

Soft Skill Assessment

* Effective Communication :-

(1) What are the key components of effective communication?

→ There are Four key components.

(1) Verbal Communication.

(2) Non-Verbal Communication.

(3) Writing

(4) listening

(2) How does active listening contribute to effective communication?

→ Well, listening is the one of the most underused and underutilized part of communication.

→ Effective listening is all about listening with ears, eyes, mind and heart.

→ EARS - words, tone, volume

EYE - Observation

MIND - You can approach

HEART - The understanding of feeling
of front of your person

→ Moreover, you should be actively
and effectively participant in
conversation.

(3) How can digital you ensure your
message is understood as intended?

→ Well, ask questions and gather
feedback to see if the audience
received the message. To ensure
clarity, use straightforward language
understand your audience, seek
feedback and be precise. These
practices help prevent confusion
and ensure your message is
conveyed clearly.

→ Furthermore, there are some factors that impact speech.

(1) Tone of voice

(2) Emphasis of stress on words.

(3) clear ~~pron~~ pronunciation

(4) Volume

(5) Pace

(6) Timely pauses

→ And according to Mehrabian model there is elements of Communication, words, tone and Body language which is very important when we communicate to other person.

→ So, Prof. Albert Mehrabian researcher that words have 7%, tone 38% and body language 55%. therefore we focus on that and with the help of it we can observed the people and understand as intended.

(4) How can digital communication tools impact the effectiveness of communications?

- Well, digital communication tools, such as emails, significantly impact effective communication.
- Emails allow for quick and efficient communication across different time zones, making it easier to collaborate globally.
- Digital tools let people communicate anytime and from anywhere, making it easier to connect with coworkers, clients or customers.