**DAILY ASSESSMENT FORMAT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | **18 MAY 2020** | **Name:** | **Sanketh S Acharya** |
| **Course:** | **TCS ION CARRIER EDGE** | **USN:** | **ECE** |
| **Topic:** | **COMMUNICATION TO IMPRESS** | **Semester & Section:** | **6th sem & ‘B’section** |
| **Github Repository:** |  |  |  |

|  |
| --- |
| **FORENOON SESSION DETAILS** |
| **Image of session**  **C:\Users\cw\Desktop\12.png** |
| **Report –**  **Communicate to Impress**-  **Communication Involves:**  **1.Intanation**  **2.BodyLanguage**  **3.FacialExpression**  **4.Non-VerbalCommunicationDevices**  **Objectives:**  **● Importance of Communication**  **● Process of Communication**  **● Barriers of Communication**  **● Types of barriers of communication**  **● Distinguish between verbal and Non Verbal Communication**  **● Use communication Effectively**  **Why Communication Skill?**  **If you Improve your Communication Skill, Iguarantee you that you will earn fifty percent more money over your Lifetime**  **-Warren Buffett**  **Importance of Communication**:  **● Give Information**  **● Persuade**  **● Express Need**    **Types of Communication:**  **● Verbal**  **● Non-Verbal**  **● Visual**  **● Written**  **Process of Communication:**  **Sender->Encoder->Channel->Decoder->Receiver**  **Effective Communication:**  **Do’s**  **● Maintain Eye Contact**  **● Dress for the Occasion**  **● Speak with Clarity**  **● Speak with confidence**  **● Right tone of Voice**  **● Correct Posture**  **● Positive Facial Expression**  **Avoid**  **● Checking Phone while Conversation**  **● Dressing Shabbily**  **● Fumbling, Using too many filter Words while Talking**  **● Speaking Rudely**  **● Looking something than making eye contact** |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |