

Department	(AHS) MLT
Subject	Communication Skills
Marks	30
Semester	-II
Mid Term Assignment	Spring 2020
Instructor	Hajra Iqbal

Fill below blocks.

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Instructions: Your time starts once you log in. You have only 48 hours to complete and submit your paper on the portal. After 48 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 SIC portal.

Note: i. Attempt all three questions. All questions carry equal marks. Be careful about spellings, sentence structure and punctuation marks.

- 1. Define Communication Skills. What do you mean by Verbal and Non-verbal Communication? Explain the five ways of verbal and five ways of Non-verbal communication. (300-350 words) /10**

Ans: Communication Skills:

Communication Skills are abilities you use when give and receiving different kinds of information. Some examples include communicating ideas, feeling or what's happening around you. Communication Skills involve listening, speaking, observing and empathizing

Verbal Communication

in which which you listen to a person to understand their meaning

Non Verbal Communication

in which you observe a person and infer meaning

Explain the five ways of verbal and five ways of non Verbal Communication.

The different categories of communication include:

Spoken or Verbal Communication,

Which includes face to face, telephone, radio or television and other Media.

Non Verbal Communication,

Covering body language, gesture, how we dress or act, where we stand, and even our scent. There are many subtle ways that we communicate (perhaps even unintentionally) with others.

2. What are the Barriers to Effective Communication? Enlist and explain any eight barriers to effective communication. (300 words) /10

Ans: Barriers to Effective Communication:

*There are five key **barriers** that can occur within a Company: language, cultural diversity, gender difference, status difference and physical separation. These **barriers to communication** are specific items that can distort or prevent **communication** within an organization.*

1. *Physical and physiological barriers*
2. *Emotional and cultural noise*
3. *Language*
4. *Nothing or little in common*
5. *Lack of eye contact*
6. *Information overload and lack of focus*

7. *Not being prepared, lack of credibility*

8. *Talking too much*

3. Write a dialogue between two friends discussing the means for earning living for them in the present situation. (Due to COVID-19 or state of emergency in the country). (300 words) /10

Ans:

Recommendation for international traveller. For travel outside the country, check travel warning from the CDC, which is the middle East, with more than 70 cases and two death confirmed in the United States.

Make sure every member of the family is up to date on any and all emergency plans. AIIMS waives autopsy in deaths due to COVID-19.

Keep your hands clean, and keep your distance from sick people. Wash your hands. It's not sexy, but it works.

It's worth repeating, over and over again: Wash your hands. Wet your hands with clean running water and then lather them with soap; don't miss the back of your hands,

Only a fifth of countries provide sick pay. The big challenge for work in a pandemic... of containing COVID-19- But the majority of the world workers have little...

Businesses and government Can best safeguard livelihoods, I spoke to...workers in supermarkets and related services, care facilities, schools