

## Assignment 01

### Introduction to Communication Skills

Answer the following questions in detail. Use examples from the course content to support your answers. Each question should be answered in **100-150 words**. Each question carries **10 marks**.

#### Questions:

1. Explain the importance of communication in personal, professional, and spiritual life. How can poor communication negatively impact relationships and mental health? Provide examples to support your answer.  
**(10 Marks)**
2. Describe the five basic elements of communication (sender, message, medium, receiver, feedback) and explain how each element contributes to effective communication. Use examples to illustrate your points.  
**(10 Marks)**
3. Compare and contrast verbal, non-verbal, and written communication. Discuss the advantages and challenges of each type, using examples to support your response.  
**(10 Marks)**
4. What are the main types of communication barriers? Choose one barrier (language, cultural, emotional, or physical/environmental) and explain how it can hinder effective communication. Provide strategies to overcome this barrier.  
**(10 Marks)**
5. How does digital body language play a role in written communication? Discuss its importance in professional settings and provide examples of how tone and word choice can influence the interpretation of a message.  
**(10 Marks)**

## **Grading Rubric (for each question):**

- **Clarity and Structure (2 Marks):** Answers should be well-organized and easy to follow.
- **Depth of Understanding (3 Marks):** Demonstrate a thorough understanding of the concepts.
- **Use of Examples (3 Marks):** Include relevant examples to support your answers.
- **Originality and Critical Thinking (2 Marks):** Show independent thought and analysis.