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Paper Functional English

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Submitted To Mam Rizwana J.

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Q1 Poor Listening:

A lack of attention in communication can cause significant setbacks and even conflicts. When people don't pay attention to the kind of language they use and find themselves focused on things other than the way they come across, this poor attention can be felt by the person whom they are attempting to communicate.

A lack of attention to communication is not simply about language. An attentive communicator listens effectively and looks for cues in her conversational partners' body behaviour and silence.

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Lack of Planning:

Communication would be ineffective if the manager did not devote sufficient time to thinking, planning, and stating the purpose of message. By providing the reasons for a particular instruction, selecting the most appropriate channel and releasing the message at the right time,

a manager can ensure his message is understood by the receivers.

Effective communication also reduces subordinates' resistance to change.

Even if the sender is clear about the message may not be conveyed clearly. Poorly chosen words, careless omissions, lack of coherence, poor

organization of ideas are some of the

Common reasons.

Darsi Notes

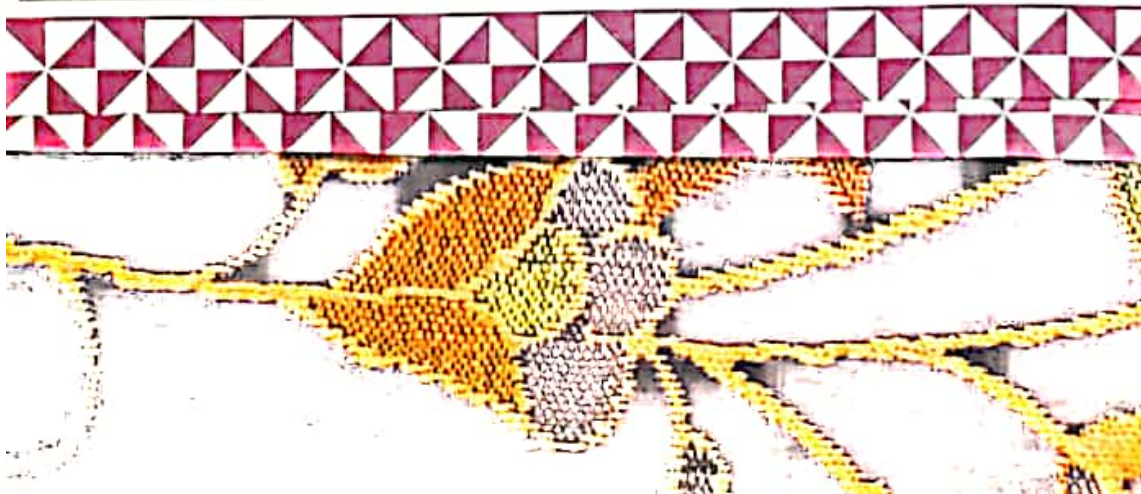
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Language Problem:

A language barrier, in the most basic and simplistic use of the term, is the lack of a common language that prevents two or more people from speaking or understanding each other through verbal communication. An English-speaking person traveling in China and encountering people who only speak Chinese could be said to be facing a language barrier in her efforts to communicate.

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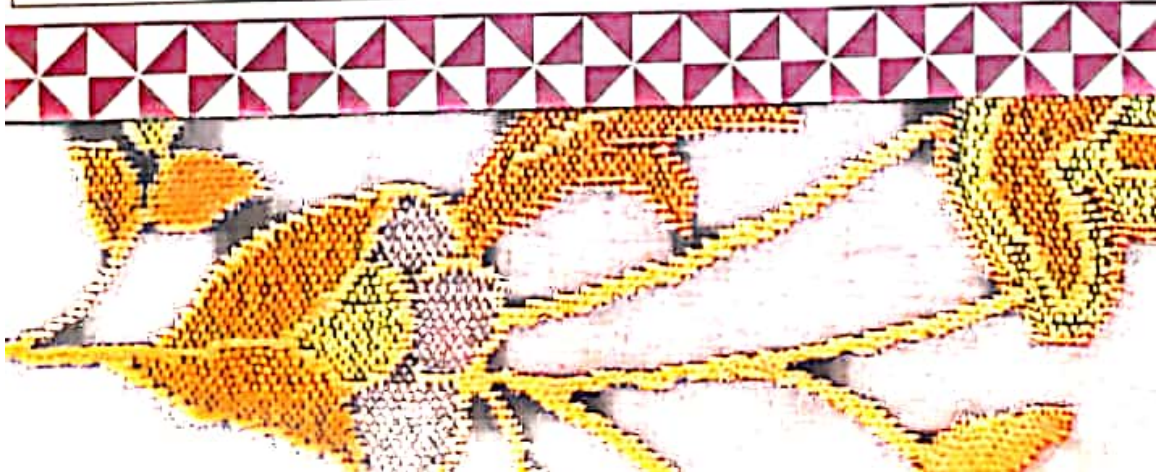
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Written Communications

Written Communication involves any type of interaction that makes use of the written word. It is one of the two main types of communication. Written Communication is very common in business situations. Some of the various forms of written communication that are used internally for business operations include memos, reports, bulletins, job descriptions, employee manuals, and electronic mails.

Ironically, the importance of good writing skills in the business world

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has become more evident even as
Companies really increasingly on
Computers and other new technologies
to meet to meet their obligations.

There are some potential pitfalls
associated with communication, however.

For instance, unlike oral communication,
wherein process and reactions are
exchanged instantaneously, the sender of
written communication does not generally
receive immediate feedback to his or
her message. This can be a source of
frustration and uncertainty in business
communication in which a swift
response is desired.

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Q³: Consciousness in Communication:

Communication is an industry where consciousness is one of the cores in any sort of corporate, personal and business communication.

(i) Think before you say it: before you talk about short communication think about half the battle

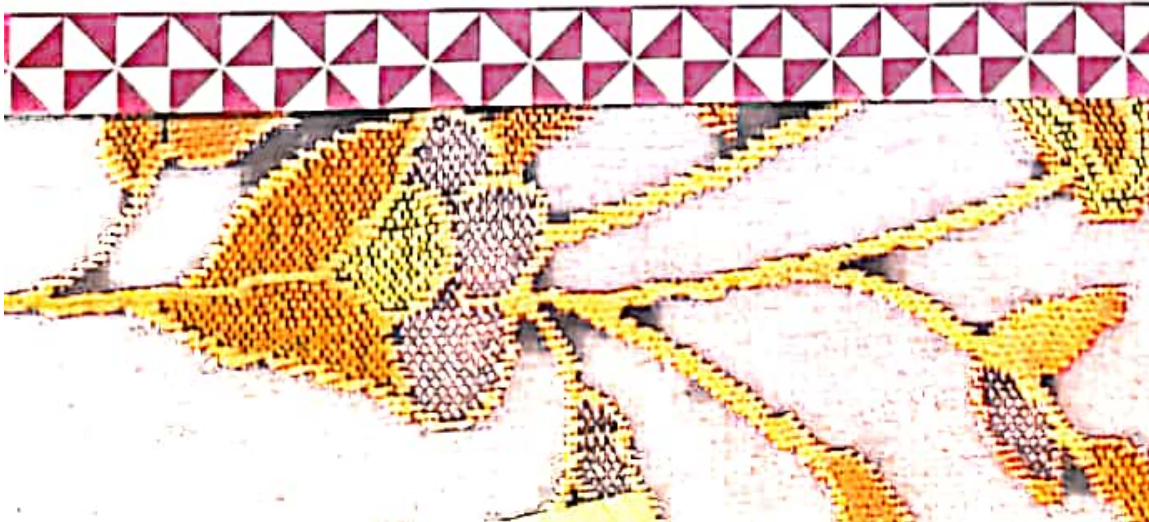
(2) The original is first -

(3) Details of the required support only.

(4) Use meaningful, descriptive verbs.

(5) Focus on your audience.

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Completeness and Clarity in

Communication:

Message is complete when it contains all facts the reader or listener needs for the reaction you desire.

Communication senders need to assess their message through the eye of the receiver to be sure they have

included all relevant information.

Provide all necessary information.

Answer all questions asked.

Give something extra when desirable.

On clarity we follow these steps.

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- (1) Consider your audience
- (2) Say exactly what you mean
- (3) Avoid jargon.
- (4) Keep it short and simple
- (5) Ask for a play back.
- (6) Over-communicate -
- (7) Choose the right medium for the message.

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Q:-4 Define listening:

Listening means to give attention to sound or action. When listening one is hearing what others are saying, and trying to understand what it means. The act of listening involves complex affective, cognitive and behavioural processes.

As we know that listening plays an important role in communication in point of view, these are some suggestions to improve your listening skills.

(1) Listen Carefully. Be an active

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Listener - Respond to what the other person says as naturally as you can.

2) Do not use subtitles. Subtitles can be good to improve vocabulary but they will not help your listening skills.

3) Listen to a topic that you enjoy. Choose topics that interest you and will keep you listening.

4) Watch and listen. Watching football matches or 'how to' videos can help your listening skills.

5) Listen to podcast. Listening to audio only content can be difficult but is a good challenge.

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Q:- Speaking:

Speaking is what we do when we talk to each other, either out loud or through sign language.

In addition to the speaking we do communicate feelings and ideas.

The purpose of speech is to inform or entertain your audience.

As soon as you know the general purpose of your speech you can

develop your specific purpose statement.

Speeches serve a variety of purposes.

The immediate audience helps determine

the purpose of a speech. People assemble

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for a speech because they expect to hear or to learn

something they did not already know. A speaker must satisfy

the audience's expectations, through these.

1) The central purpose of a speech must be known.

2) Additional objectives of a speech.

3) To convey information or insight

4) To persuade.

5) To motivate.

Note: I would explain the topics more if

I had some more time. Thank you -

The End

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