

IQRA NATIONAL UNIVERSITY  
DEPARTMENT OF ELECTRICAL  
FINAL TERM ASSIGNMENT

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COURSE TITLE:

Module:

Communication skills

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Q11

In many interpersonal encounters, the first few minutes are extremely important. How do you maintain the success of verbal communication for further interaction?

Answer:

In many interpersonal encounters, the first few minutes are very important. First impressions have a significant impact on the success of further and future communication.

When you first meet someone, you form an instant impression of them, based on how they look, sound and behave, as well as anything you may have heard about them from other people.

This first impression guides your future communications, at least to some extent.

FOR EXAMPLE

When you meet someone and hear their speak, you form a judgement about their background, and you can understand about it. This might well change what you say. If you heard a foreign accent, for example; you might decide that you need to use simpler language. You might also realize

that you will need to listen more carefully to ensure that you understand what they are saying to you.

First impression may be revised later. You should ensure that you will consciously "update" your thinking when you receive new information about your contact and as you get to know them better.

## BASIC VERBAL COMMUNICATION SKILLS

### EFFECTIVE SPEAKING:

It can be involves three main areas: the words you choose, how you say them, and how you reinforce them with other non-verbal communication

All these affect the transmission of your message, and how it is received and understood by your audience.

It is worth considering your choice of words carefully. You will probably need to use different words discussing the same subject. For example, what you say to a close colleague will be very different from how you present a subject at a major conference.

Active listening:

This is very important. When we communicate, we tend to spend less energy considering what we are going to say than listen to the other person.

BE PREPARED TO LISTEN:

We can concentrate on the speaker and not on how you are going to reply.

KEEP AN OPEN MIND:

We can keep our mind open to avoid making judgement about the speaker.

Avoid DISTRACTIONS:

If at all possible.

For example: If there is a lot of background noise, you might suggest that you go somewhere else to talk.

ANSWERPUBLIC COMMUNICATION

Public Communication is a sender focused form of communication in which one person is typically responsible for conveying information to an audience. Public speaking is something that many people fear, or at least don't enjoy. But just like group communication, public speaking is an important part of our academic, professional and civic lives. When compared to interpersonal and group communication, public communication is the most consistently intentional, formal and goal-oriented form of communication we have discussed so far.

Public communication at least in western societies is also more sender focused than interpersonal or group communication. It is precisely this formality and focus on the sender that makes many new experienced public speakers anxious at the thought of facing an audience. For example, although public speakers don't necessarily develop individual relationships with audience members, they still have the benefit of being face to face with them so they can receive verbal and non-verbal feedback.

## GROUP COMMUNICATION:

In group communication there are one or more people interacting to achieve a shared goal. You have likely worked in school and colleges. and if you're like most students you didn't enjoy it. Even though it can be frustrating group work in an academic setting provides useful experience and preparation for group work in professional settings.

Q5 ANSWER

## CURRICULUM VITAE

### OBJECTIVES:

Being an electrical engineering I will try to prove my level best according to every situation and apply my all skills and capabilities which I gain in my whole study career.

### PERSONAL INFORMATION:

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### ACADEMIC QUALIFICATION:

<u>Exams</u>	<u>Passing Year</u>	<u>Obt / total</u>	<u>Board</u>
BSC	2017	754 / 1100	Peshawar
HSSC	2019	665 / 1100	Peshawar
BE (E)	-	-	INU Peshawar.

## EXPERIENCE

- Good in Computer
- Having knowledge about accountant
- Good in typing
- Having knowledge about MS office
- Good in Practical work.

## TECHNICAL SKILLS

- MS office
- Typing master



Q3

Answer

Business Communication:

It is the process of sharing information between people within and outside a company. Effective business communication is how employees and management interact to each other to achieve organizational goals. Its purpose is to improve organizational practices and reduce errors.

Effective Business Communication:

It is the two way process of listening and speaking and its of foremost importance in all phases of daily business life at your middle market company. Ask one hundred employees whether they're good communication and one hundred will say yes. In reality thought all of us need to improve our communication skills.

There are eight ways to do this.

1) ELIMINATE ASSUMPTIONS:

Many business relationships have unspoken rules with assumption at their core. This might work for a while, but it's better for all sides to openly communicate needs and expectations.

## Find a good

2) Find a good PLACE AND TIME FOR ALL INVOLVED TO TALK:

Communication won't work when one party is distracted. Find a quiet place and if the communication is difficult make sure you have privacy. Have regular structure such as weekly or monthly meetings to support communication and make time to talk when there's a problem to solve.

3) To be heard, Listen First

You never want to begin imposing a solution; if there's a problem simply describe it and how it is impacting your business. Then ask in an open way "what can we do to resolve this situation?" Stop and listen. The biggest business communication killer is the failure to listen.

4) Ask Questions

These help you get feedback, show that you're listening, confirm understanding and give respect. Questions are wonderful tools and should be used often. If you're not sure about a detail, ask for confirmation. If you want to hear feedback from the other person, just powerful two-way business communication.

5) EXPRESSING EMOTION IS IMPORTANT, BUT ALWAYS  
BE RESPECTFUL:

It's perfectly acceptable to tell someone "when you don't pitch in to help the team it frustrate me" But you should also expect you, coworker to say something like "It upsets me when I have too much work" That's fine. What you need to do is find a way to solve the problems. You might begin by mutually clarifying work related expectations. Emotions is part of that communication but it shouldn't be the end of it.

6) Pay ATTENTION TO NONVERBAL MESSAGES:

It's hard to have open communication if both sides fold their arms, clench their jaws and refuse to look each other in the eye. Here the non-verbal signals are shouting angrily even if the words aren't. Be careful about your tone of voice, too if non verbal messages are overwhelming the conversation it might be better to wait until things settle.

7) RECOGNIZE AND REWARD POSITIVE BEHAVIOURS

Effective communication is a constant activity. and you should thank the other person for accomodating you. This is

is a win-win and it will keep the channel  
A communication open.

BE PATIENT AND DON'T EXPECT MIRACLES:

Communication is so important - and so what it  
doesn't eliminate differences but it does  
allow for them. ultimately good business  
communication is not about winning it's  
about strengthening change doesn't happen  
overnight.

Question No: 2

ANSWER

The Mesolithic Period or Middle  
stone age is an archaeological term describing  
specific cultures that fall between the Paleolithic  
and the Neolithic Period while the date of  
Mesolithic Period vary by geographical region  
it dated approximately from 10,000 BC to 8,000 BC

That type of tool used is a distinguishing  
factor among these culture Mesolithic tools  
were generally composite devices manufactured  
with small chipped stone tools called  
retouched blades. The paleolithic utilized  
more primitive stone and the Neolithic  
mainly used polished rather than chipped  
stone tools

## Forms OF COMMUNICATION:

Communication means transferring messages from one to another through any medium. There are various levels in communication like Intrapersonal communication, Interpersonal communication, Group communication and Mass communication.

## FIVE Major Communication:

- Intrapersonal Communication
- Dyadic Communication
- Small Group Communication
- Public Communication
- Mass Communication.

### 1) INTRAPERSONAL COMMUNICATION:

Intrapersonal communication is a communication which happens - yourself. Here both source (sender) and receiver is only one. So the feedback works without any interruption. Example of person can communicate himself through pain, thinking feelings and emotions etc.

### 2) DYADIC COMMUNICATION:

In dyadic communication two persons involved in this communication process. Here the source becomes a receiver and receiver become a source. In dyadic communication there the feedback

shared between source and the receiver.

### 3) SMALL GROUP COMMUNICATION:

More than two members involved in communication in the group communication is called small group communication.

### 4) PUBLIC COMMUNICATION:

In public communication source or messages from a single person will reach or received by huge number of audience. But the communication there is no mutual feedback b/w source and receiver like small group communication and it's only focused on speaker.

### 5) MASS COMMUNICATION:

In mass communication basically have a large number of audience and they are all can't grouped together in one place so we need certain tool or technology for communication process but in mass communication there is no direct access receiver.