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**PAPER COMMUNICATIONS SKILL**

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**SECTION B**

**QUESTION NO 1:**

**ANSWER: VERBAL** **COMMUNICATION**:

 Verbal communication is the use of word to share information with other people.It can therefore in cold both spoken and writing communication.However,many people use the trump to describe only spoken communication.The verbal elements of communication is all about the word that you chose,and how they are heard and interpreted.

**WHAT** **IS** **VERBAL**:

**COMMUNICATION**: Communication is the about passing information from one person to another.

This that both the sending and the receive of the message are equally important.

Verbal communication is therefore requires both a speaker(or writer) to transmate the message,a listener(or reader)to make sense of the message.

There are a large number of different verbal communication skills.They range from the obvious(beings able to speak clearly,or listening, for example),to the more subtle (such as reflecting and clarifying).

It is important to remember that effective verbal communication can not be fully isolated from non-verbal communication.

**FIVE** **TYPES** **OF** **VERBAL** **COMMUNICATION:**

1. Intrapersonal communication,this from of communication is extremely private and restricted to ourselves.
2. Interpersonal communication.This from of communication takes place between two individuals and is thus a one-on-one conversation.
3. Small groups communication
4. Public communication

**NON-VERBAL COMMUNICATION**

Non-verbal communication is the nonlingouistic transmission of information through visual,auditory,tactile,and kinesthetic (physical)channels.

Non verbal communication is the transformation of message or signal through a non-verbal platform such as eye contact,facial expression,gesture,posture,and the distance between two individuals.This frome if communication is characterized by multiple channels and scholars argue that non-verbal communication can convey more meanings than verbal communication.

 **NON-VERBAL FIVES TYPES;**

1. facial expression.The humans face is extremely expressive, able convey countless emotions without saying a word.
2. Body movements and posture
3. Eye contact
4. Gestures
5. Pay attention to inconsistencies

**QUESTION NO. 2**

**ANSWER: BARRIERS TO EFFECTIVE COMMUNICATION:**

 **DEFINITION OF BARRIERS :**

Many companies develop difficulties within ther are organizations due to communication issues.There are five key barriers that can occur within a company.Language,culture diversity,gender differences,status differences and physical separation.

**BARRIERS EFFECTIVE COMMUNICATION:**

The process of communication has multiple barriers.The intended communique will often be disturbed and distorted leading to a condition of misunderstanding and feature of communication.The barriers to effective communication could be of many types like linguistic,philosophical,emotional,physical and culture etc.Wewill see all of these types in detail below.

**LINGUISTIC** **BARRIERS**

 The language barrier is one of the man barriers that limit effective communication.Language is the most commonly employed tool of communication.The fact that each major region has it’s on language is one of the barriers to effective commeffective.Sometime even a thick dialect may render the communication ineffective.

 As per some estimates,the dialect of every to region a few kilometers.Even in the some work place,different emphasizes will have different linguistic skill As a result,the communication channel that spend across the organization would be effective by this.

 **PHYSIOLOGICAL BARRIERS**

There are viruses mental and psychological issues that may be barriers to effective communication.Some people have stage fear speech disorder,phobia,dispration etc.All of these conditions are very difficult to manage some time and will most certainly limit ease of communication.

**BARRIERS** 8 **TYPES** **TO** **EFFECTIVE** **COMMUNICATION**

1. Physical barrier
2. Perceptual barrier
3. Emotional barrier
4. Culture barriers
5. Language barrier
6. Gender barriers
7. Interpersonal barriers
8. Withdrawal barriers

**Question no 3:**

 **ANSWER: DIALOGUE TWO FRIENDS COVID-19**

 **SADIQ.** It so stressful and saddening that people from all over the globe suffering and dying from Corona virus disease.

**MAHMOOD**.Yes,it is so heart rendering.But the main problem we are facing,is that there is no such medicine for the disease.

**SADIQ.** Right.We can only prevent it from spreading further into our cities,villages and home.

**MAHMOOD**.Prevent but how?

SADIQ.As you know that this virus cannot live outside a human body for more than twelve hours,we need to make sure that we stay in doors the most time of a day.

**SADIQ.** How will we know that we are infected all ready?

**MAHMOOD**.For that you must have some cold and cough,breathing problem etc.But that will not mean that you are caught in the disease.You will go through some tests in the camps in your nearest medical base.

**SADIQ.** One more thing,what are the basic actions we can take to stope it from spreading.

**MAHMOOD**.There are some tips added by doctors**-stay home,keep a safe distance,wash hand often,cover your cough and sick?call the helplines.**

**SADIQ**.Thank you,mahmood I will my family members the same

**MAHMOOD. Let’s be brave because things are going to be great once again**.Bye.

 **THE END.**