhatsApp should be used; do n't use WeChat is used for QZone; please do not use interesting websites for academic purposes. When you understand the audience, in terms of their personality, personality, social, economic and political status, you will understand the exact means that must be used to achieve these goals.
3. **Finally is your audience,** Knowing yourself is another key to successful communication. Sometimes the speaker may not have the right to choose who the audience is, but this is not an excuse. Before giving a speech or news, it is very necessary to attract the attention of the audience. Are the audience students (if so), are they elementary, high school, or college students? If they are elementary students, their style, language, media, and body language will be different from that of college students. Are the audience lawyers, doctors, diplomats, and senior managers? Are they the best scientists, academics, accomplished citizens, politicians, or even international people?

All these must be taken into consideration, if a speaker or communicator want his message to be effective.

Q3. Why Interpersonal Competencies are essential? Argue.

Ans

Because **everything** you wish to accomplish in life you can **only** achieve through another person.

I think back to the best, highest paying jobs I've ever had, that allowed me to:

- Move into a high class neighbourhood
- Buy my first car
- Travel overseas
- Get married
- Have my son

All of it depended on me:

- Persuading the hiring manager
- Persuading our clients to buy from me

On a personal scale, you finding the right romantic partner will depend 100% on how you communicate with, and charm that person, to become your intimate partner.

Whether it be personal or professional goals, your interpersonal skills will have to be top end if you wish to illicit positive emotions from these people.

Even if you have your own business, your interpersonal skills with your clients will determine whether they buy from you.

If you're the CEO of a top Fortune 500 company, your interpersonal skills with your employees, board members, investors, and media houses, will establish the success of your multi billion dollar brand.

Throughout my life, the **key people** that allowed me to make the **major changes** to my life, were people that were wooed by my interpersonal skills at negotiations and my ability to persuade them to either hire me, buy from me, or sleep with me.

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

Ans4)

1. Show your Passion and Connect with your Audience

It is difficult to relax and become yourself when you are nervous. However, great speakers say over and over that the most important thing is to connect with your audience, and the best way to do this is to show your passion for the topic. Honestly tell the audience what is important to you and why it is important. Enthusiastic and honest, the public will respond.

2)

2) Focus on your Audience's Needs

Your presentation should be based on the revenue your audience will receive from the presentation. When preparing a presentation, you should always keep in mind what your listeners need and want to know, not what you can tell them. During the presentation, you should also pay attention to and respond to the audience's response. You must make the audience easier to understand and respond.

3) Keep it Simple: Concentrate on your Core Message

When planning a presentation, you should always keep the following questions in mind: What are the key messages (or three key points) that my audience is taking from me? You should be able to transmit key messages very briefly. Some experts suggest that you use a 30-second "elevator summary", while others may write it on the back of the business card, or it may say no more than 15 words. Whichever rule you choose, it is important to keep the core information focused and brief. And, if what you plan to say doesn't help the central message, please don't say it.

4. Smile and Make Eye Contact with your Audience

This sounds easy, but unexpectedly many hosts have failed. If you smile and make eye contact, then you are building a good relationship to help the audience connect with you and your subject. It can also help you reduce tension, because you are talking to people, not a large number of strangers. To help you solve this problem, make sure not to turn off all lights so that only the sliding screen is visible. The audience needs to see you as much as the slide.

5. Start Strongly

The beginning of the demonstration is crucial. You need to capture and attract the attention of the audience. They will give you a few minutes of entertainment. If you feel bored, they will start to entertain you before closing. Therefore, do not waste time explaining your identity. Entertain them first. Try to tell a story (see Tip 7 below) or an eye-catching (but helpful) image on the slide.

6 Remember the 10-20-30 Rule for Slideshows

This is a reminder from Apple's Guy Kawasaki. It is recommended that the slide show should include no more than 10 slides; a duration of no more than 20 minutes; y use a font of no less than 30 points. The latter is particularly important because it prevents you from trying to put too much information on the slide. All these methods avoid the dreaded "PowerPoint death". Normally, the slide should be the presenter's presentation. If there is no presenter, you should not use a good set of slides, and in short, it should definitely contain less information than more. If you need to provide more information, please create a custom manual and deliver it after the demo.

7) Tell Stories

Humans are programmed to respond to stories. Stories can help us pay attention and remember things. If you can use the story in the presentation, the audience is more likely to participate and remember your point later. It is a good idea to start with a story, but

there is also a broader vision: You need the presentation to be like a story. Consider the story you want to tell the audience, and then create a presentation to tell.