

[Assignment]

Effective and Verbal Communication Assignment

Due Date: 22nd Mar at 10:29 PM

Instructions :

- Answer all questions.
 - Questions may be answered in any order but your answers must show the question number clearly.
 - All questions do NOT carry equal marks.
 - Total marks 30.
 - This Assignment contains 6 questions.
 - The Assignment should be submitted latest on the 22nd of March 2018 in the option provided below. Your submission can be in word, pdf or ppt format.
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Question 1 (4 marks):

Define the communication process and illustrate with a real-life example.

Question 2 (4 marks):

Discuss the importance of effective communication in the workplace.

- Why?
- Benefits?

Question 3 (6 marks):

Define 3 barriers to effective communication and illustrate 3 ways to overcome these barriers for effective communication.

Question 4 (4 marks):

Define the different social styles.

Question 5 (4 marks):

How does the understanding of social style help you in :

- Interacting with your teammates.
- Interacting with your client.

Question 6 (8 marks):

Write a template email to your client to inform him that there will be a delay in the release of the version 1 of the XYZ software on the User Acceptance Environment. You should justify the delay which is due to the User Acceptance Environment of the client which is not ready and you need to propose a new planning for the release taking into consideration the dependencies on third-party intervention (such as the installation of the environment, deployment of the software).