

Department	(AHS) MLT
Subject	Communication Skills
Marks	50
Semester	-II
Final Term Assignment	Spring 2020
Instructor	Hajra Iqbal

Fill below blocks.

Student Full Name	faiz ul haq
Student Father Name	stana gul
University ID Card Number	16036
Department	BS MLT sec A

**Instructions:** Your time starts once you login. You have only 6 hours to complete and submit your paper on the portal. After 6 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 the SIC portal.

**Note:** i. Attempt all three questions.

1. Write Short Notes.

/ 15 Marks

a. Effective Communication

**Ans:** You can not effectively communicate unless the sender and the receiver perceive the message in the same way.

You can not move up the career ladder if you are not in effective communication.

b. Five Uses of Comma and Semi Colon .

**Comma:** A comma marks a slight break between different parts of a sentence. Use properly, commas make the meaning of sentence clear by grouping in sparring word, phrases, and clauses.

Here are the main cases when you need to use a comma.

- In lists
- Indirect speech
- To separate clauses
- To mark off certain part of a sentence



- With “ however “

### Semi Colon

The semi colon is used when both parts of the sentence are closely related.

The computer had a virus, all the files were lost.

- Colons can also be used to introduce speech. This is most commonly used in scripts.

- a lists

the reason for keeping the park or : the environment , recreation and apearance.

- An example:

There are many types of vehicals: cars , buses , truks and motorcycles .

- An explanation:

One result is inevitable: someone will eventually be injured.

- A subtitle:

Traffic and Pollution: the Awful Bedfellows

:

### c. Formal and Informal Networks of Communication.

**Ans: Formal Commucation** : Formal communication is communication that flows along the lines of the mangemnt or authrothy.

Formal communcaiton takes the ship of nanual froms, reports in meeting.

**Informal Communication:** Informal communcation occure when people comes together in talk about where working condtions, faimley, co-worker etc.

Remover, gossip , etc are the examples of the informal communication.



**2. What are the Seven C's Of Communication Skills? Write a detailed Answer? /15Marks**

**Ans:** Seven C's of communication skills are.

1. Clear

Make objective where avoid complex words & sentence

2. Concise

Keep it clear and to the point avoid filter word & sentence

3. Concrete

Be specific not vague use facts and figures to support your message.

4. Correct

Try to avoid typos. Use correct facts and figures. Use the right level of language

5. Coherent

Does your message make sense ensure it flows logically. Avoid covering too much.

6. Complete

Does the message contain everything it needs to. Include a call - to - action.

7. Couterous

Being polite builds goodwill ensure message is tactful.

**3. Write an essay on any one Topic. (340-350) Word Count /20**

b .Parents are our first and most important teachers. Describe a specific valuable lesson from one of your parents

the first teachers we have in our lives in most cases are our parents. They teach us to speak, walk, ride a bike, behave ourselves etc. From my everyday experience and observation I can totally agree with the statement that parents are the best teachers. In the following paragraphs I will try to support my answer with some reasons and examples.

First of all, I would say that parents are our very first teachers. They with great patience pass down the essential knowledge that we need in order to join "the real world". Children often copy their parents' habits and traits because children are sure that parents do only right things. Often children's first wish is to be like their mother or father. Parents are the best teachers because they wish their children a success and they do not teach them bad things.

However in order to succeed in today's world children need more than just to



know good manners and be able to read and write. They need real teachers who would teach them logic, mathematics, literature, foreign language, management etc. Moreover, they need to communicate with the children of the same age. Adolescence is a period when children learn more from their friends than from their parents. At this age many young people reject their parents' advices and warnings. They begin to learn from their own experience, make conclusions and analyze their first mistakes. It is very important for parents in this period to be supportive and patient. Children may slam door and refuse to do some things because they want to feel independence.

Another important aspect of this is that parents are the first people who must warn their children about the danger of drugs and cigarettes and how to avoid and say "No" when they need to. In the modern world parents must talk with their children about everything because it can save their life and make them happier. So, the role of parents is really important because it gives the strength and understanding the real world.

In conclusion, I think that parents are the best teachers because they give their knowledge that can not be taken from books when it needs to be known by children.

