**Communication Skills – LC137**

**CSE**

**Final Assignment**

**20124051\_Assignment 1**

**Q.1** What do you understand by communication cycle? Explain the concept of Noise with appropriate examples. [05 Marks]

**A.1** Communication cycle is conveying the thought process of an individual (sender) to anyone other than himself (receiver), through various means of communication in a clear and concise manner, for appropriate action or response from the intended party. The communication process is the steps we take in order to successfully communicate. Components of the communication process include a sender, encoding of a message, selecting of a channel of communication, receipt of the message by the receiver and decoding of the message.

Noise in a communication system is basically undesirable or unwanted signals that get randomly added to the actual information carrying signal. Resultantly, causes disturbances in the original signal being transmitted from an end to another. For example, environmental noise, physiological-impairment noise, semantic noise, syntactical noise, etc.

**Q.2** What are the various types of communication? Discuss with examples. [05 Marks]

**A.2** The various types of communication are:

* General Communication,​(For e.g., Talking to a friend for borrowing his/her notes.)
* Technical Communication,​(For e.g., Inquiring about features of an electronic device while purchasing one.)
* Extra personal Communication,​​(For e.g., Talking to a pet animal.)
* Intra personal Communication​,​(For e.g., When we self-motivate ourselves for achieving something.)
* Interpersonal Communication​,​(For e.g., Business dealing between two or more individuals.)
* Mass Communication,​(For e.g., Group debate.)

**Q.3** Write about five important aspects that you need to take care of in the process of interview. Why do you consider them important? Discuss with examples. [05 Marks]

**A.3** The five main aspects which I consider to be important for an interview are:

1. Dressing
2. Time
3. Knowledge
4. Confidence
5. Closing

Dressing indirectly talks about my seriousness for the respective job, which is an important aspect and also Arriving on perfectly on the time of the interview tells the interviewer that I am very punctual to that.

For Knowledge and Confidence, these are the two things that most of the modern companies seek in the youth generation applying for a job in their respective companies, also these both aspects are very important when it comes to doing business.

I believe if an interview is concluded in a good manner (like asking the interviewer (if I haven't been told already) what the process will be after the interview has been completed, or when they would be prepared to make a decision) will help make a good impression of me in front of the interviewer(s).

**Q.4** Write about the role of ‘Leadership Skills’ in the Group Discussion for the selection process. [05 Marks]

**A.4** The selection panel observes your leadership style during the group discussion.

Some leaders are authoritative in nature. They attempt to impose their will or values on the other group members or try to push them into supporting their decisions. They also pass judgement on other members and their views. Further, they block action when it is not moving in the direction they desire. While some leaders are amiable. They consistently try to avoid conflict or unpleasant feelings from being expressed and always try to maintain a peaceful environment during the group discussion.