**Definition and Importance in Professional Settings**

**Communication** Communication involves the exchange of information, ideas, thoughts, and emotions between individuals or groups. In a professional environment, effective communication is essential for fostering collaboration, enhancing productivity, and establishing robust relationships. It's about ensuring that the message is both conveyed and comprehended accurately. Good communication can prevent misunderstandings, facilitate problem-solving, and contribute to a positive workplace atmosphere.

**Distinction Between Technical and General Communication**

**Technical Communication** Technical communication focuses on delivering complex information in a clear, precise manner, typically within specialized fields. Examples include:

* Technical reports
* User manuals
* Technical specifications
* Research papers

This form of communication often employs specific jargon, data, and a structured format to ensure clarity and accuracy, which is vital in fields like engineering, IT, and science.

**General Communication** General communication encompasses everyday interactions that do not require specialized knowledge. Examples include:

* Interpersonal conversations
* Business emails and memos
* Presentations
* Meetings

**Overview of Employability Skills**

Employability skills are transferable skills crucial for success in any job. They combine hard skills (specific, teachable abilities) and soft skills (interpersonal traits). Key employability skills include:

1. **Communication Skills**
   * Clearly and effectively speaking and writing
   * Actively listening and providing feedback
2. **Teamwork and Collaboration**
   * Cooperating well with others
   * Building relationships and contributing to team objectives
3. **Problem-Solving Skills**
   * Thinking critically and analytically
   * Being creative in finding solutions
4. **Time Management and Organizational Skills**
   * Prioritizing tasks and managing time efficiently
   * Staying organized and meeting deadlines
5. **Adaptability and Flexibility**
   * Being open to change and new ideas