

NAME TANIA
ID# 13985
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Qs in many interpersonal encounters, the first few minutes are extremely important. How do you maintain the success of verbal communication for further interaction?

Ans for effective and successful verbal communication, several factors are important in due time and stage. To maintain positive interaction, verbal communication must have those factors involved. These are briefly described below.

1) Think before you speak:

By organizing your thoughts in advance, you can eliminate many of the awkward pauses that occur when speaking. It will also help you relay your information more concisely. Organize your thoughts in your mind before you speak and communicate accordingly.

2) Speak with confidence:

2.5

speaking in a 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 choices, the tone of your voice, your body language, and your ability to make direct eye contact with your audience.

3) Be clear and concise:

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. Before speaking, ask yourself "what is the clearest way I can make my point."

4) 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.

- 5) Be a good listener:
 Being a good listener is an important as being a good speaker, and it will improve the quality of your verbal interactions. It shows the people you are speaking with that you genuinely care about their ideas, and it helps ensure you understand their needs. This will enable you to build trust and rapport much quicker.
- 6) Think about Perspective of your audience:
 If you have a strong command of a topic doesn't mean that your audience will have the same command as well. Therefore, try to think about how someone else will understand what you are trying to communicate, particularly if they lack the technical knowledge about a subject that you possess.
- 7) Vary your vocal tone:
 Speaking in a monotone voice is a surefire way to bore your audience. Instead, use voice inflection to add emphasis

4

To important points and vary the pitch of your voice to express emotion. This will help keep your audience engaged in your message.

Q2 which form of communication is as old as 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 Old form of communication:

Since man appeared on earth, there has been various forms of communication existed. each form disorganized. cave painting is known as the most well-known form of primitive communication. the method involved creating pigments made from the juice of fruits and berries, colored minerals, or animal blood. these pigments were then used to create depictions of private life on the cave walls. other forms of early communication existed, but they were less popular for a variety of reasons.

communication Definition:

communication is simply the act of transferring information from one place, person or group to another. every communication involves (at least) one sender, a message and a recipient following all the forms of communication

Verbal Communication:-

Verbal communication occurs when we engage in speaking with others. It can be face-to-face over the telephone, skype etc. Verbal communication can be informal like chatting with friends and formal like in a meeting. In verbal communication the tone, pitch, intonation etc have impact on individual and society and may differ from people to people.

Non-verbal communication:-

Another form is non-verbal communication that includes facial expressions, posture, eye contact, hand movements and touch besides verbal communication, non-verbal plays important role in communication.

Written communication:-

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

Listening:-

Listening is another form of communication.

newly added, however not so for a firm form of communication.

Q3 People all the times write Proposals to clients, memos to senior executive 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 communication stand out?

Ans Business writing is different from other type of communication. It is a formal mean of communication in business communication letters, emails, fax, memos, etc are now a days of highly important for timely communication and business continuity. To ensure clear and effective business writing, some basic factors and Principle to be followed. For each style the factors may be different from others, but the basic are same. By following those Principle, or Key factors, individual business communication would certainly be at the mark and will be effective communication. Below are few Principles, which must be reflected in business communication.

8

to it stand out and effective. There can be few more Principles or factors as well, but here will briefly describe the Key Principles.

Professionalism:

The most basic step in formal writing is creating an effective writing to elicit a sense of Professionalism. In order to achieve this you must use proper and respectful words. As much as possible do not write in a slang manner and avoid using abbreviations. Always maintain an excellent grammar construction and do not use extended sentence.

Clarity:-

The first point is to be clear. address for a specific person in everything you write, Purpose, audience and scope. Should also be clear. regardless of how well your prose is understood, they mean nothing without Purpose, audience and scope. Purpose tells your reader why they are reading. audience tells a reader who you are writing for thus the Purpose of writing must vary much

clear for reader understanding and engaging reader interest in reading.

Simplicity:-

Common Practice in the business world dictates, that the more complex your process, the smarter you are however, this is never the case and is usually counterproductive. Large words strung together by complex principles can isolate your audience and reflect poorly on your self. As writers, our job is to break concepts down to allow readers to understand them. Our writing relies on simplicity of topic and delivery. Keep your message simple. Avoid jargon and make it easily understandable to your reader.

Brevity:-

another key principle is brevity. writers must not provide unnecessary details or explanation that are not required. Just be focused on the main point to communicate. unnecessary explanation makes the reader distract from the key message and also the reader may lose interest. we should all exercise brevity.

cut the fat. cut the length.
Trim down the words until you
used every word you need to
and not a syllable more.

Humanity:-

in my view the most important
and key principle to consider always
in all type of communication and
particular in business environment
is the humanity. we must write
to the audience as a human,
what they need to hear, how they
would understand, no matter what
is written. it is always by humans
for humans and we can all do a
little better with some clarity,
simplicity, brevity, and humanity.

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 its overwhelming
But what strategies and techniques
do you think are proved to be
successful when addressing to a
group of people?

Ans in public speaking there could be
many proven techniques depending
on the audience and situation.

some are the widely used techniques or Principle to be describe below. those will make the communication effective an interactive and successful as well.

Say something right off the bat that connects to the audience. start with some encouraging respectful and words that makes the audience unive from others for example starting with "congratulations for being here. You are among the top 10% of the society etc" everybody in the audience nods and visualizes and thinks of the person who's not here, who is usually not a very successful.

Connect with Emotion:-

Good speakers connects with audience through emotions. to engage them, to listen carefully and giving attention to the speaker and message.

Tell the audience How Good they are.:

Highlight the Good of the audience, this will improve their confidence level and acceptance to the message being conveyed. mark

their achievements in the Past to the society or organization. This will motivate the audience.

Link back to your opening during your speech:-

Starting with a strong opening line or a really good story that you can link and your whole talk back into is very powerful.

Relate to the audience's self-interests:-

Though sometime its very difficult to manage the situation arising from the self-interest of the audience however the speaker should be focused to capture the individual interest and make them align with his message to be delivered. The speaker should manage to know the interest of the group, their problems and accordingly customize his message or speech but the overall objective should not be kept aside.

Entertain your audience with stories:-

in some situation while addressing the audience the speaker may get help from the successful

13

stories to engage the speaker. stories may have some entertaining aspects as well to keep the audience refreshed.

Appeal to Patriotism, loyalty or Personal Gain:-

Boost the level of motivation of your audience, speaker can appeal to certain motivations to gain the attention of your audience. speaker have to ask yourself what are the motivations of the people in your audience.

Tell the audience exactly what they are going to gain:-

Great motivation is a desire for gain if you can convey to them that they are going to gain things from your talk, like time, money, or greater success or prestige in any area, then they will be listening and they will want to know how they can do that -

Q5 Public service communication
Lahore has advertised the vacancies for accountant on the basis of the ad, decide which of your skills and experiences you should discuss to convince the secretary they

14

You are the Person for the Job?

And Contact:-

Email. Your email@ gmail.com
contact number Phone number

Address:-

houses address: off houses
number.

Skills:-

oracle, sales, microsoft office,
communications, time manage,
critical thinking, handling
Pressure, Leadership.

Education:-

M.B.A / Accounting inu
in 2015

BB A / Accounting Peshawar
uni in 2012

certified Public accountant

Awards:-

Employee of the month
march 2016

Resume Objective:-

certified Public accountant with
5+ years of experience of ledger
Processes, account reconciliations
and streamlining accounts. Posses
an M.B.A with a focus in
accounting. Seeking to leverage
accounting expertise and

15

experience into a managerial role as a corporate banker.

Experience:-

Finance analyst

Handford Partnership Boston MA
/ September 2016 Present
created financial reports and supported all areas of responsibility with a 5 person finance team managed a 350,000 budgets, with a reduction of costs totaling 1.5% over two years.

Financial advisor:-

conducted thorough reviews of potential business partnership and strategies and performed risk analyses using FRAP (Facilitated risk analysis process).