

iQRA National University

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Course :: English (com skills)

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Final Term Assignment

Program BS (CS)

Q1 What is communication, explain in detail all the types?

Ans it is the way to express your ideas thoughts expressions feeling or emotion through verbal or non-verbal ~~signs~~ signs and symbol OR

Communication is a process of transmitting & receiving verbal or non-verbal

* The Types of Communication

* Scope communication.

project future in the present
raise awareness, meet info needs

Motivation & raises

proper planning and coordination

Essential for individuals

Administration organization & coordination.

* non verbal communication
facial expression
gestures (expression through face)
postures
movements
voice quality
silence time space
smell n touch etc

* process communication
components of communication
context, sender
encoding
message
medium
decoding
receiver
noise

* purposes communication
to express our thoughts or
feeling etc
to ensure communication
to find something abt personality
of a person

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* Barrier communication

Taking the receiver more seriously

crystal clear message

~~from~~ FOCUSING on the receiver.

using multiple channels to communicate instead of relying on one channel.

Q2 Elaborate Skimming and scanning in the light of reading?

Ans Elaborate Skimming
The type of reading technique in which we quickly read the passage or any kind of text in order to get the general idea of that particular text.

* Scanning
The type of reading technique in which we read in order to find and locate what we are searching for.

We quickly skip the text and rapidly run through the text until we find our specific details.

Q 3 What are the 7 C's of communication
explain all of them

Ans 7 C's communication
seven C's communication

- * 1 completeness
- * 2 correctness
- * 3 conciseness
- * 4 concreteness
- * 5 consideration
- * 6 clarity
- * 7 courtesy

(1) completeness

provide all necessary info
answer all questions
give something extra when
desirable

(2) correctness

Eliminate wordy expressions
include only relevant
material
avoid unnecessary repetition

(3) consideration

Focus on "You" instead of "I"
or "we"

put Emphasize positive n pleasant
facts

show audience Benefit interest
the receivers end

(4) concreteness

use specific Facts n figures

put action in your verb

choose image-building word

(5) clarity

choose precise concrete n
familiar word

construct effective sentences and
paragraphs

(6) courtesy

Be sincere tactful thoughtful
n appreciative

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Use expression that show respect
choose nondiscriminatory
expression

(7) correctness

Use the right way n level
of language acc to audiences
benefit

check accuracy of facts
figures n word that u
have used

Maintain acceptable writing
mechanics i.e.
sentence correction level.

Q4 Define and differentiate Letter and memo?

Ans MEMO

A memorandum or shortly know as a memo is a precise official note used to inform direct or advise the members within the same organization. However the business deal with a number of external parties such as customer clients,

supplier Government agencies manufacturers

societies etc. for which a different tool of communication is used called as a business letter.

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LETTER

A letter refers to
a brief message
by the company to
the person or entity,
which are outsiders.

Q Give a brief definition of vocabulary also explain the types of vocabulary

Ans Vocabulary refers to the words we must understand to communicate effectively. Educators often consider four

types of vocabulary:
listening speaking reading
and writing.

* 1 Listening vocabulary refers to the word we need to know to understand what we hear.

* 2 Speaking vocabulary consist of the word we use we speak

* 3 Reading vocabulary refers to the word we need to know to understand what we read

*4 writing vocabulary consists of
the words we use in
writing.