

ASSIGNMENT - 3

- Q1) Define a paragraph. Discuss the structure of a paragraph in detail

Paragraphs are the groups of sentences combined together, about a certain topic. The purpose of the paragraph is to give information, to explain something, to tell a story, and to convince someone that our idea is right.

→ Structure of a paragraph:

A paragraph has three major parts:

- 1.) Topic sentence
- 2.) Supporting sentences
- 3.) Concluding sentence

Topic Sentence

It is a precise statement that reflects the main idea of the paragraph. It should be carefully written as it will show the reader what we are going to talk about. For example, if we mention that we are going to talk about the advantages of using the hand sanitizer, then in supporting sentence, we should only talk about advantages, not the features or anything else.

Supporting Sentence

It explains the topic sentence in detail. They explain the main topic using examples, facts, quotes, etc. There can be two types of

'supporting sentences'. First, the major supporting sentence; this sentence directly explains the main idea with some new fact or new idea. Second, a minor support sentence helps the major supporting sentence develop the controlling idea.

Conclusion Sentence

A good concluding sentence brings a paragraph to a polished end. It may give a summary of the main topic. A concluding sentence also gives a final take on the topic and leaves the reader with complete information.

Q2) Draft a notice to inform the participants for a meeting.

NOTICE OF MEETING

Date : May 28, 2023

From : Yash

To : All participants

This notice serves to inform about upcoming meeting which will be held in the conference room 2 on June 28, 2023, from 4:00 pm to 6:00 pm. All are requested to be present on time for the meeting.

Respectfully,

Yash Gupta

Q3) Compare Skimming and Scanning.

Basis for Comparison	Skimming	Scanning
Meaning	It is a way of reading something in a fast manner so as to grasp the main points	It means to look carefully and quickly at the written material so as to locate something.
Methods of reading	Quick	Selective
Involves	Reading out the maximum content in minimum time	Finding out the required data
Objective	To take a birds-eye view of the text	To spot and cast specific facts
Familiarity	The reader is not familiar with the text.	The reader knows what he/she is searching for.

Q4) What are the five key steps to write a meeting agenda?

- I) Identify the goals of the meeting: There is a purpose for every meeting because it is called for a specific reason. It is essential to be clear about the goals and objectives of the

meeting.

- 2.) Ask for input: Talk to the other participants of the meeting to get an overall view. It is important for all stakeholders to have a say in the topics that should be followed.
 - 3.) Create a list of the questions we want to cover: This is the time to find the questions that need to be asked. If we are looking for steps to write an effective agenda for the meeting, then we need to create a list of the questions we want to cover.
 - 4.) Identify the purpose of every task: All the tasks related to the formal meeting should have a purpose. Create a list of the questions you want to cover to identify the purpose of every task.
 - 5.) Estimate the time on every topic: Prioritize the topics and allocate the time accordingly. Ensure we have the time to cover the planned topics in the meeting.
- Q5.) Reading is an important communication skill. Justify the statement by suggesting the ways to develop reading habit in an individual.
- Reading is the process of developing one's knowledge. It can help develop skills that would help us to be more successful in

our life by helping us acquire new knowledge. It can be beneficial when preparing for competitive examinations. Being an integral part of our education system, some skills are developed through reading, which would prove to be advantageous in future.

Reading helps in:

- 1.) Developing good vocabulary
- 2.) Acquiring new words
- 3.) Understanding the meaning of new words
- 4.) Using knowledge in content to answer questions correctly
- 5.) Retaining information and stories.

How to develop reading habit in an individual

- A.) Separate yourself from your phone
- B.) Read a variety of different types of books at the same time.
- C.) Try out different formats (like e-books and audiobooks)
- D.) Stop reading books that are not inspiring.
- E.) Be patient with yourself.

ASSIGNMENT - 4

- Q1.) Define interpersonal communication. Explain interpersonal communication in detail.
- Interpersonal communication is the exchange of messages between two or more people. It is an act of communicating and interacting with other people. In this type of communication two individual exchange facts, feelings and other information for the purpose of understanding.

Types of interpersonal communication

- i.) Verbal communication - what and how the speaker says something
- ii.) Non-verbal - what the speaker communicates without words
- iii.) Listening skills - How the listeners interprets both the verbal and non-verbal messages sent by others
- iv.) Emotional intelligence - Being able to understand and manage one's own and other's emotions
- v.) Negotiation, persuasion and influence skills - Working with others to find a mutually agreeable outcome.

Principles of interpersonal communication.

- 1) It is inescapable
- 2) It is irreversible
- 3) It is complicated
- 4) It is contextual

Uses of interpersonal communication -

It is a key life skill and can be used:

- 1) Give and collect information
- 2) Influence the attitude and behaviour of others.
- 3) Form contacts and maintain relations
- 4) Make sense of the world and its experiences
- 5) Interpersonal communication helps express personal needs and understand the needs of others.

Q2) What is presentation and construct its various methods.

• Presentation strategies : Planning, and preparation

In a presentation, a presenter presents a topic to a group of people i.e., an audience. The presenter's aim may be to suggest, sell, inform, inspire, motivate, persuade, convince or build good will. The presenter may use visual aids to help convey his or her message more effectively.

→ Interaction skills - When two individuals exchange some facts, feelings, ideas it is called interaction. Interaction can be both verbal and non-verbal.

- Methods / Styles of presentation
- Visual style - This style involves many visual elements to support the topic and discussion points.
- Freedom style - This is impromptu style, it does not require slides. Instead the presenter tells strong stories to explain his point.
- Coach style - It allows the speaker to connect and engage with his audience.
- Instructor style - In this style the presenter delivers complex message, using figures of speech, metaphors and a lot of content.
- Connector style - The presenter connects with his audience by showing how the presenter is similar to his audience.
- Lessig style - It was created by Lawrence Lessig. This presentation style requires the presenter to pass through each slides within 15 seconds. This method uses images, quotes and text to stimulate the audience.

and emphasize key points.

- Q3) Evaluate public speaking and its approaches and style.

Public speaking is the process of communicating information to an audience. It is usually done in front of a large audience. It is different from other types of speaking such as videos, online presentations which are created and then uploaded to the internet. Public speaking is a soft skill that requires excellent communication skills, enthusiasm and the ability to engage with the audience.

Advantages of public speaking

- 1.) It improves speaker's confidence level.
- 2.) Candidates with strong public speaking skills are in demand.
- 3.) Well prepared speakers are highly valued by employers.

Public speaking approaches and styles

A public speaker should:

- Know what is the need or expectation of his potential by the audience
- Grab the attention of the audience with a powerful opening, this will lead the speaker speech to the path of success

- Create attractive powerpoint slides with the right amount of details.
- Give his speech in a logical flow.
- Prepare examples relevant to the experience of the expected audience
- Rehearse the presentation
- Memorize enough content
- Control performance anxiety through breathing deep.
- Maintain eye contact
- Add some element of humor to his speech.

Q4.) Describe in detail the concept of Kinesics, Proxemics and Chronemics.

- Kinesics : It is the study of body's physical movements. It is the way the body communicates without words, but through the various movements of its parts
 - Face - Facial expressions can reveal the real intentions of the speaker
 - Gestures - Gestures can convey the feelings and attitudes of the speaker, more

clearly than what he says.

- Posture - Posture conveys information about interpersonal relations and personality traits such as confidence and openness.
- Eye - Making eye contact helps the speaker and the audience to focus on the conversation and read facial expression.

- Proxemics: Proxemics (space language) is the study of different types of space and how we use it, and how we arrange objects and ourselves in relation to space. Proxemics is the study of physical space in interpersonal relations. There are four types of distance in space that we generally use in communication.

- 1.) Public Space - Public figure / public speaker
- 2.) Social Space - Colleagues, customers
- 3.) Personal space - Friends / family
- 4.) Intimate space - Close ones

- Chronemics: It is the study of the role of time in communication. It is the study of how human beings make use of their time effectively while communicating. In professional world, time is a valuable resource. When we are late for an appointment

-ment, people react negatively. Thus we should always be on time. By valuing someone's valuable time, we actually learn to value our own time.

Q5) How is it important to have a good presentation skill?

If we have effective presentation skill, this means we are good at communicating. By speaking clearly, and getting our ideas and message across to people well, there will be less miscommunication in our life. This means less stress and happier relationships!