

★ What is communication

→ "Communication is a process that involves sending and receiving messages through the verbal and non-verbal methods."

★ Types of communication

1. Verbal communication

2. Written communication

3. non-verbal communication

1) Verbal

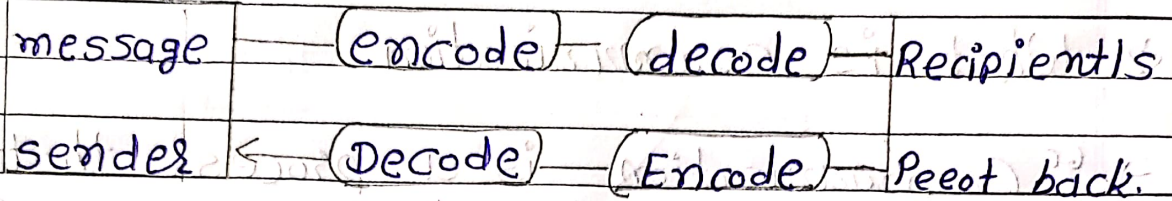
→ Which includes face-to-face, telephone, Radio or television and other media.

2) Written

→ Which includes letters, e-mails, social media, books, magazines, the internet and other media.

3) Non-verbal

→ Which includes covering body language, gestures, how we dress or act, where we stand and even our scent.



Unit-1

Oral Communication :-

- 1) At the college
- 2) on the campus
- 3) outside the campus
- 4) At the post office
- 5) for business and pleasure
- 6) Review of -

1. Verbal is that uses words to share information with others

2. Non verbal refers to the ways in which their needs, intentions, attitudes without the use of verbal language.

1. At the college :-

* A dialogue between two students just before examination.

* After the examination.