	$\rho_{g-1}$				
	V				
	Hssignment-1				
<del></del>	Tasigrition L. L.				
1.)	Delegion and assessed of forem unicotions				
	Octinition and process of communication.				
Sola	Communication is an activity on process of expension ideas on				
	Hooks in the 10th word "Communicate" which means to shave				
	ideas, information, knowledge bet. a Sendor and receiver.				
ale.	Process Of				
9 € 1 € . <b>*</b>	= Communication :				
	Communication o				
, , , ,	The survived Company Scaling Company leading would " Committee Course"				
	The word communication comes from latin word "Communicare"				
	which means to shape we shape ideas, information,				
	knowledge, feelings and thoughts. For sharing ideas we				
*** 4 11 15	Heguine O minimum 9 parties, Gender and				
	несегисно Culithout them Communication Cannot take place It's not sufficient to have two parties, there has to be со-оргнано				
2	ll variable de la companya de la co				
	-n between them.				
	It means they should have Headiness to listen and Understand				
	and should have a common accepted code of language.				
	and should have a common acceptate and of language.				
-	Thus communication can be defined as &				
	Communication is the exchange of information, ideas between				
	the Senden and the necessary through an accepted ende of				
1	Bymbols ". trees of the second of the second of				
<b>→</b>	The Communications of the arrange of the time to the				
	The Communication of the commu				
	PROCESS See In - Strates Transmission to be a see to b				
	TO SECURE OF SEC				
VisioN					

, V					
	Sender Message Sent channel - Receiver Received				
	choded Hessage Hessage				
	message Response				
First at the	decoded.				
→ ·	that are a set of the				
	The sender encodes the message and sents it through a  Channel - This Channel is longuage, actions, sign object.  Or combinations of these.				
<u> 1,→</u>	The Acceiver Acceives the missage, decodes it and act upon it.				
	If the missage Heceived is same as the missage sent				
546	there will be response of Otherwise there will be a				
File order	bucakdown of communication. This may happen due to				
	SIVINE .				
Managh mi →					
	The Honomission of the Heceivers Hesponse to the sender is				
e in the mark of	complete only when one gets a Hesponse from the				
	Hecipient one has to Hesend the message in the				
1.6	other case.				
→ →	Facen Hals of Effective Communication and				
	The it we best to be with a configuration of the contract with				
	A.) Common Communication Fourtanment				
	B.) co-operation between the sender and the Receiver				
	C.) Belection of an appropriate channel.				
	D.) Connect encoding and decoding of message.  E.) Recelpt of the desired response and feedback.				
	receipt of the desitted response and feedback.				
vision	1 - 144L #				

2.)	Short Noic on :-
	and the second communication.
(a)	Difference between general and technical Communication.
<u> 11</u>	General
= 801.	Communication Communication
	Communication
- A	It communicates a general - It always Contains a
	message. Specific feehnical message.
<u>^</u>	It's informal in style
- 1 1 A 1	The information of the state of
. →	If has no set potteun of It follows a bet
V	Communication.
	COMMONIAL CONTRACTOR
	It's mostly oxal It maybe both oxal and
	wuitten.
	n has well as a late to the term of the state of the
<b>*</b>	If is not always ment for . It is always meant for a
(a)	a specific oudience.
Ţ.	y is military to the time of the
<b>→</b>	It dosen't involve the Use > It frequently involves
	of kennical vocabulary. jargon; gen phies etc.
	· · · · · · · · · · · · · · · · · · ·
(b)	Noise o
11. 3x +→**	
	Herelved should be message sent. But it's not always
	in all the Cases. This is due to presence of "Noise".
-	The factor of the second of th
vision	
ARION	

	"Noise is defined as any upplanned influence in Communication				
	PHOCESS				
<b>→</b>	Moise can be classified as Channel and Sematic. Channel noise				
	is any interference in the mechanics of the medium used to				
	send a message. The factories responsible for the				
	telephone lines, two high a volume or pitch from				
	10uaspeakeus:				
l»	- \ <sub>0</sub>				
. <b>→</b> .	Internally generated obstacles are known as sematic noise.				
	I may be due to the connotative meaning of a ungue				
	baving another meaning in to other context, longuage				
· · · ·	Further, it queaky depends on sender and receiver because				
	most of the Homes meaning lies in the interpretation				
and breat	of a world in minds of a year blow and a sender				
4 1 194	Scematic noise can also be caused by ambly uous words and sentences, foulty grammar mispelling				
	and inconnect punctuation.				
	the state of the s				
<i>გ.</i> )	Wille a note on levels of Communication.				
હ્ૄા•	Human Communication take place at 6 levels &				
	D Esta- S.				
	1) Extro personal communication 5.) Hass Communication				
	3) Interpersonal communication				
	4.) Ouganizational Communication				
[22]	U				
vision					

ъ .				
1.)	Extrapeusanal			
	Communication : Communication between human beings and			
	non-human confilics is called			
	cxlyapusonal Communication.			
	Tarthaman Tark Burkens Carabana Arth			
	→ Fox example : a pet dog waging its tail.			
2 . 300	0 0 0			
2.)	Intropousanal			
	Communication : This takes place within the indivioual · Our			
<u> </u>	beain is linked to all the pauls of the			
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	body by an electrochemical System. this			
2 7	Oysiem Communicole anin vinon			
ng Maring	peuson inkunal convousation with Oneself			
	Continues simultoneously.			
	1s January			
δ.)				
	communication of Communication of interpressonal level serves			
7	to the shaving of information among people.			
	involved, how close they are to one			
	another physically, how many sensony			
	ladhach provided are used and the			
i i	feedback puovided.			
	Interpressional Communication can be formal or			
	informal depending upon the formality			
	of the situation. Injuryensonal			
1 0 .	Communication takes on different styles.			
, a a la en	o trito o mont de come se			
vision				
- 11				

1					
4.)	Duna Calina al				
	Communication & Communication is an organization takes place				
	at valious nicharchient levels.				
	4.1 - Internal Operational & All Communication that				
= occurs in Conducting					
	within an ongo nization is				
	classified as internal operational				
AND STATE OF	Linear Committee and the committee of th				
	4.9 - External Operational : The WORK HUOKE				
- P (1)	Communication that an  organization does with				
X21[4. *	organization does with				
i i	people outside the organization				
	3 Called external				
	оренанопа				
grant start	4.3 -> Peusonal :- All Communication is on pyganizational				
-1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	that occurs without purpose as for				
<u>}</u>	06 business is concerned is called				
The state of	pcusonal Communication.				
94 P4	the total gallet is one and the little of the state of th				
6.)	Hase the state of				
	Communication: A mediator is required to transmit				
	information in mass communication.				
12 12 8	There are Beveral make media such as				
and the said of					
	Francisco Vinitaria ast 19				
	5.1 + large Heach's it Acaches the audience which is				
1.1	V = scattened over a wide geographical				
	OHEQ.				
vision					

	6.9 → Impersonality & Il's largely impersonal as the			
	participants are			
Anti-	unkown to each.			
4.74	and anterior man and a sent alient agrici-			
_ usi+M	5.3 + Presince of o.			
	дак кесри : The gale кеери он a mediator io			
2.1 10 4	o peuson on a group of person			
52.55	who are active in transforming			
	оч sending the message from			
-0	the source to the target			
	oudience through a mass medium.			
1,81,842	the best shoot of stone towns in the its			
( · 4.)	White the following ShoutNotes &			
And w	which some a transition of a wife training			
<u></u>	Kinesics & all mile - then it has a small			
<del></del>	Kinesics is the study of the body's physical movements. It's			
	the way the body Communicates without wourds: The			
0	wonds Hemain Static on paper and punctuation manks and			
min to	Used to Convey pouses, texpuession etc. But in face to-			
	for communication; the message is conveyed to both, Vubal			
100	and non-Verbal communication			
	Light Line and All Committee of the state of			
1.)	Pensonal Appeauance : To signe Commence Commission			
<b>→</b>	People see as before they hear us. Appeanance includes clothes, halv, accessories and cosmetics and so on. clothes			
	7 ·			
	emphasizes the body's movements and the choice of clothes			
v 14	Hereals a lot about the wearin's pursonality and			
3 1	otlitude:			
	, 10			
vision				
- 11				

	The Theorem . : The .			
2.)	Posture &			
3	Posture &			
<b>→</b>	Posture refers to the way we hold ourselves when we stand			
	6it on walk. One's posture changes according to the situation.			
	If one is pacing constantly, bobbing the shoulders,			
Parer E	6it on walk. One's posture changes according to the situation.  If one is pacing constantly, bobbing the shoulders,  fidgeting with notes, jingling coins, moving  Constantly on Staying glued of one  place, shows one's lack of Confidence and neurousness.			
t bec	Constantly on Stoying glued of one			
7 Bi - 1	place, shows one's lack of Confidence ond neurousness.			
	Giestaires &			
→ 14.40 (25.4 c)	this the movement made he hands head and have shillful			
	It's the movement made by hands head and face skillful and appropriate gestimes can add to the impact of vurbal			
	Communication. A well-timed gestwees duives a point			
	home. It should be well - suited to the audience and			
Ŀ	occasions.			
K.W. Jan	account toolerate Extent of the start of a locally to			
	Facial Expuessions &			
Z. 1	a willow me the way of their blanch from it			
- 18 - 1-23	Along with postures and gatures, fourth expression also			
out it is	play an important part in Non-verbal -			
ľ	Communication. Focial expuession are subtle. They			
	can be used for many purposes like to aid, inhibit or			
	complement communication.			
6.)	Eye- Contact 61			
31	The track is the second to the second in the second to the			
. 14 11.	Fyes one considered to be the window of the soul we find			
, <u>, , , , , , , , , , , , , , , , , , </u>	Huthfulness, in killigence allikude and feelings in the			
<u> </u>	eyes. It's a direct and very powerful form of			
Spinis	V			
vision				

	non-verbal communication. Eyes are also rich sowice of			
	feedback.			
	THE THE PARTY AND THE PARTY AN			
1 *	Proxemics &			
	CHOXEMICO 6-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1			
· ·	It's the study of physical space in interpersonal Helations.			
	It is unaked to behavioual noums. In a purplessional			
	setting, space is used to signal power and status.			
	Chestures should be in accordance with the space			
د خلیط از م				
	available its armin to the second it.			
9 (.)	Johnak & was in some of the			
	to increase with the same of t			
+	This some Blants with personal touch and extends upto 18			
	Poches. Hembers of the tomily, opposes, Helatives and			
	inches. Hembers of the family, opouses, Helatives and parents fact under this some. This some dosen't need			
and Service	active Conversation			
illên e ni el	All and I am to all week a week or mind to			
2.)	Peusonal & Maria Lat Day Comment of the Comment of			
	Totali to de l'and transfer la mi transfer			
→	This rone stretches from 18 inches to 4 feet close friends,			
	Colleagues, peeus etc fall in this zonc. There will be a			
	noumal convousation in this zone. It permits?			
	oponioneous and Unplanned Communication.			
	oponioncous una compranta de source			
71	Social from it is best to be the burner thanks			
74.20	Social see the seed of department to the tenant with			
	a a se de la la constantina di ustestato 19 leet.			
King Ala	Bocal event take place in the radius; of: 4 feet to 19 feet.			
	In this zone, Huation 6hips are more formal and			
	official. People are more conscious in their			
	movem ento.			
vision				

l" -\[]				
4.	Public since and an armount to view and			
7	Tuone and the second se			
<b>→</b>	This sone Stants from 12 feet and extend to 95 feet on to the			
	Honge of eyesight and heaving. Events that take place in			
	this zone are formal. Hove the oudience is an			
्राज्यां का	impay Hale observer in the second of the			
Anaghan	our - de - handle fond on it is a better it the			
·*/ 1	Pauolinguistic :			
	and the district of the same himself			
<b>→</b>				
	It refers to the study of human voice and home woulds			
	that help us to give ungency to own voice. Own voice is			
<del></del>	оши мадетанк.			
	a new or that down't proposed when wheth water that			
From 19	Ouolity & reading at any is surhard a service			
	I want the state of the state o			
<b>→</b>	Quality is a characteristics that distinguishes one voice			
	from another. Each one of us has a Unique voice			
	and resonating Hechanism. The quality of the voice			
	cannot be changed but it can be trained for its			
	optimum impact.			
	Collegence private at 1711 the time of theme to			
2)	Notune on side in milaxument longer			
	and the contract bear not but an wind and			
→	Volume is the loudness of the voice. Our voice			
	should always project but need not be loud always. If the			
	place where we Communicate is large and open, the volume			
* fee 10	should be high But the small or enclosed place will			
	Hequire low voice			
	illie of contract mount on the file			
	Add the same of th			
vision				

× /	Para ou Rate:			
	Pace ou Rate:			
<b>→</b>	ROKe is the number of words that a person speaks per			
	minuk. It Varies from person to person, from 80 to 250			
6.3	would per minute. The normal note is from 120 to 150 words			
. S. A. 2	and money of all a revision preaks too slowly and			
Ų.	monotonously, he maybe considered as a dull speaker,			
	even if the content is interesting.			
4.)	Pilch:			
g	1 come of reduct parties have a series A to			
·	Poten Heleus to the number of Nobrations of our voice per			
e pro le	Second. The rise and fall of the voice conveys various			
15.n W	emotions inflections give waim'th witauty and			
dente.	exuberance to our speech. lowness con indicate badness,			
	Bhock, dullness and guilt.			
	Viles Comment Comming - 2000 fee			
	Anticulation &			
	- contest advenuestat to a suffer thereit to you and the			
Lateral Cal	AHHaulation is how distinctively the sound is produced. The			
	speaker should be careful not to stop; slui, chop,			
î-	Huncake on omit the sound between the words on			
	Senknees.			
20.00				
	Pronounce office some some some some			
	prince to the ten to the same of the same to the ten to			
un erafet	Pronunciation requires us to speak own sounds in generally			
re traitin	accepted way . The best is to follow Builish Received			
	prionunciation . It is also known as Queen's English,			
	Oxford English on BBC English.			
	U			
VisioN				

		iq,		
			1.04	
7,)	Voice Hodulation &	and led put	Teq	
<b>→</b> ,	while intenation Helpes to tom! V	anialians, modul	ation poutoins	
2 K 17 K	to the way we negulate: Vary on adjust the tone, pitch,			
	- Modulation of the voice brings flo	xibi lity an	d vilality	
Eggs Des	to to our voice about the same	til il a	<u> </u>	
8.)	11			
<b>→</b>		្នំកម្មក្រុ		
	HA pouse is a short silence Hanked	by wonds.	A pouse in	
	speaking helps the listency Hefle	of on the me	ssage and	
	digest it accordingly. It also heps the speaker to glide from one thought to another it embellishes the			
~ States	speech os it is a natural process to give a break.			
	· Stire les	er (In O by m)		
6.)	Cross - Cultural Communication.			
		Mitale Paris		
	This age of globalization and inform	nation Technolo	dy has	
.71	and organizations . Communication	is the bac	khone of	
	and organizations . Communication	tu = ovaanizatio	nal	
	co- oxdination.	, O stingen in		
7	There are different cultural genups	in the would	with	
	There are different cultural genoups different potterns of behaviour, the	ugions, langue	ges, politics	
44/10/12/14	Jalues and noums The same	action is	interpreted	
F 120	diffrently in diffrent nations with	en we choss	bound ovies	
	ive County own own Culture w	ith us		
	<u>। ज्ञानकारे अनुन पर</u>	Williams - Joseph Silver		
vision		×J		
ARION				

100	
	culture is a complex concept with variety of definitions. The distinately meaning of the world "Culture" is a
Se 33 3 3	guaip an community with which we share common
with severy a	experiences that shape the way we understand the
3-1	would
(3)	longuage &
	language &
ge all paid and the	language foums the basics of all Communication. It includes
1.1	spoken; whitten and body language. we often have to
	deal with people who speak different languages.
2.)	Reigion and Beief:
i	Another important element of culture is Heligion. An
ويتألو والأمر	indivisual 5 Heligion belief and noums, sacued objects,
1. T	philosophical systems prayers and rituals are all
	philosophical Bystems prayers and rituals are all parks of Culture Religion and buiefs offict the
F. Franch	Communication process-
<b>,</b>	
5.)	Values and affitudes:
	Sandanta, '
+	Oiffrent values and attributes l'attitudes or individuals
rid - 2 mig	towards time management, decision making,
118/110	achievement work, change etc ave also important
	parts of culture. These attributes affect communication
	between people of different cultures to respect ( with
	aiffuing values to a queat extent . It becomes
	important for people of difficult cultures to
	Hespect and appreciate each other's values otherwise it
	aiffusing values to a guest extent. It becomes important for people of difficult cultures to respect and appreciate each other's values otherwise it may beate an adverse impact on their Sensitivity.
vision	V
11	

-7	
4.)	Politics and law &
	markles to the wife of the rect of the second of the
<b>→</b>	The political susking of a nation consist of national intents,
174	power and ideologies political nisks sovereignty law
	of the country in which the organization works.
5,	Technology &
	Technology's
estint >	Technology includes suientific make up invention communication
	medio wubanization cro. These all are the essential
	pauls of culture. since in some dies look
	The Later Control of the Control of
6.)	Social Organizations &
70	Social organizations is an important dument of culture. It
24 - 142 - 1	Consists of 600°al institutions, the authority
	6 tructure interest group and 6 totus Byskin
6.)	dia state of the Constitution of anything the constitutions of
	Write detailed answers on the following questions?
mi.	Interpressional amount to sold to
<u>∞1·</u>	Barriers &
7 ly 11	Total in Tangen I sandation the super track to
<b>→</b>	Individuals are unique because of differences in puruptions,
Tope of the	expurences, education, pursonality, attitude, culture
	as closer saminated wards making to show
	Edward morels of different Cultinues or Edward
	Whong Assumptions and a state to the
	is tilled in the second with tackwood
	is only these was state was the major
	is not with an inguis waster no shoul was
vision	

	Wrong assumptions are generally made because the sender or
Burshin 1	the Heceiver Odosin'l have adequate knowledge
0.55	about the other's background or entertains certain
-1	false Concepts which are fixed in his mind.
علد فاشت	After a temphanic file to military against a
. 5.)	Vanica Perceptions?
	le 13 V
<b>→</b>	Diffrent individuals hold aiffrent view points obout the
	Same Situation. Although notody is wrong in that
}	Bituation, all have different understanding of the same
	event situation or pouson.
	The Martinest county was the total reason to an
3.)	Oiffuing Backgrounds:
70	
	No two persons have the same background. They can be
	diffrent due to education, culture, language, environment
<del></del>	financial status etc. At times, something not
	experienced earlier is difficult to interpret on
	оррнесіак.
42.	and the same of th
7	Wrong infuences & in the
<b>→</b>	Intervented are more duamation than lack there have the
	Infuences are more aramatic than facts, there force they
	Can puovide more oper for gossip and rumur to
w.	Spyrod when the professionals analyse material, solve problems and plan procedures it's essential
	thon the inferences wie Supported by facts.
1 1	the man the information of factor
5.)	Blocked I Imperious
~/	Cokgonics :
	Congress of
vision	

de di	
WYD 1 ->	Communication and other technologies are advancing so
sectority.	Hapidly today that many people find it difficult
1. S.	Hapidly today that many people find it difficult to these
	developments . Buch people Head positively to
	information if it is consonance with their views
	otherwise they may Reject it.
1 6.)	Categorial Thinking & Was about in Tarreit
1 5 6	The territory and the same
Same?	People who kel that they know it all ave called
	" Panso phistis" This kipe of thinking exists in
	people who feel that they know every thing about a particular subject and therefore they refuse to accept any further in formation on that
	particular subject and therefore they refuse to
	accept any further in formation on that
l men in	Flopic & musicansis in more set with success and all
	remoned & summing arising the sure the sure
# 2.)	Barriers : timilia di misure e di la
	. 9xx (140-m)
<b>→</b>	Interpressonal barriers occur que to in appriopriale
	transaction of alouds between two or move
	prople.
	interest and made themone was made the the
3,19	The soul cur becomes the set was the seed
11	Inadequak Vocabulary can be a Hajok hindrance in Communication. At time, we find ownselves searching
	for the exact word or phrase that would be
	аррчорніак for what we want to expuess.
	Tribonario -
vision	

2.)	In compatibility / in congruity of Vulbal and Non- Vulbal
i to do	In compatibility / in conquity of Vulbal and Non-Vulbal messages &
	remont in in the state of the state of
1. 1. 1. 1. 1.	The stark difference between the vurbal and non-vurbal
h ve	aspects of the communication leaves the listeners feeling
	Confused and puzzled. Non- Vubal cues provide a
	deeper insight into the listener's message. Physical
	appearance of ten survis as Joine of the
	most important Non- Vurbal Cues.
O 73.3×	The temporal of training the formation of the temporal of the second of
(3.)	Emotional Outhwest 200 sale and sale and and
	The first of the same of the same of the same of
	A moderate level of emotional involvement intensifies
79	Communication. It becomes more personal. But excusive
	emotional involvement can be an obstacle in
	Communication. Extreme anger, prejudice, stereotyping,
or the 1sh	boxedom excitement ele also hinder communication.
	At a matter for a control of the matter of
	Communication: Selectivity :
no la form	tac impair pient Wreite no mayor to reserve
<del></del>	When the necession Communication process pays attention
	only to a part of the missage, he is imposing a
*	barrier known as Communication
	Belectivity. This happens because he's interested in only
ъ	that part of message which is useful to him.
	In buch situation, the sender is not at fault.
23-21	There I see white arrange of the comments of t
3,7	Cultural Variation in the said of the said
Vision	

<b>→</b>	This is one of the predominant interpressonal foctores
	Contributing to Communication failure. The outlook of the
	Global and domestic work force has changed
Amar.	drastically. One must understand the communication
Person	inadia up ay ayising due to different languages and
U s in	The Cultures of a second line desired
16-01-	at every to marrie at man the property
6.)	Poor liskning Skills's
	A Common Obstacle to Communication is poor listning
	habits. Hisunderstanding and Conficts can be
15.4	avoided if people lister to the message with
n. 3c	attention of the street of the total arms to
10 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	A . Ir , soid when something it is a notification of
7.)	Noisewin the Channel son irons town to theme
A. I	" amena" radion 1284 me ragen music Survey
Tion Lon	Noise is any unwanted signal that acts as hindrance
	necessarily limited to audio disturbances but it can
	necessarily limited to audio disturbances but it can
121	also occur in visual, audio visual and written
A AND A TO	Organizational
<u>n and 2.5</u>	miles the second of the second
	Organizational Company of the state of the s
	Barriers 301 months and
resolution No.	Et laber To the server to dance test
1	Every ouganization has its own communication techniques,
	Und they nuyture their own climate. They have
	their policies which describe their protocolo.
vision	
i	

1.)	Too many Thonston Stations &
	U U
	The more links there are in a : communication chain, the
4.10	queater are the chances of miscommunication. Bome
	comployees may filter out the parts of the message
1.4	which they may consider unimportant.
	I therefore the contract was breakfilled the desired the second that the second the seco
2.)	Fear of Superious:
<u>→</u>	In мідіму быленимен ондопігатіопь ран ор биреніон
	prevents Subordinates from Speaking
NAME OF	frankly. An employee may not be pleased with
	the Viway the boss vextuact work but he is
,	lose his goodwill.
	lose his goodwill.
J (-	
3.)	Megative Tendencies :
ر <u>الأعمام الوالم.</u> الحداث	had terision to be and a married and of extraction
)	Hany organizations break work groups . While some groups
- te uni-	are formed according to the requirements of
	the task at hand, many other Braul groups are
	also formed from 1 for recucational. Social or
11	Community purposes
the second secon	The state of the s
4.)	Иос_Ор парриориган Недва :-
	- In Minaries
+	Bome of the Common media used in organizations are groups,
	charls, telephonis, fac simile machines, boards, cinails,
anthornal .	films and slides puesentations , kle confercing and
45 AD1	Video Confevencing.
	in the state of th
vision	

6.)	Information Ovulland &
7.):. 501.	One of the Major problems faced by organizations today is the decrease in efficiency resulting from manual handling of huge amount of dato. This is known as information overload. The usual results of information overload are fatigue, disinterest or bordom.  Characteristics of a Report.
1 14	clearly Heffects the purpose which determines  the format content etc.
2.)	Details: The report should be very detailed and factual.
4	Scientific accuracy of the fact is very essential.
	Rélevance : The focts présent ed in a repoirt should not only be accurate but also relevant. It must lead to central purpose. It's equally essential that no relevante information is
	execukd.
tmai	Readen - Onientation: A good report is always oriented. It's  necessary to know who the readens  will be, whether a layperson or  Rehnical expert.
vision	

5.)	Objectivity of her in the second of the
i vilore	J= ORecomendation & of necommendations are made at the end
	of the report, they must be
	impartial and objective. They must not
	impartial and objective. They must not never any self interest on the
No. 2, 18, 30	payt of a way toy.
in Bonn	Fit to bold the true of a morning form the
6.)	Bimple and Unambiguous
	language The report should be clean, brief
O mile o	
	Should be wuitten in simple and
	unambiquous language.
	Unambiguous language.
	→ clarity
6,00	has at demanage vearBuevityl as retermined to the
	Gunammatical Accuracy
	Special internation surround at mall at mall
) \ \·	toumat The technical report uses a rather involved
	format including cover, like page table of
	Content, list of illustrations, letter of
vi i ma	transmittal and appendices
2)	Sing extens for allowing form:
8.)	Illustrations: Most technical reports Contain illustrations,
10 min 30	which may be tables in quaphs maps
s_fot	duowings On photographo
The state of the s	so I would consider that the soin is about
9.>	Homogeneity: A report should deal with one main Topic. All
_	the Sections of the Report Should focus
	on that topic.
vision	
VISION	Engage plus

10.)	Documentation: A good report should acknowledge source of
has not t	- information in appropriate manner.
1	tom put buret it is
1 - 1 - 18.)	Characteristics of a Proposal.
N 48 112	The same of And to some the same the
<u> 201.</u>	Technical puoposal whether they are sales puoposals on uescanch puoposal it must be the blend of information
	ондапізаніоп and неакоп.
Talent.	in the state of the secretary in the second
•	Also one should dimonstrak before the decision maker
	in a way that their needs are satisfied.
	200 700 3000 3000 3000
<b>→</b>	Ought to be Creative, near and more attractive.
	V
<b>→</b>	Permit informality and personal approach in style to some
	Permit informality and personal approach in style to some extent.
→	Keep in View the customer's convenience, financial gain
11.	and prestige Also use direct un am biquous
	expuessions in a service description
10	Town I to the interpretation of the
<b>→</b>	Anticipate any possible Heaving for Hejection and provide
	Buggestions for over coming them.
	nus and a comment of the first transfer of the sun of t
₹1e	cisith all above characteristics one should have the idea
	needs to give and how to demonstrate it and cic.
Na Viso	There is the bound trader of the state of th
9.)	Chuidelines to white technical descriptions.
	The same was the same
vision	
ı	

<u> रुं।</u>	Guideline to whiting Good Oescuiption. The following are the guideline for whiting technical description with respect
N. of R	to organization Content and structure.
*	Ongonization:
1-).	Over view: Begin with built overview that reveals the object.
	LAJ: Overall framework overangement on shape.
	- CBJ: Purpose or function:
7	Dayle of Other than 19 4 4
female document	Parks: Divide the object into parks and describe each part. [A]: In Sufficient detail so that Header is able to use make
	он draw it.
	[B]: In a way that neveals its note and its neighbors to
The state of the s	Other parts.
	Logar man being a not the a cost of the training of the contract of the contra
E-1	Onder Organize the part descriptions in one of the following
1	[A]: Spatial order (top to bottom. Outside to inside)
	(B): Priority order (make to least importance)
	[c]: Chuono logical order ( order of assembly on dis assembly)
	The state of the s
*	Content :
الأحياري	All street by the formation of the manual trace
2.1	Specifics &
ra kat.	· (A): include udivant specific features (Such as Size, Shape,
	Colon, material and technical names)
Albah c	(B): Omit invelovant background Confusing details and
	needless wouds.
* **	and the same of the said of the line part of the
Vision	

F. 18 12 12	
no the	contrast proporties with the proporties of others to reveal their significance.
*	Bructure &
8.1	FORMAT: Clavify the fext with Clear, nested Section  headings
Auto mi	[B]: lists → Itemize Helated fratures with identing marks.  ICJ: Figures → Integrate figures an fixt with lables and integrate references.
3.9	Verbal Clues: Guide the Header through the instruction with  [A]: Panallelism: Use panallel words and phrases for
	parallel ideas.  (B): Pholephics: Use vuhal links Buch as lauso, but however morrover, etc) to signal how the descriptions  fit together.
(0)	What preparations do we make before a meeting?
	Heeting is an important fact of the Сонронак life. A group of people performing functions in an organization may come together during a meeting to work on a Specific project. with the massive
نان ا	ouganizational technological and social changes taking place there is an even queater need for people in an ouganization to co-operate and share knowledge.
vision	

Ψ	Preparation:
ly .	
Aut to	Jo this meeting necessary?
isi di	what is my objectives?
- 10	15 the timing right?
	How much will the meeting Cost?
	The state of the s
F	Once you have decided to call the meeting, determine the
modius.	following:
harr.	rather and C. i and the street are all the
Was Black	Time of many street similar
15	Dunation
	Heeting Notice and Agenda
	Venue and Ber-Oup
	Participants.
1.)	lime &
<u> 81 5 6</u> - II.	II The second of
	If the meeting is initiated by a Cuises on an emery gency,
47.43	Scheduling.
-5	Scheauling* •
	: Choose a time during which the participants are at the best
	: Slaut of an unusal time and and at a natural break
Line of the control o	point. It laises the same along the same
	in Allow ample time four purparation.
	: Avoid: Supprise meeting is
	v cheer the man in the man the man the man in the man i
2.)	Duration ?
/	
vision	

<b>→</b>	The appropriate length for a meeting depends on the type of
	meeting and on the number, complexity and
	Sensitivity of the agenda items. The gueater the
	number of participants the should the meeting should be.
	Les muleyed on the second main
š.)	Heeting Notice and Agenda?
No.	The state of the s
<b>→</b>	It's important to inform the participants well in advance about the meeting so that they can attend and
	Contribute Significantly. This can be done by:
	The section of the se
	so Bending an emails should transmission
	: Informing participants over Telephone.
tis	D - 1 - 2 - 1 - 2
4.)	Participants:
$\rightarrow$	One of the primary cause of Unproductive meeting is not
· 43.000 s	One of the primary cause of Unproductive meeting is not having the right people in ottendence. An invita - Han to
·	having the Hight people in attendence. An invita U-Han to
· 1000	having the Right people in attendence. An invita U-Han to
· Pasi	having the Right people in Ottendence. An invita U-Han to a meeting should always be based on purpose Hather than politics.
5).	having the Right people in Ottendence. An invita U-Han to a meeting should always be based on purpose Hather than politics.  Nenue and Bet -Up's
	having the Right people in Ottendence An invita U-Han to a meeting Should always be based on purpose Hather than politics.  Venue and Bet - Up's
5).	hoving the Right people in attendence. An invita U-tion to a meeting should always be based on pumpose Hather than politics.  Nenue and bet - Up's
	Nenue and Set - Up ?  Where "people meet is as Crucial as " Why " and " When ". A meeting 400m can enhance on reduce productivity.
5)	hoving the Right people in attendence. An invita U-tion to a meeting should always be based on pumpose Hather than politics.  Nenue and bet - Up's
5)	hoving the Hight people in attendence An invita U-Han to a meeting should always be based on purpose Hather than politics.  Nenue and Bet - Up's "  Ishore "people meet is as crucial as " why " and " when ". A meeting Hoom can enhance on Hedure productivity.  Concourage on discourage Communication, pro mote
5)	having the Hight people in attendence. An invita V-tion to a meeting should always be based on pulpose натьен than politics.  Nenue and Set - Up's "  "Ыпече" people meet is as Crucial as " Why " and " When ". A meeting ноот can enhance on недис риодиституту.  "спесинаде ой discounage Communication, рио тоте он stifle Conference ноот and make participants
5)	having the Hight people in attendence. An invita V-tion to a meeting should always be based on pulpose натьен than politics.  Nenue and Set - Up's "  "Ыпече" people meet is as Crucial as " Why " and " When ". A meeting ноот can enhance on недис риодиституту.  "спесинаде ой discounage Communication, рио тоте он stifle Conference ноот and make participants

, , , , , , ,	How to write Agendo of a Heeting?
., D'	the books of all the way to the the
	An agenda is the important tool that ensures the success of
	any meeting in an ouganization. It's a list of topics to be
	aiscusse od with time limits and usually sent along
	with the notice of the meeting.
1 116	the set of the first of the second terms and the second terms.
	Follow a simple found that consist of a heading and
	main body transfer hair transfer
	to Cites as timed is subjected and the set
Willia >	The heading consists of name of Ouganization, heading I name,
	of the meeting, dak, venue, and starting and
	ending time.
	The main body must have the list of all topics to be
13	discussed along with individual time allowed to each
1.0	topic.
<b>→</b>	The list of topics must be awanged and allowed time
<u></u>	according to the importance. You must keep more
	Simportant topic first so that crough justice is
	given to them.
-	The action points must be written charly, whether you
	want to discuss, develop of take decisions.
	di - serre, sus les les les estres
+	Send the agenda in advance to all who are going to
	attend the meeting.
12.)	How to white Hinutes of Heeting?
	U
vision	The Address of the Ad

<u>6o</u> l·	In general, the Secretary takes notes during the meeting and
4	Signed by stain assessment to be read out and
41 4	The house of the poconia and the next method
	Oxecent friend is towards managers who chair the
int may	Pagaang in minutes
<b>-</b>	
	After the meeting gets over, a fair Copy of the minutes is purposed with the Contents auranged in an
16.10	pueparied with the Contents auranged in an
	appropriate format. This is then Cinculated
V 2	among the attendees in order to receive any comment.
Section 1 section	Once the comments are received they are Verified
you k	and minutes are given a final shape by the
	Chairpuson.
	Hinutes can be classified into 2 types and Various Styles.
130 K 154	estable and both when the control from the
- V.	FORMAL Minutes Informal Minutes
	harm Hinimal - garage en torre de Bullet pointalist
4V V	Hedium Table fournat
e manie	Vurbatim Namative 4epont.
L.	The to the me
1 45 5 X	the white the still is to the trible with the
, V	Earling to the contract south of land
M c	is not so a line of whether it was as hoot to
	the I would be a section
	Est Marie en Arrafae arianter el Almeino ?
vision	<u> </u>
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