

Soft skills improve interpersonal skills for better results. Communication involves intonation, actions, body languages, facial expressions, non verbal communication device.

Objective of this are to learn to communicate ethics a combination of verbal & non verbal communication method.

→ Importance of communication

If you improve your communication skills you will earn fifty or more money over life time.

→ Communication is an act of sending in b/c forms one person to another give information, express from social bonds, share feelings.

Types of barriers:

- Physical : Separation, distance, noise, time.
- Cultural : Greetings of other countries, behaviour.
- Gender : Men & women point of view.
- Psychological : Retention capabilities, status close mixer.
- Language : Slang, Jargon, accent.
- Perception : Respective.

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

Develop soft skills for work places

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

- Soft skill + technical skills = successful career
- Soft skill are important in maintaining healthy personal & professional relationship
- A soft skills can be acquired to learning presenting & observing

Hardware

- 1) It is tangible
- 2) Developed using electronics
- 3) Physical elements of a computer or electronic system

Software

- 1) It is intangible
- 2) Developed by writing instruction using language.
- 3) A collection of instructions that tells the computer how to perform fast.