**Name : Maria Khan**

**Semester : 2nd**

**Major : BFD**

Answer 1 : **Verbal Communication:**

Basically the Verbal Communication is the way to interect with each other directly face to face .However,verbal communication is both spoken and written communication.Sometimes many people consider them as spoken commnication only.

Verbal communication is basically the way you express yourself , your feelings , thoughts or any other ideas etc whatever you want to discuss with wach other.Verbal communication has four main types which are mostly used to interect with each other.

**Key points to consider for effective Verbal Communication**

Interpersonal communication is primarily communication between two interdepedent person which has knowledge of each other.In orderr to make verbal communication and interpersonal communication more effective and great,some of the main key points you should conisder to rely on.

The main Key points are

* Think before you speak. By organizing your thoughts in advance, you can eliminate many of the awkward pauses that occur when speaking. ...
* Be clear and concise. ...
* Speak with confidence. ...
* Vary your vocal tone. ...
* Be a good listener. ...
* Be aware of your non-verbal communication cues. ...
* Think about the perspective of your audience.
* Be prepared to listen. ...
* Keep an open mind and avoid making judgements about the speaker.
* Concentrate on the main direction of the speaker's message. ...
* Avoid the distractions if at all possible. ...
* Also Be objective.
* Learn the basics of nonverbal communication. ...
* You have to over-communicate just to communicate. ...
* Avoid relying on the visual aids. ...
* Ask specially for honest feedback. ...
* Engage the all audience in discussion. ...
* Start as well as and with the key points.

Answer 2:The old days comunication process were too simple but not that much secure due to absence of the proper protocoles needed for communication as needed nowadays.

In old days, the important messages were delivered either by foot or horseback .Third main way to deliver messages were through Carrier pigeons.As most of the people consider verbal communication is only spoken so in old days , the main way to communicate was the Non verbal communication.

Nonverbal communication is a strong factor in today’s society and is used in many cultures. It gives insight to others true emotions and feelings, as well as their truthfulness and sincerity. Nonverbal communication can come in many forms, it can add to, or replace verbal communication, establish relationships and boundaries, and reflect different cultural values. It is symbolic, can be intentional or unintentional and differs between genders and cultures. Effective nonverbal communication can benefit us in interpersonal

Now that you have learned about the general principles that apply to nonverbal communication, here are eight types of nonverbal communication to further understand this challenging aspect of communication.

The main types of Non verbal communications are

1. Space

2. Time

3. Physical characteristics

4. Body movements

5. Touch

6. Paralanguage

7. Artifacts

8. Environment

The Main role of different form of communications that had brought changes in our societies are Communication for social change. ... These include behavior change communication, mass communication, and advocacy communication. Different types of mediums can be used in achieving governance, health and sustainable development. Old media can be combined with new media to educate specific populations.

The internet has also changed the way we communicate on a global scale. ... However, the internet has allowed people to maintain relationships that are both local and long distance. Nowadays, with the increase in smart phones and social media, we can now stay in touch with people wherever you are in the world

Mass communication is one of those things that has changed American society and societies around the world. ... With the invention of mass communication, people are able to disperse large amounts of information to wherever they want whenever they want. A big way this has changed society is with news.

In conclusion, digital age had so much impact on the social, economic and political life of the societies today because it has brought so much changes in our daily aspects of life and also helps us to improve and reshape our environment with the aid of practical, experimental and scientific knowledge or technology.

Answer 3:As far as Business writting is concerned,it should be more clear ,wise and simple as well as more Formal too.Business wriiting should be more clear and free from errors and complete as well.Also make them easy to read and simple to understand easily by anyone.Also proofread your documents before the distribution process.

Business wriiting is that form of writting which is used in professional environment among professionals.It includes emails, memos and reports .Business writting is direct and clear as well as designed to be read quickly in no time .Businessn writting should be done much carefully without any gramtical or any spelling errors etc.You should think twice before writting any business documents etc.

**Key points to make Business writting more Efficient**

Think Before You Start Writing. ...

* make them Clear Purpose. ...
* with more Clarity and Conciseness. ...
* Awareness of Audience. ...
* Appropriate Tone. ...
* Attention to Form.
* Keep It Short. ...
* Use the Active Voice. ...
* Clarify Your Call to Action. ...
* Use Your Email Subject Line Appropriately. ...
* Stick to One Topic in Emails. ...
* Never Use Email to Deliver Bad News. ...
* Proofread, Proofread, Proofread.
* Uses plain language.
* should have a purpose.
* Makes a point, and supports that point with relevant information.
* Has information that is connected.
* Uses appropriate words in concise, accurate sentences.
* Is persuasive.
* Includes a call to action.
* Completeness. Effective communications are complete, i.e. the receiver gets all the information he needs to process the message and take action. ...
* Conciseness. Conciseness is about keeping your message to a point. ...
* Consideration. ...
* Concreteness. ...
* Courtesy. ...
* Clearness. ...
* Correctness.

Answer 4 :Public speaking is a soft skill that requires excellent communication skills, enthusiasm, and the ability to engage with an audience. Public speakers make presentations to a group. Presentations range from speaking to a small group of employees to presenting to a large audience at a national conference or event.

Primarily it is more challenging task for many people who were not confident and not ready for it so there are basic things if keep them in your mind and follow them so it will help you to address publicly without any hesitations .

Some of the main Key points of an Effective public speaking are:

1. Confidence.
2. Passion.
3. Be Yourself.
4. Voice Modulations.
5. Keep it Short and Sweet.
6. Connect with your Audience.
7. Paint a Picture Through Storytelling.
8. Repetition.

**Best Stretegies and techniques you shoud know**

1. Practice makes perfect.

Practice your speech a few weeks ahead of the big day. Use this time to master each word that comes out of your mouth. Record yourself and see how fast or slow you are speaking, watch your body language and how you are using your hands to address the audience.

Know every word of your speech but give it personality, make it your own, make it unique.

As you’re practicing see how different your speech would be if you change your tone of voice in certain parts. Know the subject of your speech well, confidence is crucial when addressing an audience and it will show on stage how confident you are.

2. Practice with an audience

You’ve practiced your speech by yourself for some time now, but what about in front of an audience? One of the best ways to practice your speech is to practice it under conditions that will resemble the day of your speech. Practice in front of a small group of people, to build your confidence that way when you hit the stage you won’t get flustered by the amount of people you’ll see.

3. Hook your audience’s attention

It’s no secret that capturing your audience’s attention early on is one of the fundamental points in public speaking. You should deliver your big idea or proposition during the first few minutes of your speech. This will be your “hook.” As soon as you start speaking you should start stating all of the points of your speech. This way you will obtain and hold your audience’s attention quickly.

4. Your body language is key

You are the first thing that the audience will see and how you present yourself plays a crucial part on how the audience will receive the information you’re about to present. Stand up straight when entering the stage and speaking to your audience, it will show your authority and confidence. If you walk into the stage slouching and not standing straight the audience will possibly get bored really quickly because you are.

5. Don’t get stuck, move around

Use the stage to your advantage, walk, run, jump or skip by doing this you will keep your audience eyes on you and keep them engaged continuously by moving around. If you’ve seen a Kevin Hart comedy show, you’ll see that he doesn’t stop moving and uses his body to emphasize what he's telling the audience. Standing behind the podium or the microphone during your whole speech and not moving will turn your captive audience into a sleepy audience.

6. Set your goal

Another way to grab your audience’s attention early on is to mention all of your talking points for the speech. By stating the order of your talking points, you will provide an overview of what the presentation will be like and what it will cover. You will tell the audience what your goals for that day, and during your speech you will dive in depth into each talking point and finalize by summarizing each of them.

7. Get to know your audience

Know exactly the type of audience that will be attending your speech. You can use this information to tailor your speech around the type of people that will be attending. Knowing more about your audience will help reduce stress levels regarding your speech. Furthermore, it will make you feel as you’re not standing in front of strangers, but a group of people that share the same interests.

8. Begin with an interesting question or story

Start your speech with a question, story or puzzle. It will help take the audience’s focus off you and into what you're asking them to place their attention on. The theory behind this is that it will get the audience thinking of another thing than using those first moments of your speech to judge you. It’s a way to start your speech with ease and find a common ground with the audience.

9. Find others going through your same issues

You’re not the only one going through stage fright, you can be sure about that. Find a group of people who are going through your same issues you are and see how they overcome it or how they are working through them. A support team is always a beneficial tool to have in your armory of public speaking.

10. Get feedback

There’s nothing wrong with receiving feedback, either if it is positive or negative feedback. Listening to what your audience says is one of the most important parts of being a successful public speaker. Your audience may point out things that you do while speaking that you may have not noticed before. Take every feedback as constructive criticism and apply it to your future speeches.

Answer 5:

Maria Khan

123, Main St

Peshawar, 25000,

(123)-456789.

mariakhan@gmail.com

**OBJECTIVE:**

Seeking a position as an Accounting Assistant where extensive experience will be further developed and utilized.

**CAREER PROFILE:**

Detail-oriented, efficient and organized professional with extensive experience in accounting systems.

Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.

Excellent written and verbal communication skills.

Highly trustworthy, discreet and ethical.

Resourceful in the completion of projects, effective at multi-tasking.

**EXPERIENCE:**

Glen Dara Construction Co., Cambridge, MA

2015 – Present

Accounting Assistant

* Performed accounts payable functions for construction expenses.
* Managed vendor accounts, generating weekly on demand cheques.
* Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.
* Created budgets and forecasts for the management group.
* Ensured compliance with accounting deadlines.
* Prepared company accounts and tax returns for audit.
* Coordinated monthly payroll functions for 200+ employees.
* Liaised with bankers, insurers and solicitors regarding financial transactions.

**Stonepark Web Design Inc., Boston, MA**

**2018 – 2019**

**Accounting Assistant**

Managed accounts payable, accounts receivable, and payroll departments.

Generated budgets and forecasts on a quarterly basis and presented to the management team.

Reported on variances in quarterly costing reports.

Prepared annual company accounts and reports.

Administered online banking functions.

Reduced credit period from 90 days to 60 days.

Managed payroll function for 140 employees.

Monitored and recorded company expenses.

Lancer Industries, Copley, Boston, MA

2018-2019

Administrative Assistant

Performed general office duties and administrative tasks.

Prepared weekly confidential sales reports for presentation to management.

Managed the internal and external mail functions.

Provided telephone support.

Scheduled client appointments and maintained up-to-date confidential client files.

**EDUCATION:**

BS in Accounting

IQRA University, Boston, MA 2014 – 2017

COMPUTER SKILLS:

Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows XP and Microsoft Office XP Professional.