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Semester :- 2nd Semester

Question :- 1

What is communication?
Explain in detail all
the types?

Answer:-

Communication :-

It is the way to express your ideas, thoughts, expressions, feeling or emotions.

through verbal or non-verbal signs and symbols.

Communication is a process of transmitting or receiving verbal or non-verbal msgs.

Purposes of Communication:-

- * To express our thoughts or feeling
- * To ensure communication
- * To find something about personality of a person
- * To ensure understanding
- * To solve issues
- * To overcome anxiety through counseling - ✓

Types of Communication:-

the following are the types of communication

① Verbal :-

Verbal communication is the use of language to transfer information through speaking or sign language. It is one of the most common types, often used during presentation, video conference, and phone calls, meeting and one-on-one conversation.

few steps:-

- * use a strong

* confident use speaking voice
 * avoid active filler words listening

② Nonverbal :-

Nonverbal communication is the use of body language, gestures and facial expressions to convey information to others. It can be used both intentionally and unintentionally.

Examples

You might smile unintentionally when you hear a pleasing or enjoyable idea or piece of information.

few steps:-

* Notice how you emotions feel physically
 * Be intentional about nonverbal communication.
 * mimic nonverbal communication
 you find effective

③ written -

is the act of written communication
types of printing of writing
like letter and number
to convey information
is helpful because it
provides a record of
information for reference.

④ visual :

is the act of using
photographs, art, drawing,
sketches, charts and graphs
to convey information.
Visuals are often used
as an aid during
presentations to provide
helpful content alongside
written and/or verbal
communications.

Question 2-

What are the 7C's of all communication, explain them?

Answer

7C's Communication:-

The Seven C's of communication is a list of principals for written and spoken communication to ensure that they are effective. The 7C's are:-

Clear:-

There are several stages to clarity. Firstly, it's important to be clear about the purpose of the message you're delivering. Secondly, it's essential that the content of the communication is itself clear. You should avoid jargon, use simple language.

② Coherent -

that both its essential information, the factual in your communication and the language you use are correct.

③ Complete -

message when creating a goal, its important to the recipient all the information is they need to follow your line of reasoning and to reach the conclusion you have same.

④ Concrete -

you when shaping your communication, you must ensure that you are specific and that the logic and message that you're using fit together.

⑤ Concises-

message when communicating
its of this nature
to important to side
keep the point and
and simple message sheet

⇒ Coherent s-

are not if you communicate
will not be coherent they
To help make sure
your communication are
coherent you should have
a logical flow and
your style, tone and
language should be
considered through out.

Question #5

Give a brief definition of the types of vocabulary, also explain

Answers -
Vocabulary :-

list of words or in the stock of words used by a person.

The vocabulary refers to the words we must understand to communicate effectively.

Types of vocabulary :-

are the types of following vocabulary :-

① Listening vocabulary :-

The words we hear and understand starting in the womb fetuses we can detect sound as early as 18 weeks. The amount of words modeled is much less than a hearing child.

② Speaking

vocabulary:-

The words we use when we speak are relatively limited. Most adults use a mere 500 to 1000 words for all their conversational and instructions.

Reading

vocabulary:-

The words we understand when we read text we can read and understand may not be in our speaking vocabulary.

Writing

vocabulary:-

The words we can retrieve when we write to express ourselves are generally not in our speaking vocabulary. We find it easier to express ourselves.

Question #3

what is letter and memo? Explain in detail with difference?

Answer #3

Memo:-

A memorandum or shortly known as a memo. It is used to inform direct or advise the members within the same organization. However the business deals with a number of external parties such as customers, clients etc.

Letters:-

A letter refers to a brief message sent by the company to the person or entity which are outsiders.

The letter is

Printed or types of
written on the
letterhead paper, which
contain the detail
of the company like
name, address, logo etc.

Difference :-

Memo

① Memo refers to a short message written in an informal tone for interoffice circulation of the information.

② Informal and concise

③ Memo is short

④ memo is one to many

⑤ signature is not required in a memo

Letter

① Letter are an type of verbal communication that contain a compressed message, conveyed to the party external to the business.

② formal and informative

③ letter is comparatively long

④ letter is one to one

⑤ A letter is duly signed by the sender.

Answer # 2

Skimming and scanning :-

and scanning are reading techniques that use rapid eye movement and keywords to move quickly through text for slightly different purposes. Skimming is reading rapidly in order to get a general overview of the material. Scanning is reading rapidly in order to find specific facts.

Skimming :-

Skimming can save you hours of laborious reading. However, it is not always



The most appropriate way to read it is not always the most very useful as a preview to a more detailed reading or when reviewing a selection heavy in content. But when you skim you may miss important points or over look the finer shading of meaning.

Scanning

Scanning is too use keywords and organized covers. But while the goal of skimming is a bird eye view of the material, fact may be buried within long text passages that have relatively little else to do with your topic or claim. skim this material first to understand to decide if it is likely to contain the fact you need.

DAR

In Scanning :-

- Search for name
particular number
Telephone number
Program
Date
- on scanning we
for key words
- ①
 - ②
 - ③
 - ④
 - ⑤

Scanning - Get only what you need :-

- Three step for scanning includes
- ① search for key words
 - ② move quickly over the page
 - ③ less reading and more searching.