

# Maharaja Agrasen Institute of Technology

## Communication Skills- HS-113-114

### Assignment 1(CO-1)

1 Q: Compare verbal and non-verbal communication methods. How do body language and tone of voice impact the message delivered in a verbal interaction? Provide examples from personal or professional experiences where non-verbal cues played a key role in understanding the communication.

2 Q: Identify and analyse the socio-psychological and inter-cultural barriers that commonly occur in communication. Choose a real-life scenario where you encountered these barriers and describe the methods you used (or could have used) to overcome them.

3 Q: Discuss how the choice of communication medium (e.g., email, phone call, face-to-face meeting) affects the clarity and effectiveness of the message. Provide examples of when a particular medium was effective or ineffective and justify why the medium played a role in the outcome.

4 Q: Explain how applying the principles of Correctness, Clarity, Conciseness, and Courtesy can improve both individual and group communication. Provide examples of communication (e.g., email, meeting, presentation) that lacked one or more of these elements and suggest ways to improve it.

5 Q: In a group meeting or discussion, various participants take on different roles (e.g., leader, contributor, observer). Describe the importance of these roles and how effective coordination among participants can lead to a productive outcome. Reflect on a past meeting you attended and analyse how participant roles influenced the success or failure of the meeting.