

Name: Nadia Ishaq
ID: 15769
Department of Art & Design
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Plagiarized answers are not acceptable.

Q1. In many interpersonal encounters, the first few minutes are extremely important. How do you maintain the success of verbal communication for further interaction?

Ans. Interpersonal Encounter:

Definition:

Collaborative communication is the exchange of information between two or more people.

Introduction and Explanation:

Another joy of the job is that you get to interact with a variety of people, customers, clients, suppliers, contractors, agencies, colleagues, managers, and more. When support relationships evolve into one-to-one interactions, colleagues can become an integral part of your social media community. Most lifelong friendships and even marriages come from relationships at work. With the increased use of teams in the life of the organization you are working more with other people. As a result, people skills or interpersonal skills, those different qualities and the ability to get along with others are often rated as important recruitment skills for today's employees. Negative encounters with people at work are a common source of pressure on people. You engage in negative emotions that keep you thinking continuously as you wrap up the situation. This, in turn, reduces your ability and willingness to cooperate and interact with

others in the community. Often there are negative impacts on the performance of the individual and group levels. One of the benefits of teams is that they bring a variety of perspectives to decision making and problem solving when deciding how to proceed. However, one of the problems of working together is that differences of opinion can be poorly controlled and lead to conflict. Conflicts, disagreements and controversies are inevitable in human interaction as they arise from the fundamental differences of human will. Self-love, to talk more, means more than just getting what I want. It can include protecting your self-esteem, your vision, or ensuring that your values and attitude are respected. The stresses encountered in the workplace can be defined as events and not direct feelings that arise from contact with the people around the workplace. When your enthusiasm is threatened, you usually respond by fighting the plane.

Ways of Maintaining verbal communication for Further Interaction:

When you get involved in an argument with another person, you feel your heart rate and breathing rate increase. You experience feelings during conflict as well, such as anger, anxiety, anger, etc. Do you feel angry? This unpleasant feeling is tied to the battlefield. It prepares you for action. It lowers your social resistance to emphasize your interest. It brings you closer to the object of your anger. It focuses your attention and energy. As a result, it can slow down your performance as you don't stop thinking about the nature of the conflict, he said, and I said, etc. Conflicts may have resulted in enlarged remarks and attempts to harm other people

mentally. Or do you feel the urge to leave, physically or spiritually, from the source of anger. Most people respond when they experience a panic in response to a flight. This can lead to people leaving roles, or organizations, or simply limiting contact and engaging with others. As each person in that conflict does as they please, the difference gets deeper, and the more difficult it becomes to move from one position to another to a solution to the conflict. As a result, tensions can persist and can escalate into lengthy conflicts. Like all presses, you will find that you are focusing on the event and focusing your attention the most. While people pursue and defend their interests, they do not always display behaviors related to the oppressors they encounter. In organizational settings, the need to maintain customer relationships and retain employment means that many people are not in a position to express their feelings of depression such as anger or withdrawal from the situation. Imagine an airline cabin crew member dealing with an uncontrollable passenger, or a customer service provider who must maintain good manners when an angry customer is announced. Another situation when an employee may choose not to respond to a mutual encounter stress with fight-flight is when the conflict involves people from different levels of hierarchy. For example, a manager who criticizes an employee in a team meeting.

Q2. Which form of communication is as old as the Mesolithic and complex human psychology involves in it? Define the form of communication and explain that how does the types of this form of communication change the society and individual?

Ans. Mesolithic Period:

The Mesolithic Period, or Middle Stone Age, is an archaeological term that describes certain cultures that crossed between the Paleolithic and the Neolithic period. While the start and end dates of the Mesolithic period varied by geographical region, they occurred around 10,000 BCE to 8,000 BCE.

The Paleolithic was the age of hunting and gathering, but during the Mesolithic period agricultural development contributed to the rise of permanent settlements. The latest Neolithic period is distinguished by the movement of plants and animals. Some Mesolithic people continued to hunt extensively, while others used the early stages of home deployment. Some Mesolithic cities were shack settlements, others with walled cities. The type of tool used is a distinguishing feature between these cultures. Mesolithic tools were usually composite devices made of small integrated tools called microliths and blade lets. The Paleolithic used the first stone treatment, and the Neolithic's used more in place of sprinkling than in broken stone tools.

Five Form of Communication:

- **Oral Communication:**

Verbal communication happens when we talk to others. It can be face-to-face, by phone, Skype or Zoom, etc. Some oral discussions are not organized, such as talking to your friend over a cup of coffee or in an office kitchen, while others are more formal, such as a meeting. Regardless of the genre, it is not only verbal, and it has to do with the appearance and complexity of words, how we combine those words to form a full message, as well as the concept (tone, tone, intelligence, etc.) he used while speaking. And when face-to-face, and important words, cannot be distinguished from non-verbal communication.

- **Voice Communication:**

What we do when we talk often means more than words. Nonverbal communication includes facial expressions, posture, eye contact, hand movements, and gestures. For example, if you are engaging in a conversation with your employer about your idea of cost savings, it is important to pay attention to both their names and their false connections. Your boss may agree with your point of view verbally, but its non-verbal means: to avoid eye contact, sighs, sharp faces, etc. It shows something different.

- **Written Communication:**

Whether it's an email, memo, report, Facebook post, Tweet, agreement, etc. All written communications have the same purpose of disseminating

information in a clear and concise manner - although that purpose is often not achieved. In fact, poor writing skills often lead to confusion and embarrassment, and a potential legal risk. One important thing to remember about written communication, especially in the digital age, is the message lives on, maybe forever. So, there are two things to keep in mind: first, write well - poorly constructed sentences and careless mistakes that make you look bad; and second, make sure the content of the message is something you want to promote or get along with when you take a long break.

- **Listening:**

The act of listening rarely enters the list of types of communication. Active listening, however, is one of the most important types of communication because if we can't listen to someone sitting across from us, we can't cooperate effectively. Think about negotiation - part of the process is to assess what the opposition wants and needs. Without listening, it is impossible to evaluate that, making it difficult to achieve a win / win result.

- **Visual Communication:**

We are a visual community. Think about it, 24/7 running televisions, Facebook watching with memes, videos, photos, etc. Instagram is a photo-only platform, and advertisers use images to sell products and ideas. Think from a human point of view - the pictures we post on social media are meant to convey the meaning - to communicate the message. In some cases that message may be, look at me, I'm in Italy or have just won

a prize. Some are carefully reduced to fit into our day - injured animals, crying children, etc.

How does Forms of Communication Alter Society and Individual:

This form of non-verbal communication is as old as Mesolithic and apparently includes the complex human mind behind a simple visual aesthetic.

Yes, I think the dress codes reflect the formation of a community or group foundation. Some communities are organized collectively - such as humane or military communities - and the dress code in those communities is intended to reflect the equal social status of the person who dresses respectfully with others in the group. It works to emphasize management by making sure that everyone not only knows their location, but can also tell by looking at the alien's status and how they should behave. Democracy-based organizations of equality prohibit ideal forms of governance by organizing a horizontal system. If everyone is "equal," everyone should dress "equally." The jeans are thus becoming the standard dress code for today's warriors. This is beginning to filter in many traditional institutions such as workplaces or schools, where a quick glance may not be enough to separate the supervisor from the employee, the professor from the student.

The same applies to male and female dress codes, which were evident in traditional societies. Pants as an acceptable everyday clothing option for women did not continue until the mid-20th century.

The school uniform debate is an exciting story. According to tradition

avored by private and adjoining institutions, school uniforms in the past were often associated with prestige. Today, the debate continues. Supporters say the school uniform creates a "level playing field" that alleviates social inequality, while opponents say the wearing of the school uniform violates students' rights to express their personalities.

Q3. People all the times write proposals to clients, memos to senior executives and constant flow of emails to colleagues. How can you ensure that your Business Writing is as clear and effective as possible? How do you make your Business communications stand out?

Ans. Written Documents:

There are many types of written documents which are used via daily life. Three types are as follow:

1. Written suggestion:

The business proposal period is a written contribution from the vendor to the prospective sponsor. Business proposals are sometimes an important step in a complex sales process - e.g., whenever a buyer looks for more than just a purchase.

2. Memos:

A memorandum (or memorandum, meaning “reminder”) is often used to communicate policies, procedures, or legal entities related to an organization. It is often written from the perspective of everyone (such as mass communication), spreading the message to an audience, rather than one-to-one communication, and interacting with people. It can also be used to update a group on activities for a specific project, or to inform a specific group in an event, activity, or event.

3. Email: (Text)

Electronic mail is a way of exchanging messages between people using

electronic equipment. Email introduced limited use in the 1960s, but users could only send to users of the same computer, and some early email programs required both author and recipient to be online at the same time, similar to instant messaging.

Five Tips for Effective Business Memorandum:

Audience Study:

Always consider viewers and their needs when preparing a memo. The annotation or summary known to management will not be known by all employees of the organization, and if the memo is to be sent and distributed within the organization, the purpose is clear and confidential to communicate at all levels without explicit.

Expert, Systematic Tone:

Memos are usually announcements, and the person sending the memo speaks for part or all of the organization. While it may contain a request for feedback, the announcement itself is straightforward, from organization to staff. The memo may have a formal position as it always reflects policies or procedures, and may refer to an existing or new policy in an employee's manual, for example.

Emphasis of topic:

The topic is usually announced in the subject line and should be clear and concise. When an invitation announces a holiday, for example, a particular holiday should be listed on the subject line - for example, use "Thanksgiving weekend" instead of "Holiday Celebration."

The most direct route:

Some written business communications allow you to choose between direct and indirect formats, but the memories remain precise. The purpose is clearly announced.

Books or Letters:

Letters are short messages sent to recipients that are usually outside the organization. They are usually printed on letterhead, and represent a business or organization on one or two pages. Short messages can include emails or memoirs, either hard copy or electronic, while messages usually have three or more pages in length.

Q4. Public speaking, some people love it, some are terrified by it. There are so many articles regarding how to prepare yourself for speaking engagements that it's overwhelming. But what strategies and techniques do you think are proven to be successful when addressing to a group of people?

Ans. Public Speaking:

Public speaking occurs when you give a talk in front of a live audience. It is different from other forms of speech, such as videos, which can be recorded. It is also separated from online presentations, created and uploaded to the Internet.

Public speaking has many benefits, including improving your confidence and giving you the opportunity to be creative and the reason you care. Also, having public speaking skills can help you find a job. Many jobs, such as teaching or marketing specialist, require you to speak in public. Although the work does not include public speaking in the job description, employers still favor students with public speaking skills. In one survey of 600 participants indicated that they felt that good communication skills were more important than double management skills. By now you might be asking "what makes a good public speaker?" The answer may seem simple: A good public speaker uses effective ways of public speaking. What are some effective ways to communicate publicly?

Public speaking can be a challenge for many people. This is especially true if you're not used to giving speeches publicly. Plus, if you're like

many people, you may even be afraid of Public Speaking.

With practice, you can get better at public speaking. But lots of practice can take time. What if you're in a hurry to become a better speaker? There are some quick tips for giving a speech you can use right away that'll help you improve your public speaking skills. In this Script, we'll educate you over ten top public speaking tips and tricks that you can use today. These tips aren't meant to totally replace public speaking practice, but you can use them to improve your public speaking skills. With these methods you will be able to communicate with others easily.

Effective Public Speaking Techniques and Strategies:

You can learn to be a better speaker by using the right techniques and practicing your public speaking skills. Here are some tips to follow:

1. Take Care of Your Theme:

Passion goes a long way when it comes to being a successful speaker. The audience can say that you don't care. If you don't care, they won't care. Worse, you may find it false. On the other hand, if you genuinely care about your topic, your audience will too. They will view you as genuine and believable. They will listen more to find out why your topic is so important to you. And there are plenty of opportunities to forgive any minor mistakes you may make.

Remember your goal of speaking up:

We all listened to at least one speaker who seemed to be moving on and never ending anything in particular. One reason for this is because the

talk is not focused enough. The speaker tries to cover too much and ends up entertaining its audience. At the beginning of the process of developing your speech, identify the reason why you are speaking. Make it a point to stick to this goal during our presentation. Do not interrupt or close the topic.

3. Support Your Main Points:

Every point you make in your talk needs to be supported by any example, illustration, or facts. When sponsoring a tip, it's best to be as specific as possible.

For example, in the talk about the importance of clean water this statement is very clear:

"Most people do not have access to clean water."

Emphasizing these figures from the U.S. Centers for Disease Control

"Around the world, 780 million people are without access to a better water source."

4. Tell the Story:

People love a good story. So, if you want to be a more effective speaker, tell a story. Storytelling is a great way to make your property more engaging and connect with your audience. Make sure your stories are coherent and consistent.

When talking about your business, here are some examples of issues you might be able to follow: The customer story. A story of how your product or services met a specific customer need or solved a problem. Satisfied customers often discuss this. Your company's story. The story of how

your company came to be. This can be especially effective if it is customer oriented. Product development story. The story of how you arrived provided a new product (or service).

Of course, there are many other types of stories you can tell depending on the type of talk you make.

5. Use Wise Presentation Tools:

Slide presentation often gets a reputation for being boring, but that's because most speakers have no idea what presentation tools can do and don't make the most of all features. To better engage with your audience, learn how to leverage the advanced features of your tool. For example, here are a few ways you can use PowerPoint and Google Slides.

6. Use a professional template:

While talking about presentation tools, let's also talk about the presentation architecture. How your presentation design affects how your audience perceives you. Even if you have memorized your presentation, give it your full, and have a really amazing title your audience can still judge you incorrectly if your presentation design is not easy and not profitable.

Of course, you can use a standard template (the same one that everyone uses) or design your own template (expensive and time-consuming). But the best plan is to use a well-designed presentation template that you can easily create. Presentation templates from Elements and Graphic River, for example, are proven, easy to use, and very professional. And there are hundreds to choose from - so you'll definitely find one that meets your needs.

7. Practice Your Talk:

One of the most important forms of public speaking is one of the most overlooked methods - practice. If you expect that you will be an effective speaker without practicing your speech, you will be wrong. One of the fastest ways to avoid failure is to speak in public and to try and give a speech you really don't know and never have.

The old saying, "practice makes perfect," is certainly true when it comes to developing effective speaking skills. The more you read your speech, the more familiar it will be to you and the more you will give to it. Also, practicing your talk is the only way to determine how long the presentation will take and where you need to stand.

8. Work with Coach (optional):

If you're really serious about developing effective speaking skills, there's no better way than working with a speech coach or a speech teacher. A coach or teacher can teach you principles of public speaking and point out mistakes in your public speaking strategies that you may not know otherwise.

While you might think that a speech coach has great value (and there are private tutors who will teach you how to speak in public).

9. Be free!

It is normal to be nervous about speaking in front of people. Prices vary, but one survey from the National Center for Biotechnology Information indicates that about 77% of us are afraid to speak in public. It is very

common that there is a real technical term for fear of public speaking.

I'm not saying this to make you more anxious, but rather to let you know that having some anxiety before giving a talk is normal. However, you should try to relax if you can. You will be more comfortable, and the audience will better communicate with you.

If something is slowing you down in stressful situations, try using it before you speak. Tips for calming down include:

Meditation

Exercise

Confirmation credentials

Aromatherapy

Music

Q5. Public Service Commission Lahore has advertised the vacancies for the Accountant. On the basis of the ad, decide which of your skills and experiences you should discuss to convince the Secretary that you are the person for the job. Create a resume.

Ans.

CV Letter to the Secretary for the Job of Public Service

Commision:

Nadia Ishaq,
Hayatabad, Peshawar,
Iqra National University, Pakistan.
(+92) 5828629
Nadiaishaq19@gmail.com

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Mr. Secretary,
Secretary Officer,
Lahore,
Main Avenue,
Pakistan.

Re: Accountant Assistance position

Dear Mr. Secretary:

I am writing to express my deep interest in the position of editorial assistant you have advertised with the University of Washington's Career Center. I will be getting my bachelor of arts in English in June 2020, and look forward to joining a small publishing house. I can use my skills in writing, editing, studying, researching and critical analysis. Based on my knowledge of Dickinson Press literature and goals, I believe my educational background and skills will be a good match for the editorial position.

EXPERIENCE:

2008-2014 Senior Project Management

Present Islamia College, Peshawar

Through my work in English language, literature and writing, I am committed to making a direct contribution to editorial discussions and acting as a member of your editorial team. In addition to my university training, I have held editorial positions with Bricolage, Washington University's undergraduate magazine, and Staubin Press, a small publishing house that deals with non-fiction and regional books in the Pacific Northwest. These positions have given me experience in planning, researching, fact-checking, production planning, working with outside vendors, sales, marketing, and customer service. My positions with a limited edition and limited edition have taught me to manage my time well, be able to adapt to new responsibilities, work as a team member and work well under pressure. The writing skills I developed for my background as an English major have been well-documented in both of

these positions, where I have learned to write short, billing writing for media releases, catalog statements, and website content. Both of these positions gave me a deeper understanding of the important and varied work behind the scenes involved in the publication of the book.

EDUCATION:

2001-2005 Master of Computer Science, University of Maryland

2008-2018 Bachelor of Computer Science, University of Maryland

I hope you will agree that the combination of my academic training and my work in the publishing industry has given me great preparation for the requirements of the editorial position and Dickinson Press. Thank you for your time and thoughtfulness. I look forward to meeting you so we can discuss this opportunity in more detail.

Sincerely,

Nadia Ishaq

Encl: résumé or CV

