

Date 18/5/2020

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course:- TCS-ION cambridge USN :- 4AL8EC400

Topic:- Communicate to Impress Semester :- 6th sem B'sec

Softskills improve Interpersonal skills for Better Results
Communication involves Intonation, Actions, Body language, Facial expression, Non-verbal communication device

Objectives of this are to learn to communicate effectively with a combination of verbal & non-verbal communication method

- Importance of communication

Warren Buffett - "If you improve your communication skills, I guarantee you that you will earn fifty % more money over your lifetime"

Communication is an act of sending information from one person to another : Give information, Persuade, Express need, Form social bonds, share feelings

Communication can be verbal, non-verbal, visual or written
Process of communication : Sender, Encode, Channel, decoder, receiver

Types of Barriers

- Physical - Separation, Distance, Noise, Time
- Cultural - Greetings of other countries, stereotyping, Behaviour
- Gender - Men & women point of view
- Psychological - Retention capability, Inattentiveness, status, close mind
- Language - Semantic, Jargon, Accent
- Perceptual - Perspective

Effective communication will take place when Verbal & Non-verbal communication work together

Deliver presentation with impact

Objectives

- Before creating a presentation go through these 5 w's:
The 5 w's - what, who, why, where, when
- Make do a few slides, more the no of slides the more complex it gets
- use fewer words use graph to be simple
- simple language
- Few images per slides
- The final slide with thank you
- Readable Font
- sound Animation not required
- Background simple
- Preparing before presentation
- knowledge transfer
- Team meeting
- Brain storming

Develop softskill that Industry demands

Lack of soft skills

- Soft skills are communication skills, Time management, Negotiation skills, critical thinking, self confidence, Business etiquette, goal setting, Teamwork

Difference between softskills & hardskills

Soft skills

- Express thought
- work in team
- handle interview
- Ability to empathize
- self awareness
- learning & sharing
- Inter personal skills
- Build confidence
- good work ethics

Hard skills

- Accounting, etc
- computer
- Nursing
- Tailoring

Soft skills are acquired by improving the personality traits you possess and learning new skills required.

Total Marks	Pass Marks	Attempts Taken	Duration	Start Time	View Assessment Analysis	Already cleared assessment.
10.0	4.0	01	10 Mins	17 May 2020 12:00 AM TO 16 Jul 2020 12:00 AM	At the End of Assessment	

My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
18 May 2020 12:06 PM	1:50:4 Hrs(01:56 PM)	8.0/10.0	Pass	View Result

Total Marks	Pass Marks	Attempts Taken	Duration	Start Time	View Assessment Analysis	Already cleared assessment.
10.0	4.0	01	10 Mins	17 May 2020 12:00 AM TO 16 Jul 2020 12:00 AM	At the End of Assessment	
My Attempts						
Attempted On	Attempted Duration (Submission Time)		Marks Obtained	Status	Action	
18 May 2020 05:29 PM	0:5:24 Hrs(05:34 PM)		6.0/10.0	Pass	View Result	

Total Marks	Pass Marks	Attempts Taken	Duration	Start Time	View Assessment	Already cleared
10.0	4.0	01	10 Mins	17 May 2020 12:00 AM TO 16 Jul 2020 12:00 AM	Analysis At the End of Assessment	assessment.

My Attempts				
Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
18 May 2020 03:33 PM	0:40:41 Hrs(04:14 PM)	6.0/10.0	Pass	View Result