

24th Jan - 24

Friday

#Ipsara

## "Communication Skills"

⇒ Topic:-

<sup>15</sup> FCS, <sup>10</sup> CV, <sup>5</sup> Paragraph, <sup>10</sup> Presentation

tips.

⇒ 7Cs:-

• Are given below:-

- 1- Completeness
- 2- Conciseness
- 3- Consideration
- 4- Concreteness
- 5- Correctness
- 6- Clarity
- 7- Courtesy

### => Completeness:- (1)

In this type of communication, the communication must be completed and should be provided information from both sender and receiver. It conveys all the facts required by the audience.

### => Example:-

You have send a detail voicemail to your doctor and provided him all the necessary information like symptoms, medication and ask him for the preferred contact time.

### => Conciseness:- (2)

In this type of communication, the message



must be conveyed by using few words only; without using any unnecessary words.

⇒ **Example:-**

You see <sup>that</sup> your friend is struggling with heavy bag and you quickly offer your friend that "Do you need any help?".

⇒ **Consideration:- (3)**

Consideration is quite similar to courtesy. In this type of communication, you have to talk to someone in a way, you would want someone to talk to you e.g. (in respected and manner way).

### ⇒ Example:-

You ask your hostel roommate before using their things/products like perfumes, cream etc. You have to take permission in a respected and manner way like "May I use your perfume?".

### ⇒ Concreteness :- (4)

In this type of communication, concreteness refers to using specific, vivid language and detail to paint a clear picture into the audience mind.

### ⇒ Examples:-

You are giving direction to someone about the 6th



road that, Go straight till Nadra office, and then turn left after the Jamia Mosque. You provided names of some particular places for the person clarity.

⇒ **Correctness :- (5) :-**

In this type of communication, must be use correct and proper grammar, punctuation and spelling. Message should be perfect grammatically and mechanically.

⇒ **Example :-**

You have to send an email to the manager of university. So before sending that mail. You read the mail

again and correct all grammatical, punctuation and spelling mistakes.

⇒ **Clarity :- (6)**

In this type of communication, clarity is to transfer accurate, easy and precise words for the receiver to understand easily. Always use short texts and easy words instead of using long text and hard words.

⇒ **Example :-**

You are making Biryani for your friend and you ask your friend that "Are



you okay with biryani or should I make chicken pieces for you?"

⇒ **Courtesy:-** (7)

In this type of communication, courtesy refers to being calm, respectful, polite & with your audience. It is all about understanding of your audience to create positive and productive environment during conversation.

⇒ **Example:-**

You are doing conversation with your colleague and the colleague is wrong at some point. You disagree with the colleague calmly and politely that "I understand your point" but

I also think something else about this

↔  
"CV"

I am a undergraduate student from Iqra University Islamabad. I am looking for a job as a Academic Lecturer in Computer Science Department in Iqra University Islamabad.

⇒ Personal Details

⇒ Education and Qualification

⇒ Work experience

⇒ Skills

⇒ Interest

⇒ Reference.



## "Paragraph"

=> Topic:-

### Corruption

- Corruption is a serious issue that affects many countries around the world. It is the misuse of public power for private gain and can take many forms such as bribery, embezzlement and nepotism. As its core, corruption undermines the principles of fairness, justice and democracy. One of the most common form of corruption is bribery which involves offering money and

incentives to someone in a position of power in order to gain an unfair advantage.

Another form of corruption is embezzlement, which involve the theft and misuse of public funds. Another form of corruption is nepotism, which involves giving preferential treatment to your friends, family and other favored individual. Corruption has many negative consequences for society as well. It undermines the public trust in government and other institutions. To combat



corruption, it is important for government and other institutions to take strong steps against it. This can be implemented by strict law and regulations, as well as promoting transparency and accountability. It is also important for citizens to be vigilant and to speak out against corruption whenever they see it.

In conclusion, corruption is a serious case in many countries. It can take many forms such as bribery, embezzlement and nepotism and also have negative consequences ~~the~~ for society.

and economy. It is also for government to take strong step against it. And for citizens it is important that they can be vigilant and to speak out against corruption.



### → Presentation Tips:-

- 1- Maintain eye contact while presenting and smile
- 2- Use of gestures and facial expressions
- 3- Avoid distraction
- 4- Be confident



- 5- Speak freely
- 6- Avoid filled words
- 7- Use different types of media
- 8- Engage with the audience
- 9- Bring along something to  
"share."
- 10- Choose the right angle on  
standing during a presentation
- 11- Be prepared: Practice makes  
"perfect."
- 12- Effective: Beginning/End
- 13- Speak the language of the audience
- 14- Use effective pauses.
- 15- Don't fight the stage fright  
and take deep breath.

## 1- Maintain eye contact while presenting and smile:-

If you want to interact your audience during presentation. So, not only your confidence is important, but also your eye contact with your audience must be stronger. It help the audience to connect with you easily. It also help you to feel less nervous.

## 2- Use of gestures and Facial expressions:-

Use facial expressions to convey emotions and enhance your message to the audience. Make sure that your facial expressions must match the



tone of your presentation topic to avoid confusing your audience.

Practice in front of mirror, you use of facial expressions and gestures.

### 3- Avoid Distraction:-

If you want to avoid distraction during presentation you have must use tools that you commonly don't need like "laser pointer" to point and show something on screen. So your audience won't get distracted.

### 4- Be confident:-

Having self

confidence during presentation is the best way to convey your message. Self confident, try to relax and don't get stressed or nervous.

#### 5- Speak Freely:-

To speak freely around the audience. You should avoid reading a text, speak slowly and maintain eye contact continuously with your audience.

#### 6- Avoid Filler words:-

If you want to make your presentation smooth and perfect then avoid some filler words like "umm", "so" etc.



## 7- Bring along something to share:-

If you are giving your presentation and you wanted to make your presentation more convenient then try to show something during presentation like If you are giving presentation on gaming hobby then try to share with your audience your gaming setup.

## 8- Use Different types of media:-

Sometimes the presentation will become boring so in order to attract with your audience, show them different types of media like combine video, flow chart, practical model etc.

It will increase the interact  
with audience.

### **9- Engage with the audience:-**

Easiest way to engaged  
with your audience is that  
while giving an example of the  
presentation, use the name of  
any person in the audience as  
an example. This will leads to  
interact and engaged with  
your audience.

### **10 Choose the right angle on standing:-**

The right angle on  
standing during presentation is  
that where the audience easily  
visualize you and you easily interact  
the audience without facing any  
distraction or barriers.