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COURSE :- TCS-JON Career edge

USN :- 4AL16EC032

TOPIC :- Communication to Impress

Semester :- VIth, B

GitHub

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Soft skills improve interpersonal skills for Better Results. Communications involves Intonation, Actions, Body language, Facial expression, Non-verbal communication device.

Objectives of this are to learn to communicate either a combination of verbal & nonverbal communication method.

→ Importance of Communication

If you improve your communications skills, I guarantee you that you will earn fifty % more money over life time.

→ Communication is an act of sending information from one person to another, give information, Express need, form social bonds, share feelings.

→ Communications can be verbal, non-verbal, visual or written. Process of communication sender, encode, channel, decode receiver.

Types of Barriers:-

→ Physical - Separation, Distance, Noise, Time.

→ Cultural - Greetings, of other countries, Behaviour.

→ Gender - Men & women point of view.

→ Psychological - Retention capability Status close mind.

→ Language - Semantics, Jargon, Accent.

→ Perceptual - perspective.

Effective communication will take place when verbal & non-verbal communication work together.

Develop soft skills by the workplace:

In this course that Industry Demands you will understand the importance of maintaining a healthy relationship in a work environment & how to differentiate between Soft skills & hard skills.

- Soft skills + Technical skills = Successful career.
- Soft skills are important in maintaining healthy personal & professional relationships.
- A combination of hard & soft skills lead to career growth.
- A soft skills can be acquired by learning, practicing & observing.

Hardware

- it is tangible
- Developed using electronic & other materials
- physical elements of a computer or electronic system
- when damaged, it can be replaced with a new component

Software

- it is intangible
- Developed by writing instructions using a programming language.
- A collection of instructions that tells the computer how to perform a task.
- when damaged, it can be reinstalled using a backup copy.