

# Ch-1 (Communication Skills - II)

1. Time is not an element of communication process cycle.

2. I will use email to apply for leave.

3. By writing senders can send messages.

$\frac{4}{2}$

## Methods of communication

- Verbal communication
- Non-verbal communication
- Written communication
- Visual communication

## Section 2

1. Phone call is an example of oral communication.

2. Simple words

2 Season  
To share documents and Pils

### Season 3

1 Maintaining eye contact

2 Confidence

3 Tilting head a bit to listen

4 20% communication is done  
using body movements, face, etc.

5

- Excessive laughing during formal communication
- scratching head
- yawning while listening
- Biting nails
- clenching jaws
- Looking away when someone is speaking to you.
- In terms of time

Visual communication is part of on whole relies on eye sight, visual communication is a broad spectrum that includes signs, typography, drawing, graphic design

Season 4

1. ~~Excellent~~ your  
I noticed your dedication towards the project.
2. I hate to tell you this but your drawing skills are poor
3. Detailed and time consuming components are effective of a good feedback
28. Feedback is an event that occurs when the systems used as input back into the system as part of cause and effect. In the case of a system which requires knowledge of the output in order to improve.

## Season 5

1

• Linguistic barriers

2

Using a translator.

3

Common Problems faced -  
• Differences in language trends, culture, technology, and gestures are some of the major barriers

## Season 6

1.

The trial on the train is a best seller.

2

Salim is visiting India in July.

3

This is Abdul's notebook.

4

Sita is 5 feet tall.

## Sea Session 7

1) ~~Football~~ The children

2) Football

3) He wrote Hussain's letter.

5) Option (a)

6) The band

7)

My favourite festival is Diwali.  
Diwali is the most important festival  
in India. It is the festival of Hindu  
but is celebrated on the same date  
Festival of lights