

Date: / /

Name Abdullah

ID 16194

Dep Be(e)

Submitted to Miss Rizwana Aghal

Date 30/6/2020

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QNO 1

ANSN Communication :-

Communication is basically the connection b/w two parties. It can be define as "The exchange of information b/w sender & receiver."

Yes In many interpersonal encounter, the first few minutes are extremely important and we can maintain the success of verbal communication for further interaction is to avoid inter personal barriers.

INTER PERSONAL BARRIERS :-

These are those barriers which are made due to mutual connection for further interaction of successful verbal communication we must avoid these kinds of barriers.

## Points of Inter personal barriers:-

are some points of Inter personal barriers Following

### ① Negative Emotional Behaviour:-

mean to give remark without any care or to be more offensive. If we did this the receiver will become a defensive and in this the communication will be affected. So we have avoid such type of behaviour.

### ② Negative attitudes:-

the lack of it is basically we are not interested. If in topic, the communication will not be successful. So for further show interaction we must have interest.

3) Lack of Credibility in

mean the quality of being  
trust and believed in. Lack  
of Credibility also expect  
the Success of verbal  
Communication from further interaction  
because if we are not  
trustful no one will share  
information with us or talk to us.

4) In Effective Informations

Information through we gather  
etc of a person reading, listening  
ineffective information gathered  
to expressed if so no  
one will take interest of  
will effect the Success of  
Communication.

Result in

For the Success of  
verbal Communication for further  
interaction we must avoid the  
following ADints of interpersonal  
barriers.

Q No 2

ANSW The non verbal communication is old as ~~from~~ Mesolithic and complex human psychology.

Non verbal

Defn

Non verbal communication is the conveying of message or signal through a non-verbal aims such as facial expression, gesture posture and the distance b/w two individual.

Effect on society &amp; individuals

An individual non verbal cues might be more easily read by partner or close friend or family member.

In close relationships the deeper understanding an individual might have non verbal cues level is greater.

Clothes and ~~the~~ Strengthen hand.

Non verbal Communication a significant role on our lives. It can improve a person's ability to relate, engage and establish meaningful interaction with other people in every day life.

Types

① Gestures

It includes motion of head or limbs.

② Posture

Refers to both the position of body by it self and in relation to others.

③ Eye Contact or movement

The direction & focus of a person's eyes.

(4) Tone of voice

pitch in the voice that may communicate something other than the word being spoken. The range of

(5) Facial expressions

any movement to the facial refer to facial change composition

(6) Body movements

any movement of body. It may include

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Q No 3

ANS: Business Writing

Business writing is a type of writing that seeks to elicit a business response.

People all the time write proposals to clients memos to senior executives and constant flow of email to colleagues. We can make business writing stand out by following points.

① Clear purposes

The well known saying that time is money it is well known because it is true no body wants to waste his time especially a business man so be sure our purpose is clear. If our purpose is not clear our business writing not bring desired results.



Date: / /

(8)

## ② Clarity & Conciseness

Priority in business writing  
is the specific information  
avoid writing word and  
be precise with the  
ones you choose, this  
will make our business  
communication out stand.

## ③ Awareness of audience

the audience you are  
writing to, it make  
the difference whether you  
are communication a  
customer serves representative  
a long time Co worker or  
a client. If we are  
not aware of audience  
it will make misunderstanding  
and our business can not  
be out stand.

### ④ Appropriate tone

One tricky aspect of writing is that tone can be easily be misinterpreted. Avoid sarcasm. Be aware that the letter can sound colder & more severe than you may intend. Pay attention not only to what you said but how your words may be interpreted. In this the business communication will be out standing.

### ⑤ Attention to form

Business letters, proposals, memos and many other types of business writing required particular formats. Adhering to standard form eliminates confusion which will affect the business communication.

## Result

Every one use different ways of Business writing to make clear and effective as possible we have to follow the following points.

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## QNO 4

ANSWER Yes, Some people loved public speaking. Some people are terrified by it and it is true that there are so many articles regarding how to prepare yourself for speaking engagement. But here are some of techniques they are proven to be successful when addressing to a group of people.

## ① Prepare well in

activity. Like any other  
preparation. A good speech  
required these steps. ① Determine  
the purpose ② Analyze the  
audience ③ Select the main idea  
etc. if you prepare well  
you will be delivered a  
Successful speech.

## ② Know the situation

It is  
necessary to know the  
situation. The situation may  
required short or long  
speech. You may introduce  
some one present an award  
to a person etc. If  
you know the situation  
you will give a good  
speech to crowd. But if  
the situation is unknown to  
you then it will be  
difficult to give correct  
speech. That's why the  
situation must be known.

3) Choose the Right way of delivery. The

method of delivering a speech is a vital role. The most spontaneous way to make you successfully address a group of people. In this the speaker makes a card or visual aid. However you are giving a policy statement the speech should be read out from the paper.

4) Display Proper Physical Behaviour

Physical behaviour includes appearance, posture, movement, gesture, facial expression etc. a speaker well groomed he should look confident. He should move with a purpose. His gesture should assist the word. He should vary his facial expression as the situation requires in this he will deliver a successful speech to the people.

## ⑤ Moderate Vocal Behaviour

Voice is your trademark. Your vocal behaviour includes accent, volume, tone, speed, voice quality and pronunciation. All these things must be perfect to delivered a successful speech.

## Result

All these strategies are and techniques are proven to be successful when addressing to a group of people.

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Q No 5  
ANS: Resume:

### PERSONAL Data:

Name : Abdullah  
F. Name : Naeemullah  
Nationality : Pakistani  
Religion : Islam  
DOB : July 18, 2000  
Email : Abdullah031695@gmail

### Objectives

Be successful in understanding, formulating, analyzing & solving a variety of electrical engineering problems. Be successful in designing a variety of engineering systems, products or experiments.

### Qualification:

- SSC (Grade A)
- FSC (Grade B)
- BE (e)

## Experience in

- I have 5 months teaching experience at School level.
- I have 3 months experience as a type writer.

## Personal Information:

I really hard working and belived in hard work. I always be on time and also don't waste a time.

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