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Sub : Communication skills.

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ANS NO #1.

Part (A).

Note on effective communication.

- Effective communication is about more than just exchanging information.
- It is about understanding the emotion and intention behind the information.
- As well as being able to clearly convey a message
- effective communication sounds like it should be instinctively.
- For many of us communicating more clearly and effectively required learning some important skills.

Barriers of effective communication

Stress in out of control emotions.

- When you are stressed or emotionally over whelmed your mood is likely to misread other people

Lack of focus

- You can not communicate effectively when you are multi tasking.

Inconsistent body language

Negative body language.

> Effective communication. skills.

1 Become and engaged listener.

- When communicating with other we often focus what we should say however, effective communication is less about talking and more about listening.

Part (B).

Five Uses of comma.

- The student completed their math, bio and english test on Monday.
- Graves disease symptoms as toxic goiter, increase sweetening, muscular weakness etc.
- Babae azam, imad wasim, shahid Afridi and kamran akmal are my favourite player in Pakistan team .
- Our home consist of four rooms, one guest room and one kitchen.
- Sindh, punjab, KPK and Balochistan are provinces of Pakistan.

Five uses of semicolon

- I love baryani; it is my favorite food.
- There is one thing i know; ice cream is the best dessert.
- I do not like to eat chocolate; ice cream is my food of choice.
- I do not like to ride the bus; however, i ride it when i visit my father.
- We can go to museum to do some research; Sunday's are pretty quite there.

Part (C) .

FORMAL COMMUNICATION

A type of verbal communication in which the interchange of information is done through the pre-defined channels is known as formal communication.

Informal Communication

The communication which does not follow any pre-defined channel for the transmission of information is known as informal communication.

ANS NO #2.

- **DEFINITION.** The 7c,s of communication is a checklist that helps to improve the professional communication skills.
- It is increase the chance thst the message will be understood in exactly the same way as it was intended.

1 Clear

- The message should be clear and easily understandable to the recipient.
- The purpose of the communication should be clear to sender, Only the reciever should be sure about it.

2.. Correct

- The message should be correct i.e a correct language should be used and the sender must be insure that there is no grammatical and spelling mistake.

3.. Complete.

- The message should be complete i.e it must include all the relevent information as required by the intended audience.

4.. Concrete.

- The communication should be concrete which mean the message should be clear and particularly such that no room for misinterpretation is left.

5.. Concise

- The message should be precise and to the point.
- The sender should avoid the lengthy sentence.
- The sender should try to convey the subject matter in the least possible words.

6.. Considration

- The sender must take into consideration the reciever openion, knowledge,mindset,background etc in order to have effective communication.

7.. Courteous

- It is implies that the sender must take into considration. Both the feelings and viewe point of the reciever such that the message is positive and focused at the audience.

ANS #3.

:-SMOKING IN PUBLIC PLACE BE BANNED

Medical studies have show that smolking not only lead to healthy problem for the smoker ,but also for people close by .I strongly agree that a ban is the mos appropriate coures for action

However most people have no knowledge of what the smell of a cigarette can do to their body. It has become a death sentence.

On the campuses of colleges there is a policy of non smoking. The policy states that the students are not allowed to smoke on campus. The only place that students are allowed to smoke is in their cars. (Smoking policy)

Cigarette smoking harms nearly every organ of the body, they cause many diseases and reduce the health of smokers. Smoking causes lung disease by damaging small alveoli.

Smoking causes death due to the following causes:

- HIV (human immunodeficiency virus)
- Illegal drug use
- Motor vehicle injury

Facts of health risk associated from second hand smoke:

- They increase heart attacks
- 1 out of 5 deaths from heart disease related to smoking
- They decrease oxygen in environment
- Second hand smoking can increase blood pressure
- Increase risk in lung cancer and respiratory disease.

I absolutely agree to banned smoking in public places, and banned that company which makes tobacco because tobacco is a killer of human body.