

S M T W T F S

Date: 30/6/2020

Name

M. Zeeshan

ID

16529

Semester

2nd

Dept:

BE/Electrical

Subject

Communication Skill

Assignment

Final Semester

Submitted by

M. Zeeshan

Submitted To: ✓

Miss, Rizwana Iqbal

Q1: In many interpersonal. The first few minutes are extremely important.

How do you maintain the success of verbal communication for further interaction?

Ans:- Definition:-

Interpersonal encounters stresses at work can be defined as events and not so positive feeling that arise from interaction with people associated with the work place ... when you're involved in conflict with another person, you feel heart rate and breathing increasing.

Verbal Communication :-

Verbal communication is communication involving word, both spoken and ... In many interpersonal encounter, the first few minutes are extremely important.

① First Impressions have a significant impact on the success of further and future and communication. However, when we communicate we tend to spend far more energy.

① When you first meet someone, your instant impression of them, based on how they look, should and behave, as well as anything you may have heard about them from other people.

Be prepared to listen:

Concentrate on the speaker and not how you are going to reply.

Keep an open mind:

Keep an open mind and avoid making judgments about

speaker.

Concentrate on the main direction of the speaker's message.

Try to understand broadly what they are trying to say overall, as well as the detail of the words that they are using.

Avoid distractions: if at possible

For example: if at all possible, if there is a lot of background noise, you might suggest that you go somewhere else to talk.

Be objective: Do not be trying to think of your next question will the other person is giving information.

Do not stereotype the speaker.

Try not to let prejudices associated with for example gender, ethnicity, accent, social class, appearance or dress interfere with what

Q How do you maintain the success of verbal communication for further interaction:

Interpersonal communication is a key life skill and can be used to:

- ✓ (1) Give and collect information.
- ✓ (2) Influence the attitudes and behaviour of other.
- (3) Form contacts and maintain relationships.
- (4) make senses of the word and our experience in it.
- (5) Give and receive emotional support.
- (6) Regulate power.
- (7) Make decision and solve problem
- (8) Express personal need and ~~and~~ understand the need of other.

Q(7) Which form of communication is as old as the Mesolithic and complex human psychology involves in it? Define the form of communication and explain that how due to the types of communication change the society and individuals.

Ans: This list is by no means exhaustive, but here are some defect methods of communication:

- Carrier pigeon.
- Hand written letter
- Lanterns / Light - based signals...
- Telegraph
- passed love notes in class, folded into a paper football.
- Land line telephone.
- Face-smile.

## (1) Human physiology:

Communication in both animals and humans consists of signals are sound or gesture that have meaning to those using them.

Human communication consists of both signal and symbol.

Symbols are, sound, gestures, material objects or written words that have specific meaning to a group of people.

## ★ Forms of Communication:

Communication is defined as the giving, receiving or exchanging of information, opinions or ideas so that the message is completely understood by every body involved. A two way process communication comprises,

# Types of Communication

There are four types of communication to change the society:

**Alternative:** Social Change: operates at the individuals level and seeks to change minor aspects of behaviour. Campaigns against texting and driving are an example of alternative to change society in the sense that they advocate a small change in the sense that they advocate this change on a fairly scale.

# Redemptive Society Change!

Redemptive Society Change functions on the individuals level but advocates a dramatic change within the individuals level but the spread of religion is an example of redemptive social change. Recovery programs like Alcoholics Anonymous are also examples of redemptive society change as they advocate dramatic personal change for a specific portion of the population.

## Reformative Society Change:

Reformative Society Change seeks to enact a specific change on a broad scale. The movement to obtain marriage rights for same-sex couples

in example of reformative society change. this movement seeks a very specific set of the change but desires these change on a wide scale.

## Revolutionary Society Change:

Revolutionary Society change indicates dramatic changes on a large scale. revolutionary movement seeks to fundamentally restructure society

For Example:

Revolutionary Society change include the American civil rights movements and the Russian revolution of the early 20th century.

Q No 3: people all the times  
 write propouls to client  
~~Memor~~ memos to Senior  
 executives and constant  
 flow of ~~emait~~<sup>email</sup> to colleagues.  
 How can insurance your  
 business writing is a clear  
 and effective as possible?  
 How do you make your  
 business communication  
 stand out.

Ans:

(Clear and effective  
 Business writing:

(i) Know your audience:

It's an old saying in the  
 advertising business.

A message at everyone often  
 appeals to no one.

(ii) Know your message:

Before typing a word,  
 decide what you are  
 trying to achieve.

(ii) Think like a reporter:

When you are closely involved with a topic, it's easy to overlook the obvious.

(iii) jargon: Very field

has its acronyms and technical terms. They are useful shorthand when every reader knows the lingo. But if you are writing for people outside your field with others include you customers get ride of the inside along or you may create confusion

(iv) Make it plan: on.

people often skim documents for key information before deciding to read the whole things it easy for them.

## Stand for business Communications.

(i) Inspires Student to build Skill employers frequently complain they lack.  
written, oral, and Interpersonal Communication.

(ii) Include an online unite of case studies, allowing opportunities for further study and permitting professor to deepen their students learning.

(iii) Build on the vision.

(iv) Focus on Top level objectives.

(v) plan your attacks, chose the Battlefield.

(vi) Reality checks; Does the Model Stand.

(vii) Build the Strategic Framework.

Q No 4: public speaking, some people love it some are terrified by it. There are so many articles regarding how to prepare your self for speaking engagements that its overwhelming. but what strategies and techniques do you think are proven to be successful when addressing to a group people?

Ans: practice make perfect:-

The more we practice, the stronger the new pathway get, and the weaker the old one get, so, by practicing new skill you are making new habits! the process of deciding because it is a choice to practice in spite of these feeling is a valuable skill in managing any change process.

(ii) practice with an audience.

(i) Friendly. Your purpose: be reinforcing  
their convince them  
that it matter for them.

(ii) uninformed. your requirement  
is to educate before you  
can begin to propose a course  
of action

(3) Attract your audience's attention

(i) Start off with something  
shocking

(ii) Tell a story

(iii) Go off script

(iv) Use the power of louds and soft

(v) Alternate your pacing.

(vi) Call out individuals in the  
audience...

(4) Your body language is key:

Body language is a type of  
a non-verbal communication  
in which physical behaviors, as  
'opposed to word, are used  
to express or convey the infor-  
mation. such behavior includes  
facial expression, body posture  
gesture, eye.

(5) Don't get stuck, move around.

Use the stage to your advantage, walk, run, jump or slip by doing this you will keep your audience eyes on you and keep them engaged continuously by moving around

(A) Set your goal.

(1) Decide. Think of something you want to do work towards

(3) Tell Someone. Telling someone we know about our goals also seems to increase.

(4) plan your first step.

(5) keep going - (6) celebrate.

(7) Get to know your audience

(i) Do your research in advance.

(ii) Look at your competitors.

(iii) Create a customer persona.

(iv) Get to know your clients

(v) Conduct surveys personally.

## (8) Get feedback?

(i) Check your motives. Before giving feedback remind yourself why you are doing it..

<ii> prepare your comments.

<iii> Be Specific

<iv> Criticize in private.

<v> Use "I" statements

<vi> Limit your focus.

Q4: Public Service Commission Lahore has advertised the vacancies for the account on the basis of the ad decide which of your skill and experience you should discuss to convince the Secretary that you are person for the job create Resume.

Ans:

To show the hiring manager also, that you are the best candidate for the job. you will need to create an electrician resume that highlights your skill, qualification and abilities - and that help you stand out from the competition

what to include in your Resume.

include your qualification. this should also list your licensing, certification, and education information, as well your skills and experience.

Resume objective:

Electrical Engineer with 3+ year of experience of working with blue chip companies in the electrical industry.

primary focused of implementation of digital system. excellent inter-personal and communications ability and possess a wide range of technical skills.

## personal Information:-

Name: Muhammed Zeeshan  
F/Name: Rahman Ali

CNIC: 15602-15810-94-5

DOB: 30, 10, 1996

Contact: 03430279947

Email: Baehozeesham200@G.com

Address: P. Mingora Swat

Marital: Single  
Religion: Islam

Nationally: Pakistan

## Academic Qualification:

Exam	passing	ob/total	%age	Gr,	Board
SSC	2015	891/1250	63%	A	Bise. peashaw
HSSC/dip	2018	2295/3550		B	peashaw <sup>or</sup>
BEL Electrical	In-process	-----	-----	---	---

Skills: Electrical wiring  
Electrical painter wiring floor  
Electrical pc motor repairing  
ms, word  
ms excell  
ms, power point  
Two year diploma experience  
Auto- Vcads designer  
Ac - repair hot/cool.

Language: (i) English.

(ii) Urdu.

(iii) Pashto.

Hobbies: Reading News paper (Eng)  
Watching holly wood movies  
Football,  
Table Tennis.  
Chess  
Hockey.

Thank you Mam

← Allah Hafiz →