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Section: B

Task: Communicating in Person and on Telephone

1) Briefly explain the statement "Don't make your listeners strain to hear you." with reference to oral communication:

Ans:

The above statement means that we should not speak too loudly or too fluently that our listeners cannot understand it or speak too quickly or too slowly and therefore we should adjust our voice and the pace of speaking depending on the situation. For example we give a presentation in a very large hall and there is a large audience so all we have to do to adjust our volume (aloud) is that everyone should understand it well and our pace of speaking and when we make a presentation a much smaller space than we will be talking (down).

2) How can you use emphasis to express meaning? Briefly explain with an example

Ans: When we talk to someone and when I want to share something important I will use the power of that important point to remember that.

For Ex:

Im in class and my teacher says that on 10 JULY theres is quiz of previous topics. Now you notice that the teacher apply force or emphasis particular point in order that students will remember that.

Ex (2): My Teacher Gave me Some documents and said that give it to mam **SAFIA**

3) Briefly discuss how you can offer constructive criticism in the workplace

Ans: Constructive criticism is a useful way to give an answer that provides specific, practical suggestions. Instead of giving general advice, it builds up criticism offers some recommendations for how to make positive progress. Constructive criticism is clear, it reaches level and is easy to make

How you can offer constructive criticism in the workplace:-

- Use Face to face communication
- Use Positive Criticism (Offer to help)
- Avoid Negative words
- Use good behavior
- Use those words that doesnt point any person for ex 'we' not 'you'

For Ex:

The last few projects you've turned in are terrible! What's going on with you?

Using Constructive Criticism:

One thing I really enjoy about working with you is paying attention to details: Usually, nothing leaves you, and you offer the perfect job. That's right as a result I am worried. Lately, I've noticed a lot of mistakes your code. This is not at all the same, which is why I wanted to point out to get out. Would you like to share with me what I may have lost? I would like to I'd like to see you check your work before answering it next time.