

ASSIGNMENT NO 1 (BASED ON UNIT NO 1)

- 1.** Communication is the process of sending & receiving information. Explain the communication process in the light of this statement. Draw the communication cycle.
- 2.** How is feedback important in communication? Give two examples of delayed feedback.
- 3.** What do you understand by the term technical communication? Explain its importance giving suitable examples.
- 4.** How general purpose (writing) communication differs from technical communication (writing).
- 5.** How do kinesics enhance your verbal communication? Explain giving examples.
- 6.** Do you think that you can manage any situation by only non-verbal cues? Give examples.
- 7.** Proxemics play a prominent role in communication. Justify
- 8.** Write the possible solution to overcome these barriers:
 - a. Dealing a talkative customer
 - b. Dealing with the employees working in isolation
 - c. Working in noisy surrounding
 - d. Dealing with a frustrated & angry client
- 9.** Describe how the whole process of communication gets disturbed if any of the elements is changed or tampered?
- 10.** Describe how language is the integral part of the communication process?