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FINAL TERM Assignment

Subject: English.

Ques 1 →

Ans:

"COMMUNICATION"

It is the way to express your ideas, thoughts, expressions, feelings or emotions through verbal or non-verbal signs and symbols..... or

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

Process Of Communication:-

* Components of Communication:

- i) Context
- ii) Sender
- iii) Encoding
- iv) Message
- v) Medium
- vi) Receiver
- vii) Decoding
- viii) Feedback
- ix) Noise

Oral Message:-

- * Immediate feedback
- * Shorter sentence in shorter words.
- * Conventional, e.g. OK
- * Focus on interpersonal relations
- * Less detailed technical info
- * More colloquial lang.

Written Message:-

- * Delayed feedback.
- * Longer sentence & longer words.
- * More formal.
- * Focus on content.
- * More detailed technical information
- * Direct speech.

Non-Verbal Communication:-

- * Facial expressions.
- * Gestures (expressions through face)
- * Postures
- * Movements.
- * voice quality
- * Silence

Scope Of Communication

- * Project future in the Present.
- * Raise awareness, meet info. needs.
- * Motivation also.
- * Proper Planning & Coordination
- * T-L Comm. Shows of a elite language representation.

Q202:-

Ans.

"Skimming"

The type of Reading Technical in which we quickly Read the Passage so any kind of Text in order to get the General idea that Particular text

Scanning

The types of reading technique in which we read in order to find and locate what we are searching for. we quickly skip the text and rapidly run through the text until we find so are specific details.

Reading:-

The type of reading technique in which we read in order to find and locate what we are searching for.

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Ques 3 is

Ans:-

7C's of Communication

1) Completeness:-

- \* Provide all necessary info
- \* Answer all question.
- \* Give something extra when desirable.

2) Conciseness:-

- \* Eliminate wordy expression
- \* Include only relevant material
- \* Avoid unnecessary repetition.

3) Consideration:-

- \* Focus on "you" instead of "I" or "we"
- \* Put emphasize positive & pleasant



4) show audience benefit interest  
in the receiver's mind.

### 4) Concreteness:-

- \* use specific facts in figures.
- \* Put action in your verb
- \* choose image-building words

### 5) Clarity:-

- \* Choose precise, concrete & familiar words.
- \* Constant effective sentence and Paragraph

### 6) Courtesy:-

- \* Be sincere, tactful, thoughtful in appreciative.
- \* use expressive that shows respect
- \* Choose nondiscriminatory expression

## A Coherence

\* use the right way & level of language acc to audience & benefit.

\* check accuracy of fact figures & words that u have used.

\* maintain acceptable written mechanics i.e sentence construction level.





Q. No 4:-

Ans:-

## ~~Letter~~ Memo"

A memorandum or shortly known as a memo is a precise official note, used to inform direct or advises to members within the same organization. However the business deal with a number of external deal with a number of external parties such as customer, clients, suppliers, government agencies, manufactures, societies etc. For with a different tool of communication is used called a business letter.

Q.10.5 :-

Ans.

## VOCABULARY

Vocabulary refers to the words we must understand to communicate effectively. Educators often consider two types of vocabulary: listening vocabulary, reading, and writing lists. Vocabulary refers to the words we need to know to understand the we hear. Speaking vocabulary consists of the words we use when we speak. Reading vocabulary

### Types Of Vocabulary :-

1) Active Vocabulary :-  
which we use  
for speaking or writing.

2) Passive Vocabulary :-  
which we



Can understand what we  
have to read.

Our reading and writing  
vocabulary is larger than the  
spoken vocabulary because we have  
time to make an effort to  
recall words when we read  
or write speech. There is  
no time to recall words.  
So our reading vocabulary  
(passive one) is the largest and  
our spoken vocabulary  
(active one) is the smallest and  
we use all the words we know  
when we are reading and use  
the fewest of the words we  
know when we are reading.