

③ Difficulties of upward commⁿ:

- 1) Subordinates may change their accurate information due to which the top executive cannot make an accurate decision.
- 2) Sometime the subordinates don't send their information to the superior willingly which may cause the commⁿ syst to disrupt.
- 3) Sometimes employees communicate directly to the superior avoiding the proper chain of command. Here the disciplines are not properly maintained.
- 4) The important limitation of upward commⁿ is the long + slow movement of the information to the higher authority.

⑥ Art of communication Building

- 1) Active listening: where the focus is on really paying attention to what the other person is speaking.
- 2) Asking & answering questions: shows that someone is truly listening.
- 3) Finding mutual interests and similarities: it helps establishing common ground.
- 4) Having an intention for convo: You should always have a goal in your mind for the conversation.

(7) Persuasive letter is a letter written to persuade a person or an organization to accept the (sender's) writer's issue, interest or perspective.

The persuasion can be related to any matter:

- complaint
- sale
- petition

It is inclusive of cover letters, complaint letters, petition letters, request & sales letters. This is because, in all of the

above there is a moderate to more
amt of persuasion in the part of words.

⑧ Interrogative Sentences are the type of
sentences that ask questions. The basic
form of these sentences is to ask direct
questions. It may ask something or
request info. Interrogative sentences
request an answer.

Assertive Sentences are those which
state facts. These are simple statements
that state, assert or declare something.
They are also called declarative sentences.
Their sentences usually end with a
period or a full stop.

⑨ Synonyms

amiable : friendly, warm

selish : enjoyed, adored

10 (10) Antonyms

create : destroy, ~~finish~~

smile : cry

11 (15) Business Commⁿ importance

Business commⁿ contributes to the development of an ability to influence others. It helps bringing changes in the attitudes and views of people, deriving motivation, as well as creating & maintaining professional relationships.

12 Sentences

a) Audacity : The workers had an audacity to blame their subordinate for a problem that they created themselves.

b) Profile : Our student profiles help

us on many websites and in many places.

c) to make conquest of: Those was sent to
Eamon to make
conquest of the Terrace that brought
upon a lot of chaos.

d) repartee: ~~Two~~ In having poster series,
all the ~~top~~ dialogues of
Decco Mayoy were repartee. and
made the audience laugh.

e) Mandate: The student IDs were
mandated in the college to
ensure safety in the campus.

f) Impromptu: going to museum during
vacations was impromptu
and got us in a lot of trouble from
our parents

g) Capital Holy: The Avengers were

interviewed after the war just for the sake of a capital story.

11) sukily: The kids moved around the house sukily when they learned they will be leaving their childhood home.

13)

(a) "Grapevine Comm" is the "informal comm" an organization. That is held inside an organization. One of its greatest advantage is team building and interpersonal relationships.

Types:

1) Single strand



Here the information is passed from one person to another "in an order."

2) Gossip chain

In a gossip chain a person tells the information to a group of people, that further share it to other groups.

3) Probability chain

In this type of chain, a person shares information to any random person in the organization. It is known as probability chain because some people might know that information while others have no inclination of it.

4) Cluster chain

In this type of chain a person shares the information to the people clustered around him. They in turn pass it on to select people

(B) Positive attitude in Commⁿ

Positive commⁿ is an integral part of commⁿ skills and has significant impact on the career, identity and friendship.

Positive commⁿ is the kind of commⁿ that ~~creates~~ elicits positive responses and actions from the intended audience.

- avoid negative words
- avoid force & coercion
- suggest alternatives / solutions
- ~~avoid~~ helpful sound helpful
- look at the aspects

(C) Barriers in business commⁿ

- 1) Inconsect or inadequate commⁿ channels -
the right channel must be paired with the right message ex. urgent notice should not be sent via e-mail

2) Language difference - It is similar to errors that the message sent are not the same in translation as multilingual speakers may struggle to use and understand certain words or phrases.

3) Cultural differences - Conflicting cultural expectations are significant issue that can severely damage internal and external business relationships.

4) Departmental differences - One dept may communicate differently than the another dept. - create a disconnect when the depts need to work together.

5) Excessively complex messaging - sometimes messages cause us to lose the message.