

Question: The following sentences are unclear. They will be interpreted differently by different readers. Revise these sentences by replacing the vague words with more specific information.

Example:

Original Sentence: We need this information as soon as possible.

Revised Sentence: We require the sales figures for the third quarter by the end of this week.

1. The project should be completed shortly.

The TBW project should be completed
till tomorrow noon.

2. Please send me the report soon.

Please send me the ^{tbw} task's report
till tonight.

3. We should meet about this issue sometime.

We should meet in university cafeteria
about the TBW quiz marks at 12:00 noon.

4. I'll need your help soon.

I'll need your help regarding the implementation
of Generative AI after this class.

5. We should improve our AI model's performance.

We should increase the performance of Neural Network model by 90%.

6. Can you update me on the project progress soon?

Can you update me about the progress of the ^{task} project till 12:00 AM tonight?

7. The AI system needs to be more efficient.

The AI system developed till now should be more efficient in terms of accuracy.

8. Let's discuss the budget issue later.

Let's discuss the AI project's budget issue on upcoming Saturday.

9. We should fix the bugs in the code.

we should fix the training and testing
bags in the project's code.

10. The machinery will replace a flawed piece of equipment in our department.

The Evacuation machinery will replace
a broken filter in the engine in ~~an~~ department
CS department.

Question 2 [05 Marks]

Achieving Audience Involvement

Question: Using a personalized and collaborative tone help in audience involvement. Revise the following statements to achieve audience involvement through personalization, using pronouns and names.

Example:

Original: It has been decided that a new procedure has been implemented to avoid further mechanical failures.

Revised: We've collectively decided to implement a new procedure to prevent any more mechanical failures.

1. The company will require further information before processing this request.

The VCS company will require more information
about the budget issue before this request
is processed.

2. We believe that the new software update will greatly benefit our users.

Team NUCES believe that new update in FLEX will greatly help the students and teachers.

3. It is recommended that all employees complete the mandatory cyber security training.

We recommend that all NUCES Employees must complete the cyber security training.

4. If there are any concerns, please report them to the HR department.

For any ~~acc~~ academic/hiring concerns, please consult the HR Department.

5. The board of directors has decided to implement a new sustainability policy.

Director's Board has decided to apply a new policy about sustainance.

Question 3 [06 Marks]

Limiting Paragraph Length to Achieve Conciseness

You can achieve clarity and conciseness if you limit the length of your paragraphs. An excessively long paragraph (beyond six typed lines) requires too much work for your reader.

National University of Computer and Emerging Sciences

FAST School of Computing

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Revise the following paragraph to make it more reader-friendly.

As you know, we use electronics to process freight and documentation. We are in the process of having terminals placed in the export departments of some of our major customers around the country so they may keep track of all their shipments within our system. I would like to propose a similar tracking mechanism for your company. We could handle all of your export traffic from your locations around the country and monitor these exports with a terminal located in your home office. This could have many advantages for you. You could generate an export invoice in your export department, which could be transmitted via the computer to our office. You could trace your shipments more readily. This would allow you to determine rating fees more accurately. Finally, your accounting department would benefit. All in all, your export operations would achieve greater efficiency.

3-0
Electronics is used to process freight and documentation. Terminals
are being placed in export departments of major customers.
I would propose a tracking mechanism for company, by
which you would be able to monitor and handle from your
office. It will benefit in generating export invoice and
tracking shipments and also it will help to determine
rating fee more accurately which will enhance export
operations

Question 4 [09 Marks]

Multi/Cross cultural communication can be tricky at work place However, it is crucial to follow the ethical guidelines in order for a smooth work place communication to take place.

You have been provided with a scenario, name any two guidelines discussed in the classroom for an effective multicultural communication and in the light of these guidelines, answer the scenario based question give at the end.

non racist language, not targeting the others

Scenario: You are a project manager in a multinational tech company, and your team is working on a critical project that involves collaborating with team members from diverse cultural backgrounds. Your team comprises members from the United States, India, China, and Germany. The project involves the development of an AI-based virtual assistant for customer support. The team is working both remotely and occasionally meeting in person.

Your Indian team member, Priya, frequently provides valuable insights during video conferences, and she often starts by discussing personal matters like family, weather, and cultural events before diving into the project-related discussions. This is a common cultural practice in India to build rapport and trust.

However, your German team member, Max, prefers a more direct and task-oriented approach during meetings. He feels that the personal discussions are time-consuming and unnecessary. Max believes that meetings should focus solely on work-related matters.

During a recent meeting, tensions rose when Priya started with some personal anecdotes and Max interrupted, expressing his frustration. Priya was visibly upset by Max's interruption, and other team members felt uncomfortable.

Scenario-Based Question:

In this scenario, identify and discuss the cross/multicultural communication challenges faced by the team. In the light of at least two guidelines discussed in class, explain how can these challenges be effectively addressed to promote better communication and collaboration among team members from different cultural backgrounds? Provide specific recommendations based on your understanding of cross-cultural communication. Be precise in your writing. (100-120 words)

Challenges: cultural norms barrier / cultural barrier

In cross cultural communication, we have to consider about the intent of the other people, including ~~their ways~~ what they expect from the communication. ~~the~~ In the above scenario, effective communication can occur by ~~user~~ considering what the other people expect from in meeting/conference. And if there is an issue about a usual things, it must be sorted out before meetings and should not interrupt ~~the~~ during the meetings which ~~can~~ lead to an uncomfortable situation. For keeping

Best of Luck ☺

a collaborative environment, Priya should be direct and task oriented in the conversation because she should understand that the other cultural people have their ways and if she is in same culture meeting, then she can use casual way, otherwise, it should be different from usual.