

Source: TCS ION carrier edge

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- Soft skills improve interpersonal skills for better results. Communications involves intonation, actions, body languages, facial expression, non-verbal communication device. Objectives of this are to learn to communication ethics a combinations of verbal & non-verbal communication method.
- Importance of communication.
if you improve your communications skills, you will earn fifty or more money over life time.
- Communications is an act of sending in b/w form one person to another, give information, express from 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 counts, behaviour.
- Gender: Men & women point of view.
- Psychological: Retention capability, stature close mixer.
- Language: smarkies, Jargon, accent.
- Perceptation: perspective.

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

Develop soft skills for the work place:-

In this course that industry demands you will understand the importance of maintain a healthy relationship in a work environment & how to differentiate b/w soft skills & hard skills.

- Soft skill + Technical skills = successful carrier.
- Soft skill are important in maintaining healthy personal & professional relationships.
- A combination of hard & soft skills lead to carrier growth.
- A soft skills can be acquired through learning, presenting & observing.

Hardware

- ① It is Tangible
- ② Developed using electronics.
- ③ Physical elements of a computer or electronic system.
- ④ When damaged it can be replace with new computation

Software

- ① It is Intangible.
- ② Developed by writing instruction using programming language.
- ③ A collection of instructions that tells the computer how to perform task
- ④ When it can be reinstalled using backup