

Assignment - 1

Name:- Aliyan Ahmed Cheema

Reg # FA22 - BCE - 028 (B)

Question-1

Subject: Introduction

Dear Ms. Saba Akmal,

I hope you are doing well. My name is Aliyan, and I am currently in my 6th semester of Computer Engineering at COMSATS.

I am taking this course to enhance my professional communication skills, which I believe are crucial for both academic and career success.

My short-term career goal is to secure an internship or an entry-level position in software development, where I can apply my programming and problem-solving skills. In the long term, I aim to establish myself as a skilled software engineer, specializing in AI-driven cybersecurity and data science.

Currently, I am focusing on my studies while also applying for internships to gain industry experience. In my free time, I enjoy coding, playing video games and going to the gym.

Regarding my communication skills, I consider myself proficient in written communication, particularly in technical and structured writing. However, I am working on improving my verbal communication, especially in professional and public speaking settings. I believe this course will help me refine my ability to communicate effectively in a business environment.

I look forward to learning and improving my skills through this course. Thank you for your time.

Best regards,

Aliyan Ahmed Cheema

Question-2

Body language is an essential part of communication, but its interpretation depends on context, culture and individual differences. The same gesture can convey different emotions based on the situation.

Below are my interpretations of the given body movements:

Wringing hands, tugging ears :-

- These movements often indicate nervousness, anxiety or uncertainty.
- However, in some cases, tugging ears might simply be a habit or an unconscious gesture.

Bowed posture, twiddling thumbs:-

- A bowed posture can signal low confidence, submission or ~~the~~ sadness.

- Twiddling thumbs is often associated with boredom, impatience or nervous anticipation.

Steepled hands, sprawling sitting position:-

- Steepled hands often indicate confidence, authority or deep thinking.
- A sprawling sitting position may suggest relaxation, dominance, or a lack of concern for social etiquette, depending on the setting.

Rubbing hand through hair:-

- This action can indicate frustration, stress or deep thought.
- In some cases, it may also be a habitual movement rather than an emotional expression.

Open hands, unbuttoned coat:-

- Open hands generally convey honesty, openness and receptiveness.
- An unbuttoned coat can signal relaxation, comfort or a willingness to engage.

Question - 3

Subject:- Analysis of Silent Messages

Dear Ms. Saba,

Nonverbal communication plays a significant role in how we interact with others. Below is an analysis of the silent messages I send to my instructor, classmates, and potential employers;

Instructor:-

- Maintaining eye contact and sitting upright during lectures indicates attentiveness and respect for the lesson.
- Nodding occasionally shows understanding, while a confused expression may indicate a need for clarification.
- Actively responding or raising my hand signals engagement, whereas avoiding participation may unintentionally suggest disinterest.

Classmates:-

- Facing someone directly during discussions shows openness and willingness to collaborate.
- Smiling and using open gestures create a friendly and approachable impression, while crossed arms may unintentionally suggest defensiveness or discomfort.
- Looking at my phone while someone is speaking could signal distraction or lack of interest.

Employer or Interviewer:-

- A firm handshake and confident posture project professionalism and self-assurance.
- Wearing appropriate attire and maintaining good grooming convey seriousness and respect for the workplace environment.
- Arriving early or on time silently communicates reliability and responsibility, while tardiness may suggest carelessness.

Conclusion:-

Understanding the silent messages I send helps me be more intentional in my nonverbal communication. By being mindful of my gestures, I can ensure that my messages align with my intentions.

Best regards,

Aliyan Ahmed Cheema

Question - 4

Subject:- Discussion on Tattoos

Dear Ms. Saba,

In our discussion about tattoos and self-expression in the workplace, we examined how different industries and cultures perceive body adornments. While tattoos have become more common, their acceptance still depends on workplace policies and societal values.

Workplace Attitudes Toward Tattoos:-

Many modern workplaces, especially in creative and tech industries, have become more accepting of tattoos.

However, in professional settings such as law, finance and customer service, employees may be expected to maintain a formal appearance by covering visible tattoos.

Culture and Religious Perspectives:-

From my perspective as a Muslim, I personally do not support tattoos, as they are generally discouraged in Islamic teachings. Many Muslims believe in maintaining the natural state of the body and permanent body modifications like tattoos are not considered permissible.

Limits to Self-Expression in the Workplace:-

- While they can be a form of self-expression, workplaces may set guidelines for professionalism, especially in customer-facing roles.

- Modest and professional attire is important in many workplaces, with some industries allowing more casual clothing.

- Expressing personal views online should be done carefully, as negative posts about an employer can impact one's professional reputation.

Conclusion:-

While self-expression is important, it should be balanced with professionalism and respect for workplace norms. Understanding company policies and cultural differences is important to maintain professional credibility.

Best regards,

Aliyan Ahmed Cheema