

Final Term -Semester

English .Paper

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Question 1:

What is communication, Explain in detail all the types ?

Ans.

As this definition makes clear, communication is more than simply the transmission of information. The term requires an element of success in transmitting or imparting a message, whether information, ideas, or emotions.

A communication therefore has three parts: the sender, the message, and the recipient

The sender 'encodes' the message, usually in a mixture of words and non-verbal communication. It is transmitted in some way (for example, in speech or writing), and the recipient 'decodes' it.

Of course, there may be more than one recipient, and the complexity of communication means that each one may receive a slightly different message. Two people may read very different things into the choice of words and/or body language. It is also possible that neither of them will have quite the same understanding as the sender.

In face-to-face communication, the roles of the sender and recipient are not distinct. The two roles will pass back and forwards between two people talking. Both parties communicate with each other, even if in very subtle ways such as through eye-contact (or lack of) and general body language. In written communication, however, the sender and recipient are more distinct.

Categories of Communication

There are a wide range of ways in which we communicate and more than one may be occurring at any given time.

The different categories of communication include:

Spoken or Verbal Communication, which includes face-to-face, telephone, radio or television and other media.

Non-Verbal Communication, covering body language, gestures, how we dress

or act, where we stand, and even our scent. There are many subtle ways that we communicate (perhaps even unintentionally) with others. For example, the tone of voice can give clues to or emotional state, whilst hand signals or gestures can add to a spoken message.

Written Communication: which includes letters, e-mails, social media, books, magazines, the Internet and other media. Until recent times, a relatively small number of writers and publishers were very powerful when it came to communicating the written word. Today, we can all write and publish our ideas online, which has led to an explosion of information and communication possibilities.

Visualizations: graphs and charts, maps, logos and other visualizations can all communicate messages.

The desired outcome or goal of any communication process is mutual understanding.

The process of interpersonal communication cannot be regarded as a phenomena which simply 'happens'. Instead, it must be seen as a process that involves participants who negotiate their roles with each other, whether consciously or unconsciously.

A message or communication is sent by the sender through a communication channel to one or more recipients.

The sender must encode the message (the information being conveyed) into a form that is appropriate to the communication channel, and the recipient then decodes the message to understand its meaning and significance.

Misunderstanding can occur at any stage of the communication process.

Effective communication involves minimising potential misunderstanding and overcoming any barriers to communication at each stage in the communication process.

See our page: [Barriers to Effective Communication](#) for more information.

An effective communicator understands their audience, chooses an appropriate communication channel, hones their message for this particular channel and encodes the message effectively to reduce misunderstanding by the recipient(s).

They will also seek out feedback from the recipient(s) to ensure that the message is understood and attempt to correct any misunderstanding or confusion as soon as possible.

Receivers can use techniques such as Clarification and Reflection as effective

ways to ensure that the message sent has been understood correctly.

The Communication Process

A message or communication is sent by the sender through a communication channel to a receiver, or to multiple receivers.

The sender must encode the message (the information being conveyed) into a form that is appropriate to the communication channel, and the receiver(s) then decodes the message to understand its meaning and significance.

Misunderstanding can occur at any stage of the communication process.

Effective communication involves minimising potential misunderstanding and overcoming any barriers to communication at each stage in the communication process.

See our page: [Barriers to Effective Communication](#) for more information.

An effective communicator understands their

Communication channels is the term given to the way in which we communicate. It is therefore the method used to transmit our message to a recipient, or to receive a message from someone else.

There are multiple communication channels available to us today. These include face-to-face conversations, telephone calls, text messages, email, the Internet (including social media such as Facebook and Twitter), radio and TV are different methods for different purposes.

What is skimming?

The reader reads an article to get the main ideas and gist of the story. Skimming is used to preview a book quickly to decide if it is worth reading or to cast an eye over an article for the main points. A reader who is skimming can read more text in less time. The text is read with the purpose of finding the main facts. The skill of skimming requires a structure or plan so that not everything is read but the important message is still grasped. The skimmer reads the first few paragraphs in detail to get the general message. Then after that reads the first line of each paragraph, these lines are known as 'topic sentences.' The final paragraph is important as it is the conclusion of the article and is read in full as the final message of the article.

how to Skim:

1. Read the title

2. Read the first sentence of each paragraph
3. Read the summary or last paragraph, articles that are scanned are often written in a particular order or in categories. The scanner has the key words in mind as they scan the l

What is scanning?

Scanning is a reading skill that enables the reader to look for a specific piece of information within an item of text. A reader will scan for a particular number in a phone directory for instance or a name on a list. The written aHow to skimming

How to scan:

1. In skimming we search for keywords when skimming.
2. Don't read everything in details but just try to skip the text
3. Read the first and last sentence of each paragraph

Question 3. What are the 7c,s of communication ,explain all of them ?

ans .

Definition: The 7 C's of Communication is a checklist that helps to improve the professional communication skills and increases the chance that the message will be understood in exactly the same way as it was intended.

We communicate all day long; at home, at work, with our next-door neighbour and at the sports club. We communicate verbally, non-verbally and in writing. Unfortunately, the message does not always come across as intended. NOISE! This can lead to miscommunication and (small) misunderstanding or the wrong impression.

The 7 C's of communication, also known as the 7 principles of communication are a useful way to ensure good and business communication. The 7 C's of Communication provide a useful check list as a result of which both written and verbal communication pass off in a clear, plain, target group-oriented

and well-structured manner.

Question 4. Define and differentiate letter and memo?

ans

Define letter .

Letters

Letters are used for external communication more formally. It is external correspondence

oun

1.

a character representing one or more of the sounds used in speech; any of the symbols of an alphabet:

"a capital letter"

synonyms

alphabetical character, character, sign, symbol, mark, ... more

2.

a written, typed, or printed communication, sent in an envelope by post or messenger:

"he sent a letter to Mrs Falconer"

synonyms

written message, message, written communication, communication, note, line, missive, epistle,

dispatch, report, bulletin, correspondence, news, information, intelligence, word, mail, po

define of memo .

The memo is short for the memorandum ,which means a note or record for any uses in future it is a short message used as a means of informal communication within the organization for transmitting information in writing it may be titled as interoffice communication ,office memorandum ,or interoffice correspondence ,rather than a memorandum

The primary objective of memo is to disseminate business policies ,procedures or related official business These are written in one to all perspective and can serve different purpose like conveying news ,direction and information to multiple recipients ,calling people to action or meeting

one can use an informal tone and personal pronouns in the memo there is no requirement to use a salutation and complimentary close .

Question 5. Give a brief definition of vocabulary ,also explain the types of vocabulary ?

ans .

brief

Something brief is short and to the point. If you make a brief visit, you don't stay long. If you make a brief statement, you use few words. If you wear brief shorts, you are showing a little too much leg.

As a noun, a brief is a condensed summary or abstract, especially a legal summary of a case. Lawyers submit pretrial briefs to the court outlining the witnesses for the prosecution or defense. As a verb, brief means to give essential information to someone — like the President gets briefed on important matters.

Types of Vocabulary

Listening Vocabulary : This type of vocabulary refers to the words we hear and comprehend. Fetuses in the womb can...

Speaking Vocabulary : Speaking Vocabulary refers to the words we speak. Our speaking vocabulary is restricted. Most...

Reading Vocabulary : This vocabulary refers to the words we recognize when we read any text. We read and understand...

4 . Writing Vocabulary : This type of vocabulary represents those words which we regain while writing to express..