

Model Institute of Engineering and Technology

TECHNICAL COMMUNICATION



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CSE (AI&ML)

TOPICS:

- What is Communication?
- Types of Communication
- Levels of Communication
- What is Technical Communication?
- What is the need of of Technical Communication?
- What are the benefits of Technical Communication?



Q. What is Communication?



The word COMMUNICATION refers to the exchange of thoughts, ideas or information.

Components :-

- Sender
- Message
- Medium
- Receiver
- Response



TYPES OF COMMUNICATION



VERBAL

A type of communication in which we use spoken or written words to pass our information to others.
for example; debates, writing letters, etc.



VISUAL

visual communication is a form of communication in which we represent information in the form of graphics such as drawings, grahs , etc.

NON VERBAL

.A type of communication in which we communicate with the help of non verbal means such as body gestures, actions, sign language.

WRITTEN

It refers to the use of amy form of written information which two or more people can use to exchange information.
for example: letters, text messages, etc.

Levels of Communication



1. Extrapersonal Communication

Communication that takes place with human entities and non-human entities as well, it is called to be extra personal communication.

2. Intrapersonal Communication

Intrapersonal communication is communication with oneself. There are many other names for the same concept – self-talk, internal monologue, inner speech, inner experience, and internal discourse.



Levels of Communication



3. Interpersonal Communication

Interpersonal communication involves the information, ideas, and feelings being exchanged verbally or non-verbally between two or more people. Face-to-face communication often involves hearing, seeing, and feeling body language, facial expressions, and gestures.

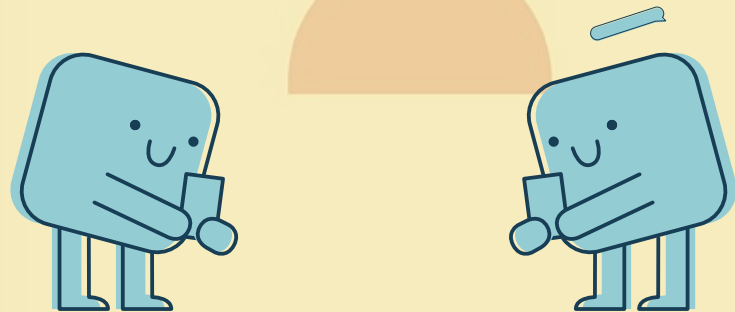
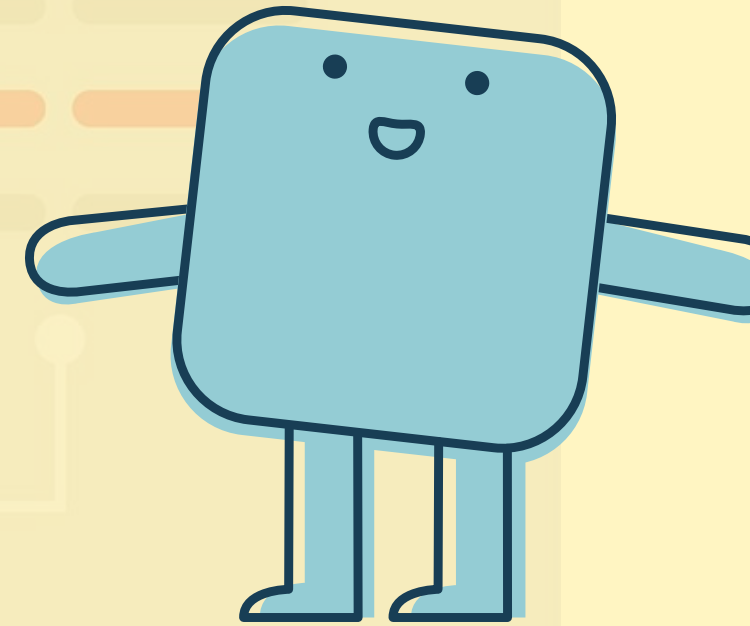
4. Mass Communication

Mass communication is the process of imparting and exchanging information through mass media to large population segments. It utilizes various forms of media as technology has made the dissemination of information more efficient.



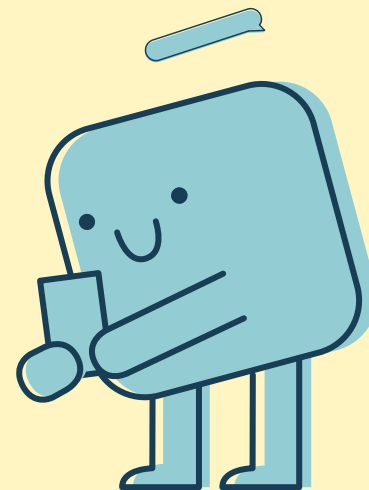
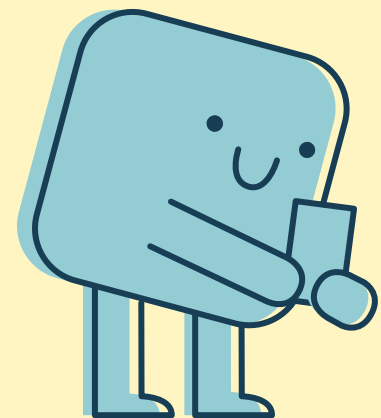
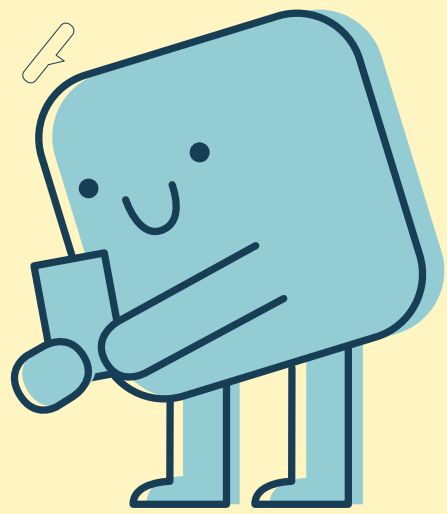
Q. What is Technical Communication?

"Creating and sharing ideas and information in the work place , such as emails, instructions, reports, proposals, websites, blogs. It always has a specific name or a purpose."



Q. What is the need of Technical Communication?

- It helps to reach its internal and external stakeholders
- It help an organization at interpersonal level
- It enhances the client-service-provider relationship through multiple nodes



Q. What are benefits of Technical Communication?

1. ORGANISATIONAL LEVEL.

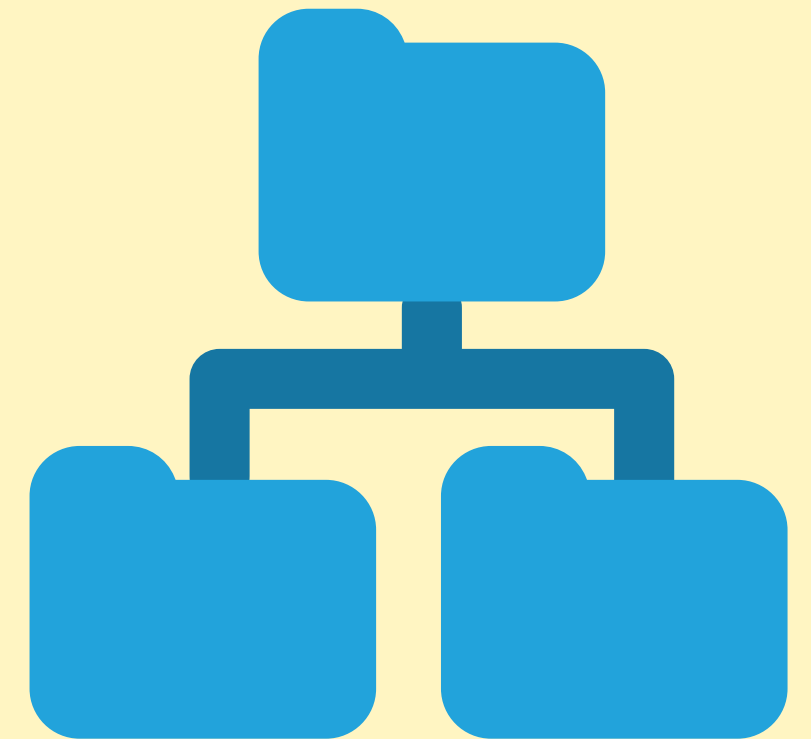
- Efficient work culture
- It makes information operational and accessible
- It increases customer and employees action
- It standardizes work
- It reduces costly mistakes



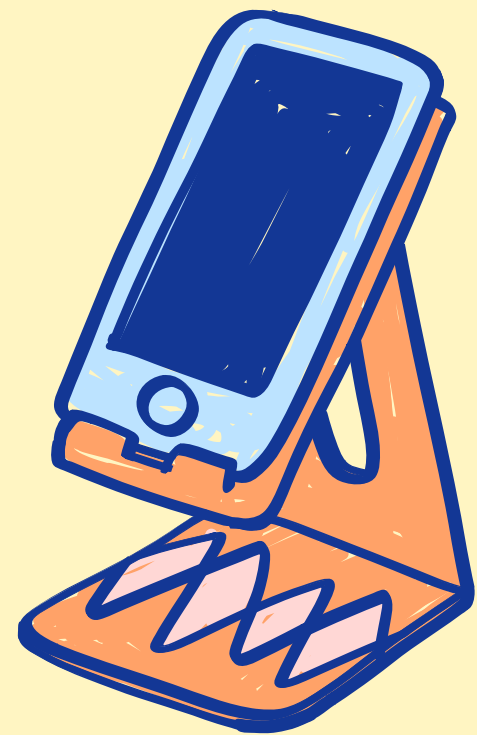
Q. What are benefits of Technical Communication?

2. INDIVIDUAL LEVEL.

- Personal Growth
- Personal Development
- Enhances Communication skills



THANK YOU



See you next time!