Communication is the process by which information is exchanged between individuals. It requires a shared understanding of symbol systems, such as language and mathematics.  
Communication is much more than words going from one person's mouth to another's ear. In addition to the words, messages are transferred by the tone and quality of voice, eye contact, physical closeness, visual cues, and overall body language.

Experts in child development agree that all babies develop skills for spoken and written language according to a specific developmental schedule, regardless of which language the child is exposed to. Although the milestones follow one another in roughly the same sequence, there is significant variability from child to child on when the first word is spoken and the first sentence is composed.

Click below for books related to communication skills:

1.S.Chand

2.Nira Konar

3.Ashwani Deshpande

4.Meenambika Nair

5.Dilip Gajkkwad