**Homework – 03**

**Chapter – 03 & 04**

**Communicating Verbally**

There are many purposes of language. The main purpose is to communicate. So that many people can share their thoughts, information, knowledge. To create a global bonding is the another purpose of language. Language are the symbols what you use to express our feelings. Our feeling about anything shows what we mean about that particular topic. So language and meaning has a strong relationship because we use the language to express our meaning of the topic.

Culture influence language pattern in every cases. In some culture people use many side line enhancing words as like please, would you mind just to make it more presentable. And they think that it is necessary and sometimes who do not use these they think that this is rude. On other hand some cultures do not use it at all. They love it say everything directly and they are not bother about line enhancement. As like culture gender also influence language. Male always feel comfortable using macular words and women feel comfortable using soft or polite words. For instance a line if I pick that wants to have a close friend shirt. Then man will say,” Can u give me this ? or I want this. A women will say “ Would you mind giving me this? Or I like that can I please have this. It is so pretty. There is huge difference in those lines.

I can make my language more clear by using the knowing or common words. I can also make my message memorable by using some unique words that reflects my identity.

**Communicating Non- Verbally**

In communication we sometimes use hands movement, facial expression sometimes helps us to express easily what we want or mean. In face to face communication people always notice expression , hands movements, standing position and sharpness of voice. These are called non-verbal communication.

Sometimes we do not say any words but can communicate through that. If anyone ask you anything and you remain keep quiet. That means may be you are not interested in talking or if you make your face angry then that means you are upset. With the facial expression you are communicating. You do not need to use words to say. If you get a present and want to thank just simply hug that person. The person will realize you are happy getting the present and your thankful for that. We can improve our non- verbal communication by using our hands properly or learning how to keep them appropriately while talking which circumstance. Non-verbal communication plays an important role in communicating with physically challenged people like deaf and mute. They only understand non- verbal communication. People can only communicate with them through the sign language. Sign language is totally a non- verbal communication.