Good day, Class! This is your Post-Class Assignment for Week 5. We want you to provide a presentation about how you understand the term "communication" for this assignment. Answer the following questions and create**a three-slide presentation**. These are the following questions you need to answer:

1. What does communication mean to you?
2. How can you manage time with communication?
3. How does time management help in business communication?
4. How effective can time management be in managing relationships?

Make sure to include the names and ids of all members of your group in the presentation. It should only be submitted by one member of the group.

**Note: You can find your group members by checking the people section on canvas.**

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1.Communication is a process in which different behavioral subjects realize the bidirectional flow of information through various carriers order to achieve specific goals.

Since communication is a process of bidirectional flow of information, it needs information transmission and feedback to form together, so if there is only one-way transmission of information without feedback, it usually means that the communication fails or is invalid.

2.

1)make sure goal is clear

Spend a little while making sure that everyone understand your instructions. This way, you will avoid unnecessary misunderstandings, which may greatly damage productivity and efficiency.

2) Give timely feedback

In communication, our intentions may be misunderstood. If we give accurate feedback to others, as long as we focus on the feelings, needs and requests of others, we can save time instead of wasting time, and make communication with each other more smoothly. more effective

3) Establish regular one-to-one communication channels

One-to-one communication shows attention and gives certain preparation time, and face-to-face communication makes it easier to enter into deeper communication.

