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Communication

It is a Latin word “Communis” meaning “sharing”.

“It is imparting or exchanging of information by speaking, writing or using some other medium”

Types:

1)Verbal:

It is use of sounds and words to express yourself especially in contrast to use gestures or mannerisms(non-verbal communication).

Example:

Say “no” when someone asks you to do something you don’t want to do.

Type:

a)Interpersonal:

It is the communicator’s internal use of language or thoughts communication with one’s self, and that may include acts of imaginations and visualization, and even recall the memories.

Example:

Person may use self-talk to calm himself in a stressed situation.

b) Interpersonal:

It is the process by which people exchange information, feelings and meanings through verbal and on-verbal message.

Example:

Conservation between interviewer and interviewee.

c)Small group conservation:

When one person talks about knowledge and other understands it.

Example:

- Teacher to a class
- Manager to employee

d)Public communication:

It is the method to share programme ideas or propaganda to public. The main idea is to give people a new information or knowledge.

Example:

Political debates

Highway advertising billboards.

2)Non-verbal:

it is the nonlinguistic transmission of information through visual, auditory and tactile.

Example:

Body language

Eye contact

Types:

i)Eye gaze:

Use your eyes to communicate.

ii)Postures:

Communicating by your body language(sitting, standing walking).

iii)Facial expression:

To every countless words without saying a single word.

Example:

Happiness, sadness, anger, fear etc.

iv)Artifacts:

To convey message by physical objects, such as clothing, homes, cars, images, colors sketching.

Artifacts indicate to others a person's personal and social beliefs and habits.

Example:

Jewelry, uniforms, weapons etc.

v) Gestures:

In gestures communication, visible bodily actions communicate particular message, either in place of, or in conjunction with, speech.

- Gestures include movement of hands, face and other parts of body.

Example:

- Arms crossed over the chest .
- Nail biting
- Rubbing the hands together briskly.

vi) Proxmisc:

It is a kind of non-verbal communication resting in the distance between participating of communication. Usually we speak of horizontal distance.

- **Public space:**

12-25 feet away. Listening to a professor giving lecture.

- **Social space:**

4-12 feet away. Talking to a colleague or customer at work.

- **Personal space:**

1-4 feet away. Talking with friends or family.

- **Intimate space:**

Less than a feet away. With a romantic partner.

vii)Appearances:

It include clothing, ornaments, cosmetics, hairstyle, etc. that a person put together before appearing in public. Totality of physical appearance provides visual signals to a person's interests, age, style, sex and religion.

3)Written Communication:

It is the sending of messages, orders, or instructions in writing through letters, circulars, manuals, reports, telegram, office means etc.

Examples: Email, Letters, Faxes, Postcards etc.

Types:

1)Technical Writing:

- It deals in with specific areas.
- It has specific vocabulary.
- Sketch of language is very powerful.
- It is short but meaningful.
- It has specific audience.

2)Common Writing:

- It deals in with common society.
- It has not a specific vocabulary.
- Sketch of language is ordinary.
- It is long but less meaningful.
- It has a common gathering.

Comprehension:

Rules:

- Title must be one or two words.
- Main idea must be in three to five words.
- Answer are short but meaningful.
- We should use familiar vocab in our answer.
- We should not use quotations, idioms, and pair of word.
- We should use synonyms for difficult words.
- Comprehension passage must be one-third.
- Language should be interesting.
- Structure of sentence should be good.

Critical Writing

- Point out mistake
- Easy, useful and trendy
- Tantalize someone
- Connect to any person

- Hit personality or his/her work.

Creative Writing

Creative writing is any writing that goes outside the bounds of normal professional, journalist, academic or technical form of literature.

Steps:-

1)Brain Storming:

It is a group creativity technique by which efforts are made to find a conclusion for a specific problem by gathering a list of ideas spontaneously contributed by its members.

- Find your idea
- Build on your idea
- Plan and structure

2)Writing:

3)Editing and revision:

- Add
- Rearrange
- Remove
- Replace
- No repetition
- Clarity

- Grammar correction
- No spelling mistake
- Punctuation correct
- Utilizing

Writing

Writing is a medium of human communication that represent language with signs and symbols.

Types:

1)Descriptive:

The primary purpose of descriptive writing is to describe a person, place or thing in such a way that a picture is formed in the reader's mind. Capturing an event through descriptive writing involves paying close attention to the details by using all of your five senses. In other word Descriptive writing focuses on communicating the details of a character, event, or place.

Key Point:

- It is often poetic in nature
- It describe places, people, events, situations or locations in a highly detailed manners
- The author visualize what he or she sees, hears, tastes, smells and feels.

Uses:

- Poetry
- Journal
- Nature writing
- Descriptive passage in fiction

Narrative Writing:

Narrative writing can be broadly defined as story writing – a piece of writing characterized by a main character in a setting who encounters a problem or engages in an interesting, significant or entertaining activity or experience. What happens to this main character is called the plot. In other words a narrative tells a story. There will usually characters and dialogues.

Key Points:

- A person tells a story or events.
- Has a character and dialogues
- Has definite and logical beginnings, interval, and endings.

Use:

- Novels
- Sort stories
- Poetry
- Biography

Example: “I don’t think that’s a good idea”, said Ahmad.

Expository:

Expository writing is writing that seeks to explain, illuminate or 'expose' (which is where the word 'expository' comes from). This type of writing can include essays, newspaper and magazine articles, instruction manuals, textbooks, encyclopedia articles and other forms of writing, so long as they seek to explain. Expository writing explains or informs. It talks about a subject without giving opinions.

Key Points:

- Visually explains something in a process
- It is often equipped with facts and figures
- It is usually in a logical order and sequence

Use:

- Textbook writing
- How to articles
- Recipes

Persuasive:

Persuasive writing is a form of nonfiction writing that encourages careful word choice, the development of logical arguments, and a cohesive summary. Young children can be guided through a series of simple steps in an effort to develop their persuasive writing skills. It tries to bring other people around to your point of view.

Key Points:

- It is equipped with reasons, arguments, and justification.
- In it, author takes a stand and ask you to agree with his or her point of view.
- It often asks for readers to do something about the situation (this is called a call-to-action).

Use:

- Opinion and editorial newspaper pieces.
- Advertisement
- Reviews
- Letters of recommendation

How to Improve Yourself

- Aim/dream
- Namaz
- Study
- Timetable
- Rules
- Exercise
- Admit mistakes
- Curious
- Detect your speciality
- Punctual
- Behave
- Hard work

- Hobby
- Overcome fears
- Level up your skills
- Learn from people who inspire you
- Quit bad habit
- Avoid negative people
- Meditate
- Let go of the past
- Take a break.

7 C's of communication

The 7c's of communication is a checklist that helps to improve the professionals communication skills and increase the chance that the message will be understood in exactly the same way as it was intended. To have effective communication one should keep the following 7 c's of communication in mind.

Clarity:

The message should be clear and easily understandable to the recipient. The purpose of the communication should be clear to the sender then only the receiver will be sure about it. The message should emphasize on a single point at a time and shall not cover several ideas in a single sentence.

Clarity in communication has following features:

- It makes understanding easier.
- Complete clarity of thoughts enhances the meaning of message.
- Clear message makes use of exact appropriate and concrete words.

Correctness:

The message should be correct, i.e. a correct language should be used and the sender must ensure there is no grammatical mistakes and spelling mistakes. Also, the message should be exact and well-timed. The correct message has a greater impact on the receiver and at the same time, the morale of the sender increases with the accurate message.

Correctness communication has following features.

- If the communication is correct, it boosts up the confidence level.
- Correct message has greater impact on the audience/readers.
- It checks for the precision and accuracy of facts and figures used in message.

Completeness:

The message should be complete, i.e. it must include all the relevant information as required by the intended audience. The complete information gives answers to all the questions of the receivers and helps in better decision making by the recipient.

Completeness communication has following features.

- It develops and enhance the reputation of the sender.
- It leaves no questions in the mind of receiver.
- It persuades the audience.

Concreteness:

The communication should be concrete, which means the message should be clear and particularly such that no room for misunderstanding is left. All the facts and figures should be clearly mentioned in a message so as to substantiate whatever the sender is saying.

Concrete message has the following features.

- It is supported with the specific facts and figures.
- It makes use of words that build the reputation.
- It strengthens the confidence.

Conciseness:

The message should be precise and to the point. The sender should avoid the lengthy sentences and try to convey the subject matter in the least possible words. The short and the brief message is most comprehensive and keeps in retaining the receiver's attention.

Concise message has the following features.

- It is both time saving as well as cost saving.
- It underlines and highlights the main message.

- Concise message is more appealing to the audience.
- Concise message is non-repetitive in nature.

Consideration:

The sender must take into consideration the receiver's opinion, knowledge, mindset, background etc. in order to have an effective communication. In order to communicate, the sender must relate to the target recipient and be involved.

It has the following features.

- Emphasize on “you” approach.
- Empathize with the audience and exhibit interest in audience.
- Show optimism towards the audience. Emphasize on “what is possible” rather than “what is impossible”.

Courtesy:

It implies that the sender must take into consideration both the feelings and view point of receiver such that the message is positive and focused at the audience. The message should be biased and must include the terms that show respect for the recipient.