

ISLAMIC UNIVERSITY OF TECHNOLOGY (IUT)
ORGANISATION OF ISLAMIC COOPERATION (OIC)
Department of Computer Science and Engineering
BTM - Section (A + B)
Winter Semester, A. Y. 2021-2022
Course No. : Hum: 4741

Course Title: Business Communication and Law

Assignment Questions

Submission date: 15 October 2022

1.	Define communication and describe communication as a process. Imagine you have been assigned the task of creating a job description. Identify a job, locate at least two sample job descriptions, and create one. Please write down the job description and note to what degree communication skills play a role in the tasks or duties you have included.
2.	Explain how communication skills help you solve problems, learn new things, and build your career. ‘
3.	Identify and describe the eight essential components of communication. Imagine two people talking. Describe their communication. See if you can find all eight components and provide an example for each one.
4.	What assumptions are present in transactional model of communication? Find an example of a model of communication in your workplace or classroom, and provide an example for all eight components.
5.	Identify and describe five key principles of verbal communication.
6.	Describe how language serves to shape our experience of reality.
7.	Explain how the rules of syntax, semantics, and context govern language.
8.	Identify and describe five types of communication contexts.
9.	Discuss and provide several examples of each of the two main responsibilities of a business communicator.
10.	Describe three different types of messages and different parts of a message and their functions.
11.	Demonstrate six ways in which language can be an obstacle or barrier to communication.
12.	Explain the differences between clichés, jargon, and slang