

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 analyze 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 analyze how participant roles influenced the success or failure of the meeting.