

Question1: what is communication and types of communication?

Answer: Communication

Communication is simply the transfer of information from one place, person or group to another. Each communication includes (at least) one sender, one message and one recipient. This may sound simple, but conversation is actually a very complex topic.

1. Verbal

Communication is the use of the language to convey information through the spoken or sign language. This is one of the most common types used in presentations, video conferences and phone calls, meetings and conversations. Verbal communication is important because it is effective. It may be useful to support verbal communication with both traditional and written communications.

2. Nonverbal

Non-verbal communication is the use of body language, gestures and facial expressions to convey information to others. It can be used intentionally and unintentionally. For example, you may smile involuntarily when you hear a pleasant or pleasant idea or information. Non-verbal communication is useful when trying to understand the thoughts and feelings of others.

3. Written

Written communication is the act of writing, typing or transmitting information such as hidden symbols such as letters and numbers. This is useful because it provides a record of information for reference. Writing is commonly used to share information through books,

brochures, blogs, letters, memoirs, and more. Email and conversation are a common form of written communication in the workplace.

4. Visual

Visual communication is the use of photography, art, drawings, sketches, charts and graphs to convey information. Used as a visual aid during a visual presentation to provide helpful context with written and / or oral communication. Because people have different learning styles, visual communication can be more helpful for some people to use ideas and information.

Question (2): **elaborate skimming and scanning ?**

Answer:

Skimming;

Skimming refers to the process of reading only main ideas within a passage to get an overall impression of the content of a reading selection. it's a reading technique meant to look for main or general ideas in a text, without going into detailed and exhaustive reading. In skimming, a reader reads only important information, but not everything. This technique works effectively in non-fiction materials, newspapers, and long novels.

How to Skim:

- * Read the title.
- * Read the introduction or the first paragraph.
- * Read the first sentence of every other paragraph.
- * Read any headings and sub-headings.
- * Notice any pictures, charts, or graphs.
- * Notice any italicized or boldface words or phrases.
- * Read the summary or last paragraph.

Scanning;

Scanning is a reading technique to be used when you want to find specific information quickly. In scanning you have a question in your mind and you read a passage only to find the answer, ignoring unrelated information. is a reading technique to be used when you want to find specific information quickly? In scanning you have a question in your mind and you read a passage only to find the answer, ignoring unrelated information.

How to Scan:

- * State the specific information you are looking for.
- * Try to anticipate how the answer will appear and what clues you might use to help you locate the answer. For example, if you were looking for a certain date, you would quickly read the paragraph looking only for numbers.

Question (3): the 7cs:

Answer:

7 C's of Communication

We communicate all day; at home, at work, with our neighbor and at the sports club. We communicate verbally, non-verbally and in writing. Unfortunately, the message is not always displayed as expected. NOISE! This can lead to bad communication and (small) misunderstanding or wrong impression.

Concreteness;

Concrete commercial communication is also about a clear message. This is often supported by factual material such as research data and figures. The words used and the structure of the sentence can be interpreted uniquely. Nothing is left to the imagination.

Completeness;

The message must be complete and geared to the receiver's perception of the world. The message must be based on facts and a complex message needs additional information and / or explanation. A good subdivision of subjects will clarify the message as a result of which there will be a complete overview of what is said.

Courtesy;

In addition to considering the feelings and points of view of the target group, it is also important to approach the audience in a friendly and courteous manner. Use of terms that show respect for the receiver contribute towards effective communication. The same goes for the manner in which you address someone. Not everyone will be charmed if you use a familiar form of address and use of a formal address could come across as too distant. By using the word 'they' a larger audience is immediately addressed.

Correctness;

A correct use of language has the preference. In written business communication, grammatical errors must be avoided and stylistic lapses or a wrong use of verbs are not sufficient either in verbal communication. A correct use of language increases trustworthiness and the receiver will feel that they are taken seriously.

Clarity;

Clear or plain language is characterized by explicitness, short sentences and concrete words. Fuzzy language is absolutely forbidden, as are formal language and cliché expressions. By avoiding parentheses and keeping to the point, the receiver will get a clear picture of the content of the message. Briefly-worded information emphasizes the essence of the message.

Consideration;

Communicating with the target group (Consideration). In order to communicate well, it is important to relate to the target group and be involved. By taking the audience into account, the message can be geared towards them. Factors that play a role in this are for example: professional knowledge, level of education, age and interests.

Conciseness;

A message is clear when the storyline is consistent and when this does not contain any inconsistencies. When facts are mentioned, it is important that there is consistent, supporting information.

Systematically implementing a certain statement or notation also contributes to clear business communication. When statements are varied, they will confuse the receiver.

QUESTION 4:

Letter;

A letter is a short or long message that is sent by one person to another. A letter is more formal and contains more information. Letter is a message that is sent by a person to another meant to convey information that he wants the person to receive. It can be short or long, and it has many types: thank you letters, personal letters, and business letters. A business letter is exchanged between businesses and their clients. It contains more words and information and uses formal language.

Memo;

A memo usually has a header that states where it is from and who it is intended for while a letter may or may not have this feature. Memo is a communication in a business setting. It is usually intended for internal communication, that is, it is used to convey messages within the organization or business. It is called a memorandum or memo. A memo is usually informal, short, concise, and to the point. It is used to call a meeting or to call an individual to action. It has a header which

indicates where it comes from, who it is addressed to, the date, and the subject of the memo. It can be addressed to a single person or to all of the people in the company.

	Memo:	Latter
1	The memo relates to a short message, written in an informal tone for interoffice circulation of the information.	The letter is a type of verbal communication, that contains a compressed message, conveyed to the party external to the business.
2	It exchanges among Departments, units or superior-subordinate under the organization.	It exchange amonge Two business houses or among the company and the client.
3	Informal and Concise	Formal and informative
4	Signature not required in a memo	The sender duly signs a letter.
5	Short	Long
6	One to many	One to one

Q5: definition of vocabulary and types of vocabulary?

Answer(5); vocabulary:

Vocabulary, also known as words or vocabulary, is a collection of familiar words in a person's language. A vocabulary, usually developed with age, serves as a useful and basic tool for communication and knowledge acquisition.

Listening Vocabulary:

The words we hear and understand. Starting in the womb, fetal sounds can be detected. Already 16 weeks apart, the babies are all awake and we are all listening. This is how we continue to learn new words in our lives. When we reach puberty, most of the time About 50,000 of us will recognize and understand words. (Stahl, 1999 T. Thompkins, 2005)

Completely deaf children do not hear. Signature model at home or at

school, will be exposed to "visual" listening Vocabulary the amount of words heard is much less than a hearing-impaired child listen to vocabulary

Speaking Vocabulary:

We use it when we speak. Our spoken words are relatively limited: mostly. Adults use only 5,000 to 10,000 words for all their conversations and instructions. This number is much smaller than the words we hear because of its ease of use.

Reading Vocabulary:

When we read the text, we understand. We can read and understand many words. We do not use it in our spoken words. If you are a reader, this is the second largest vocabulary. If you are not a reader, you cannot do this "Expand" your vocabulary.

Writing Vocabulary:

We can retrieve when we write to express an opinion. We usually find it easy. Express yourself verbally, using facial expressions and speed to help transcend your thoughts. Then find the right words to communicate the same ideas in writing. Our writing words that we can spell have a strong effect on words.
