

Department	(AHS) MLT
Subject	Communication Skills
Marks	50
Semester	-II
Final Term Assignment	Spring 2020
Instructor	Hajra Iqbal

Fill below blocks.

Student Full Name	Muhammad Yaseen
Student Father Name	Muhammad Ali
University ID Card Number	16233
Department	MLT

Instructions: Your time starts once you log in. You have only 6 hours to complete and submit your paper on the portal. After 6 hours your time would be automatically expired. Download this paper and save it with your full name and subject. Attempt all the answers on the same page and keep in your mind to click the **SAVE** after every 10 minutes. When you are done with paper, go through it, and submit your final copy with your name and id on the SIC portal.

Note: i. Attempt all three questions.

1. Write Short Notes.

/ 15 Marks

- Effective Communication
- Five Uses of Comma and Semi Colon .
- Formal and Informal Networks of Communication.

2. What are the Seven C's Of Communication Skills? Write a detailed Answer?

/15Marks

3. Write an essay on any one Topic. (340-350) Word Count /20

- Smoking in public places has to be banned.
- Parents are our first and most important teachers. Describe a specific valuable lesson from one of your parents
- The way I spend my lockdown during Covid-19.

Note:- Attempt all three questions.

QNo1.

1 . Write short Notes

- a . Effective communication
- b . Five uses of comma and semi colon
- C . Formal and informal networks of communication.

a . Effective communication

Effective communication is defined as verbal speech or other methods of relaying information that get a point across. An example of effective communication is when you talk in clear and simple terms.

Effective communication some examples

Friendliness. ...

Confidence. ...

Giving and receiving feedback. ...

Volume and clarity. ...

Empathy. ...

Respect.

b . Five uses of comma and semi colon

Comma

- ⇒ comma is a punctuation mark indicating a pause between part of a sentence or separating items an a list
- ⇒ Comma is a represented by (,)
- ⇒ comma indicates a pause between parts of a sentence

- ⇒ comma is use separate different parts of the same sentence
- ⇒ Comma is used with the coordinating which connects two independent causes

Semicolon

- ⇒ semicolon is a punctuation mark indicating a pause that is more pronounced than that indicates by a comma.
- ⇒ semicolon is represented by (;)
- ⇒ semicolon indicates a stronger pause than that of comma
- ⇒ Semicolon is used to separate sentences
- ⇒ semicolon is used to connect two independent clauses. No conjunction is needed

Formal communication:

Formal communication refers to interchange of information officially. The flow of communication is controlled and is a deliberate effort. This makes it possible for the information to reach the desired place without any hindrance, at a little cost and in a proper way.

Informal Communication. Definition: The Informal Communication is the casual and unofficial form of communication wherein the information is exchanged spontaneously between two or more persons without conforming the prescribed official rules, processes, system, formalities and chain of command.

=====

Q No 2. What are the seven C's of communication skills

Definition: The seven 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.

1. **Clear:** The message should be clear and easily understandable to the recipient. The purpose of the communication should be clear to sender then only the receiver will be sure about it

2. **Correct:** The message should be correct, i.e. a correct language should be used, and the sender must ensure that there is no grammatical and spelling mistakes. Also, the message should be exact and well-timed
3. **Complete:** The message should be complete, i.e. it must include all the relevant information as required by the intended audience. The complete information gives answers to all the questions of the receivers and helps in better decision-making by the recipient.
4. **Concrete:** The communication should be concrete, which means the message should be clear and particularly such that no room for misinterpretation is left
5. **Concise:** The message should be precise and to the point. The sender should avoid the lengthy sentences and try to convey the subject matter in the least possible words. The short and brief message is more comprehensive and helps in retaining the receiver's attention.
6. **Consideration:** The sender must take into consideration the receiver's opinions, knowledge, mindset, background, etc.
7. **Courteous:** It implies that the sender must take into consideration both the feelings and viewpoints of the receiver such that the message is positive and focused at the audience. The message should not be biased and must include the terms that show respect for the recipient

QNo3. Write in essay

Topic: smokin in public place has to be banned

My countries today have laws that prohibit smoking in public places because it affects non smokers as well. This damages their health against their will and could cause them lung cancer. But also it seems as though this law protects only one side and public places (which should be available to everyone for all purposes) meet only the needs of non-smokers,tobacco causes addiction and active smokers cannot spend a long time without lighting a cigarette which automatically makes public places and many other facilities unsuitable for them and their needs. Also this is bad for tourism in some parts, caterers are financially damaged by these new laws that suggest them to provide services to only one part of both residents and tourists. Is this law actually going to protect non-smokers or simply affect smokersThe scientific evidence that links secondhand smoke with heart disease and cancer has been mounting for decades. Not only that, the effects of temporary exposure to smoke are also well documented and include headaches, breathing problems, and even nauseaThe point of banning smoking in public settings

is an attempt to protect the public from second-hand smoke inhalation (SHSI). Additional examples of rationales to implement smoking bans include a reduced public risk of fires, cleanliness of public places and decrease legal public liability. There is no risk-free level of secondhand smoke, and even brief exposure can cause immediate harm. Studies have shown that smokefree laws that prohibit smoking in public places like bars and restaurants help improve the health of workers and the general population



《THE END》



《Thanks MY Dear Teacher 》