

Assignment :- 1

Effective communication

1. clarity and understanding : clear communication ensures that tasks, expectations, and objectives are understood by all team members, reducing confusion and errors.

collaboration : good communication fosters collaboration, making it easier for employees to work together and share ideas, leading to better teamwork and problem-solving.

2. My communication style is clear, concise and adaptive. I aim to provide information in a straightforward and easy-to-understand way, while adjusting to the user's preferences or needs. I avoid unnecessary jargon and prioritize making the conversation engaging, helpful, and respectful.

3. Interpersonal communication skill can improve your personal and professional relationships by helping you to express your thoughts and convey your intent clearly. Additionally, you'll be more able to understand and empathise with others due to your listening skills.