

Name: ITIZAZ HASSAN  
FATHER NAME : RAJAB ALI  
ID:16662  
Department:BS MLT

### **QNo1:Write Short Notes**

- 1)Effective Communication**
- 2)Five uses of Comma and Semi**
- 3)Formal and informal Networks of Communication**

**ANS:**

#### **1) Effective Communication:**

Effective Communication is a process of exchanging ideas, Thoughts, Knowledge and information such that purpose or intension is fulfilled in the best possible manner.

#### **Benefits of Effective Communication:**

- 1)Effective communication fosters trust with others.**
- 2) Providing Clarity and direction.**
- 3)Creates Better relationships.**
- 4)Improves productivity.**
- 5)Promotes team building.**

#### **2 Uses of Comma:**

- 1)Use a comma to separate independent Clauses.**

**Example:He walked down the street, and then he turned to corner.**

- 2)Use a comma between all items in series.**

**Example:We bought apples, peaches, bananas.**

- 3)Use a comma after an introductory clause or phrase.**

**Example: When Evan was ready to iron ,his cat tripped on the cord.**

- 4)Use a comma to indicate direct address.**

**Example:I think John, you're wrong.**

5) Use commas to set off direct Quotations.

Example: Mary said, "I dislike concerts because the music is too loud."

### **Uses of Semi colon:**

1) A semicolon can replace a period if the writer wishes narrow the gap between two closely linked sentences.

Example: Call me tomorrow; you can give me an answer then.

2) Use a semicolon before such words and terms as namely however, therefore, that is, for instance etc

Example: Bring any two items; however, sleeping bags and tents are in short supply.

3) Use a semicolon to separate units of a series when one or more of the units contain commas.

Example: The conference has people who have come from Moscow, Idaho; Springfield, California; Alamo, Tennessee; and other places as well.

4) A semicolon may be used between independent clauses joined by a connector, such as and, but, nor etc, when one or more commas appear in the first clause.

Example: When I finish here, and I will soon, I'll be glad to help you; and that is a promise I will keep.

5) Do not capitalize ordinary words after a semicolon.

Example: I am here; you were over there.

### **3) Formal and informal Network of Communication:**

#### **1) Formal Network of Communication:**

Formal Communication is said to "When we communicate with our superior like Boss, Teacher, Mam.

They are typically conveyed from top leadership to various departments that funnels down the lower level of employees.

#### **Informal Network of Communication.**

Informal Communication is casual communication between coworkers in the workplace. It is unofficial in nature and based in the informal, social relationships that are formed in a workplace outside of the normal hierarchy of business structure.

Informal communication also means the communication between two friends.

**Qno2: What are the Seven C's of Communication? Write a detailed answer?**

**Ans: Seven C's of communication:**

- 1) Completeness
- 2) Conciseness
- 3) Consideration
- 4) Concreteness
- 5) Clarity
- 6) Courtesy
- 7) Correctness

**1) Completeness:**

The message should be complete; it must include all relevant information by the listener.

**2) Conciseness:**

Conciseness means that what you have to say in the fewest possible words. Eliminate wordy expressions; use single words instead of long phrases. Avoid unnecessary repetition.

**3) Consideration:**

Consideration means to consider the receiver's interest or intention. Handle the matter from their point of view, called as "you-attitude". You should always keep in mind your target group.

#### **4)Concreteness:**

The message should be specific instead of general.

Misunderstanding creates problem for both parties(Sender and receiver).

Use specific facts and figures.

Choose vivid, image building words.

#### **5)Clarity:**

The message should be Clear and easier.

The message should be clear and easily understandable to the receiver.

Always choose a familiar and easy words.

#### **6)Courtesy:**

The message should not be biased and must show respect for the receiver.

Use expression that show respect.

Courteous communication generate a special tone in Writing and speaking.

#### **7) Correctness:**

The message should be accurate and without any grammatical errors.

Use the right levels if language.

Maintain acceptable writing mechanics.

### **Qno3: Essay**

Ans:

#### **1)Smoking in Public Places has to be Banned:**

Smoking in public places shall be considered as crime, illegal and as social evil. Smoking is too bad and harmful for health.

We shall never smoke as it affects our lungs and heart. But if some one is smoking he or she shall not smoke it in

bazaars, parks, shops, streets, lawns and in front of other people. One smoker affects hundreds of others. There shall be a law for stopping the smoking in public places. Police and district administration shall make a task to put an end to this bad habit and social evil of smoking in public places. In highly civilized countries there is strict fine and punishment for smoking in public places. We shall respect the laws of the Government start a campaign to discourage people from smoking in the open areas where innocent children, ladies, sick people and other non smokers are affected. It is our moral duty too to take part in this campaign. Schools, colleges and universities teachers, professors and students shall arrange rallies, walks and seminars to stop smoking and create awareness in general public against this social evil.

People who smoke in public portray a bad example. Children are easily influenced in their growing stages. They imitate the people around them because they cannot differentiate between right and wrong. Therefore they perceive the actions they see around them as the way things should be. Besides that, teenagers who see people smoke in public take it as precedent to start smoking as well. There is a saying that goes "monkey see monkey do," which tells us that people imitate the actions of others as they see it in their daily lives

If smoking is banned in public areas, it will promote a healthier lifestyle for everyone. People will see it as a government endorsement for a healthier lifestyle of everybody.

If smoking is banned in public places it safeguards the life of the smoker as well as that of the public. Studies have shown that second hand smoke kills.

**"THANK YOU"**  
**"THE END"**