**Saqib**

**16324**

**Q1. In many interpersonal encounters, the first few minutes are extremely important. How do you maintain the success of verbal communication for further interaction?**

**ANS: Communication:**

 **It's is a mean of conveying an idea or thoughts to a person or an audience about a cause.**

**1. communication play important role in selling ideas:- Interpersonal encounters are quite more effective than other communication as both the person some how have the idea already camed across before.**

**oral communication:-**

 **It is mean of communication involving spoken words.**

**It is also known as interpersonal communication.**

**1.Effective ways to make it successful:-**

 **You should know the sensitivity of the communicator from the opposite side. You should be open minded. Be skillful with your language.**

**2.plan idea:-**

 **Verbal communication must be planned carefully. One should not rely on words flow that are involuntary. You should need to build idea step by step.**

**3. Give time to second person:-**

 **Give the person Handsome space to breath, so that he can feel free end get involve easily.**

**4.keep an Eye on situations:-**

 **Stick to one point rather than dragging useless things to the communication. It will just waste time and your unseriousness will pay in shape of loss of interest of the communicator at the other end.**

**5.Highlight points:-**

 **To proceed the communication for more time. Give your ideas a deft touch. Highlight your points and list it in front of the audience.**

**6.Eye to Eye contact:-**

 **Keep eye into eye contact with the audience so that they don't loss the concentration and get mor involvement.**

**Q2. 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 does the types of this form of communication change the society and individual?**

**ANS: It is way of conveying message via written words.**

**It is the source of about 25% communication in the business society.**

**Non verbal communication ;It is a process of communication without word.**

**It mainly moving body movements.**

**TYPES#**

**1;Facial expression ;**

**Face expressions are the first thing one examine in communication you can have much success as communication with a smile or frown than unnecessary senousness**

**2;Eye gase ;**

**It is one of the most important part in non verbal behaviors you can attract people though it.**

**3;Body language and postures ; movement can convey great deal of information. The way you movie your body parts should be kept in mind . It can judge you horesty responsibility and devotion for the cause**

**4: Proemics;**

**Social Normy cultural expectations situational factors personal character and level of familiarity paly important role in communication.**

**It is better to have much more space between the communication and the listener.**

**It would adjust your vocal intensity and pitch,it will be very fruitful in judging mode of yours.**

**5; Haptics;**

**It is a communication way through touch behavior.**

**It is often used to put emphasis on important points.**

**6; Artifacts;**

**Extra resources like tools objects and images are also used in non verbal communication.**

**It is one of the most simplest way to convey an idea effectively.**

**7;Apperance:**

**The personal appearance of the communictor is an important factor in non verbal communication.**

**It include choice of your clothes hairstyles color and many move factors. They are used by the listener as judgmental factors.**

**Effect on individual and society :**

**The non verbal communication has tremendous effect. It moulds the individual and shape society In a better way.**

**Q3. People all the times write proposals to clients, memos to senior executives and constant flow of emails to colleagues. How can you ensure that your Business Writing is as clear and effective as possible? How do you make your Business communications stand out?**

**ANS: Business communication:-**

 **It is a form of communication done at professional levels in the form of emails, letters and ether documents.**

**It is usually done among business employees, other companies and customers.**

**The way it is done effectively depend one to whom you are writting or communicating it like boss, customers, Employees and other.**

**It is the soul of any business**

**It is done with standard structure and style. It addresses the need of specific audience the advantage is, if you are done with it, you can still revise and edit it unlike verbal communication that is less likely or not at all edited.**

**Principles of effective business writting**

**1. Clear purpose:-**

 **Time is the money make worth it. Specifically a business person can not waste his time at all. So be sure your purpose is clear and what you are writting is worth taking the time to read.**

**2. Clarity and conciseness:-**

 **The priority in business writting is to stick to specific information. Avoid wasting words and be precise with the words you choose.**

**3.Awareness of Audience :-**

 **You should be aware of to whom you are writting. It makes a alot of difference. Be aware of the expression and phrases that might be offensive. Better to know what your audience want to bear.**

**4,Appropriate tone:-**

 **Attitude of a writer toward his subject matter the most in business writting. Take it easy avoid sarcasm and critics. Stay in normal relation. Neither be overly informal mor over familiar.**

**5. Attention to form:-**

 **Attention to detail of form is more important in business communication adhere to standard. Shape your writting at the start in such a way that the subject can realize easily the Hotspot of the conversation.**

**Q4. Public speaking, some people love it, some are terrified by it. There are so many articles regarding how to prepare yourself for speaking engagements that it’s overwhelming. But what strategies and techniques do you think are proven to be successful when addressing to a group of people?**

**ANS:Public speaking or speech in front of three hundred as three thousand and even more is a hard thing to handle at first.**

**Strategies and techniques for successful and effective public speaking.**

**1: Care about you topic.**

**2;Engage with audience as much as possible.**

**3: Remember your speaking goal never loss you idea otherwise your address will become chaotic.**

**4: Never rush at first .At start you may face fear but take your time and gain some experience at first and then go for it.**

**5:Great amusing stories.This will keep the public interested alive but the story should be related to your main idea.**

**6. Practice your speech several times before delivering it in public.**

**7: Be relax! It is normal to be a little nervous in public speaking use resources which can keep you relave for example Music.**

**8: Don't worry about mistakes to err is human small mistakes are not even noticed by the audience practice will dramatically reduce the number of mistakes you do.**

**9: Always start at steady rate never run too fast though your speech. If you do it steadily it will help your audience to understand your idea.**

**10; Avoid any word filles like 'Um', "Uhh", like it's okay to use it sometime but never use them when not needed.....**

**Q5. 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.**

**ANS: Resume**

**Name**

**Call #03301234567**

 **email Id abc@gmail.com**

**Experience**

**•Org Name (year)**

 **You work**

**•Skills.**

 **•Accounting standards**

 **•Critiquing**

 **•Auditing**

 **•Taxation**

 **•SPSS**

 **•Software proficiency**

**•Hobbies**

 **•Skimming**

 **•Dancing**

 **•Singing**

 **•Photography**

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