**INU Peshawar Date 23 June 2020**

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

**Fill below blocks.**

|  |  |
| --- | --- |
| Student Full Name | **Hassan zeb** |
| Student Father Name | **Muhammad jahan** |
| University ID Card Number | **16149** |
| 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**

a.Effective Communication

b. Five Uses of Comma and Semi Colon .

c. Formal and Informal Networks of Communication.

1. **What are the Seven C’s Of Communication Skills? Write a detailed Answer? /15Marks**
2. **Write an essay on any one Topic. (340-350) Word Count /20**

a. Smoking in public places has to be banned.

b. Parents are our first and most important teachers. Describe a specific valuable lesson from one of your parents

c. The way I spend my lockdown during Covid-19.

**Q1:**

**Ans A: Effective communication** is defined as verbal speech or other methods of relaying information that get a point across.

**For example:** an example of effective communication is when the person who you are talking to listens activity, absorb your point and understands it.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**Ans B: …….. five uses of semi colon..and..comma……**

\*With educated people, I suppose , punctuation is a matter of rule**;** with me it is a matter of feeling. But I must say I have a great respect for the semi colon its useful little.

\*If you have charm , you don’tneed to have anything else;and if don’thave it doesn’t matter what else you have.

\*The cat ate a bowlful of tuna; then, to the squirrel’ delight, the fat feline fell asleep in the rocking chair.

\*I do best in subjects that related to science; consequently, I plan to major in next year.

\***\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**Ans c: formal communication………**

Formal communication is a communication through predefined channels set by organization.

They are typically conveyed from top leadership to various department.

It is backed by organizational procedure, and it is necessary to fulfill the goals of the organization.

**Informal communication……..**

Informal communication at work is any communication that doesn’t take place using formal mothedscor structure in company.

It can be spoken, written or even conveyed through gesture and body language.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Q2:**

**Ans : ………..Seven Cs……….**

The massage is said to be effective. When the receiver understand the same meaning that the sender had intended to convey . for any communication business, in order to be effective, it must have seven qualities. These seven attributes are called seven Cs of effective business communication. All these attributes start will alphabetical C these is called seven Cs.

**1 correctness:** implies using the right language. Correct use of grammar, spelling and punctuation. And accuracy in stating facts and figures.

**2 clarity:** demands the usage of the simple language and easy sentence structure while composing the message.

**3 conciseness:** a concise message saves time as well as cost of both the sender and the receiver. Its underlines and highlight the main message sunsuit avoid using excessive and needle words.

**4 completeness:** these message must bear all the necessary information to bring the response that the sender desire. The sender should answer all the question with facts and figures.

**5 consideration:** in communication means understanding the human nature. It demands to put oneself in the place of the receiver while composing the message.

**6 concreteness:** facts and figure being presented in the message should be specific concreteness reinforce confidence of the sender of the message.

**7 courtesy:** means valuing the feelings of the receiver.

The sender of the message should be sincerely be polite. In business all most everything start and end of courtesy.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Q2**

**Ans The way I spend my lockdown during covid-19**

**Due to the corona virus covid-19 epidemic, the Pakistan government banned all services except emergency service in the country. Under which all the schools and colleges of the country were declared eid day . but I was very happy because the schools was declared an eid day . we had got so many days off.**

**After a very long time. During the lockdown I watched a lot of YouTube vedios. I played a lot of games on computer and mobile. At home, I spend time with my parents, siblings, playing carrom board chess.**

**Even after the lockdown is declared all our family members were very happy because we were healthy.**

**We all followed all the orders of the government as this lockdown was done to save all us from the epidemic.**

**I also watched my religious serial with the whole family during the lockdown. In which I watch daily PTV serial. PTV is my favorite TV show . I learned my good manner of the PTV .after spending a few days of lockdown, I focused my attention on study, because the government of Pakistan requested that as long as there is a lockdown in the country.**

**School teacher should be taught online at home by the school teacher. So that their future is not spoiled and the can continues their studies. Following the order of the government and the teacher, l continues studies from home.**

**Due to increase time of lockdown, I exercises at home daily in the morning, along with study and watching serial.**

**So that my body remain healthy. I taught my nephew and niece at home everyday and taught good habits during the lockdown. During the lockdown people are banned from leaving the house , but even after the lockdown was implemented in the country.**

**I took good advantage of that time.**

**The End**