

• Verbal Communication:-

Verbal Communication is the use of words to share information with other people, It includes both spoken and written communication.

(Speaking, Listening, Writing and Reading)

• Types of Verbal Communication-

①. Oral Communication-

- Face to face Communication,

(Speaking, Listening, Writing and Reading)

• Types of Verbal Communication—

①. Oral Communication—

- Face to face Communication,
- video Conferencing
- Voice chats
- Telephone OR Mobile phones etc.

② - Written Communication—

- Letters
- Documents
- e-mails
- sms chats etc.

- Non-Verbal Communication -

Non-verbal Communication is the transmission of messages or signals through a non-verbal platform such as -

Eye contact, Facial Expressions,
Body language, Gestures etc.

- Symbols, Sign.