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Course : Communication Skills:

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Q1 Success of Verbal Communication for further interaction:

In many interpersonal encounters the first few minutes are extremely important. First impression make significant impact on success of further communication.

① Think before you speak:

By organizing your thoughts in advance you can eliminate many of awkward pauses that occur when speaking. It will also help you relay your information more concisely.

② Speaking with Confidence:

Speaking in confidence manner will help you build trust and command the respect of your audience. There are several factors which can impact your ability to speak confidently including your command of the subject matter, your word choice, the tone of your voice, the body language, etc.

Be clear and Concise: (2)

The most effective way to get your point across is to make it in a clear and concise manner. Avoid using complex, convoluted sentences and try to state your argument in direct language.

① Be aware of your non-verbal communication cues:

Your body language significantly impacts the way others interpret what you say. Pay attention to the gestures you make, your facial expressions and your body language to ensure they align with the message you are trying to get across.

① Be a good listener:

Being a good listener is as important as being a good speaker.

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Q2

Forms of Communication:

(3)

① Verbal Communication:

Verbal Communication occurs when we engage in speaking with others. It can be face-to-face over the telephone, via Skype or Zoom etc. Some verbal engagements are informal, such as chatting with a friend over coffee or in the office kitchen, while others are formal, such as a scheduled meeting.

② Non Verbal Communication:

What we do while we speak often says more than the actual words. Non-verbal communication includes facial expressions, posture, eye contact, hand movements and touch.

③ Written Communication:

Whether it is an email, a memo, a report, a Facebook post, a tweet, a contract, etc. all forms of written communication have the same goal to disseminate information in a clear and concise manner.

Listening:

Active listening however is perhaps one of the most important types of communication because if we cannot listen to the person sitting across from us, we cannot effectively engage with them.

Visual Communication:

We are a visual society. Think about it, televisions are running 24/7. Facebook is visual with memes, videos, images, etc.

⇒ Effect of Communication of the Society and individuals.

Communication helps people to express their ideas and feelings and it at the same time helps us to understand emotion and thoughts of the other.

While the planned use of communication techniques, activities and media gives people power tools both to experience change and actually to guide it. An intensified exchange of ideas among all sectors of society can lead to the greater involvement of people in a common cause.

Q2

Effective writing is not a gift that you are born with. It is a skill that you cultivate. Here is how to write, simply, clearly and precisely.

① Think before write,

Before you put the pen to paper or hand to keyboard consider what you want to say. The mistake that people make is they starting writing prematurely.

② Be direct: Make your point right up front. Many people find that the writing style and structure they developed in school do not work as well in the business world. By succinctly presenting your main idea first.

③ Cut the fat: Read your writing through critical eyes and make sure that each word works toward your larger point. Cut every unnecessary word or sentence.

Principales to remember:

Do: Plan out what you will say to make your writing more direct and effective.

① Use words sparingly and keep sentences short and to the point.

② Avoid jargon and fancy words. Strive for clarity instead.

Don't: Argue that you simply can't write. Anyone can become a better writer with practice.

③ Pretend that your first draft is perfect or even possible. Every document can be improved.

④ Busy your argument present your main idea as soon as possible.

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Q4: To become a better speaker and presenter the following strategies can be use.

① Plan Appropriately:

First make sure that you plan your communication appropriately. From the beginning you need to intrigue your audience.

For example you could start your with an interesting statistic headline or fact that pertains to what you're talking about and resonates with your audience.

② Practice: There is a good reason

"Practice makes perfect" you simply cannot be a confident compelling speaker without practice. To get practice, seek opportunities to speak in front of others.

③ Engage with your Audience:

When you speak try to engage with your audience. This make you feel less isolated as a speaker keeps everyone involved with your message.

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① Pay attention to your body language:
Pay attention to your body language
Stand up straight, take deep breaths
look people in the eye and smile

② Think Positively: Positive thinking can make a huge difference to the success of your communication because it helps you feel more confident.

③ Watch your recordings of your speeches. When ever possible record your presentations and speeches you can improve your speaking skills dramatically, by watching yourself later and then working on improving in areas that didn't go well.

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1.00 am

3.30

Q5 Resume:-

9.00

Zia ur Rehman.

9.30

Address: Gulab abad Sufaid dahi
university town Peshawar.

10.00

10.30

Phone 0344-4506443

11.00

11.30

Email ZiaurRehman9999@gmail.com

Noon

12.30

1.00

1.30

Profile:
Motivated student. Highly skilled of
generating and analyzing financial
reports, leading cash flow analysis
and refining tax plans.

2.00

2.30

3.00

3.30

4.00

4.30

5.00

Work Experience:-

Accounting internship: Tise univere
muzaffargar Pakistan

① Daily report presentation

② Target analysis

③ Department meeting initiations.

Education:

(10)

2015 → 2019: Bachelor in electrical engineering.

2013 - 2015: FSC POC engineering.

Skills:

Languages: English, urdu, Pushto.

Interpersonal: Analytical mind, negotiation skills, Ability to develop strong working relationship.

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