

Date: 18th May

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Course: TCS ion

USN: 4AN18EC042

Topic: Communication

Sem. section: IV Sem 'A' sec.

Github repository: Rakshita.

Report :-

: Explain the importance of Communication.

process of Communication.

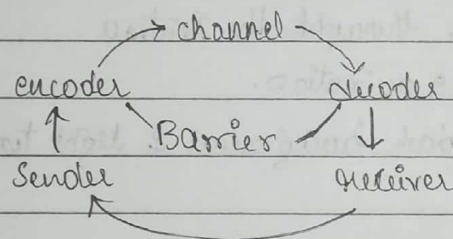
Barriers.

Difference b/w Verbal & Non-Verbal

Use communication effectively.

* Communication is an act of sending info. from one person to another.

* Communication can be verbal, non-verbal, visual, written.



Barriers: physical, cultural, Gender, psychological, language, perceptual.

* Verbal plays important role than non-verbal.

* Non-Verbal:

1. Facial expression

4. posture

2. Paralanguage

5. Eye-Contact

3. Gestures

6. Appearance.

* paralanguage involves tone, clarity, pace, volume.

* Gestures are physical actions which communicate with the onlooker.

* posture is how stand.

Based on our posture, a person looking at you can determine how you feel.

* Maintaining eye contact shows that you are interested in that topic/ paying attention.

- * It is very effective mode of non-Verbal Communication.
- * Clothes define our personality.
- * Dressing says persons values, cultural inclination, level of confidence.

Deliver presentation with Impact:

- * Before Creating presentation go through the 5W's: what, who, why, when, where.
- * Keeping the no. of slides minimum.
- * Use single word / sentence & elaborate.
- * Usage of full forms.
- * Adding too many images will cause confusion & distraction.
- * One thought per slide & usage of powerful quotation.
- * Not using upper case throughout the sentence.
- * No usage of sound & animation.
- * Avoid dark text on dark background & light text on light background.

DO's:

- | Before presentation | After presentation. |
|-----------------------------|--|
| * Arrive early. | * Maintain time |
| * Checking seat arrangement | * Right body language |
| * prompt. Cards ready | * Maintain eye contact |
| * proof read | * Use humor. |
| * Have handouts ready. | * Check, tone, pace, volume of your voice. |

Develop soft skills at workplace :-

- * Soft skills are people skills that are difficult to quantify & measure they are:

Communication skills:

Time management

Business etiquette

Team work

Self confidence

Goal setting

Critical thinking

Negotiation skills.

- * Hard Skills + Soft Skills \Rightarrow Career Growth.