# VERBAL COMMUNICATION

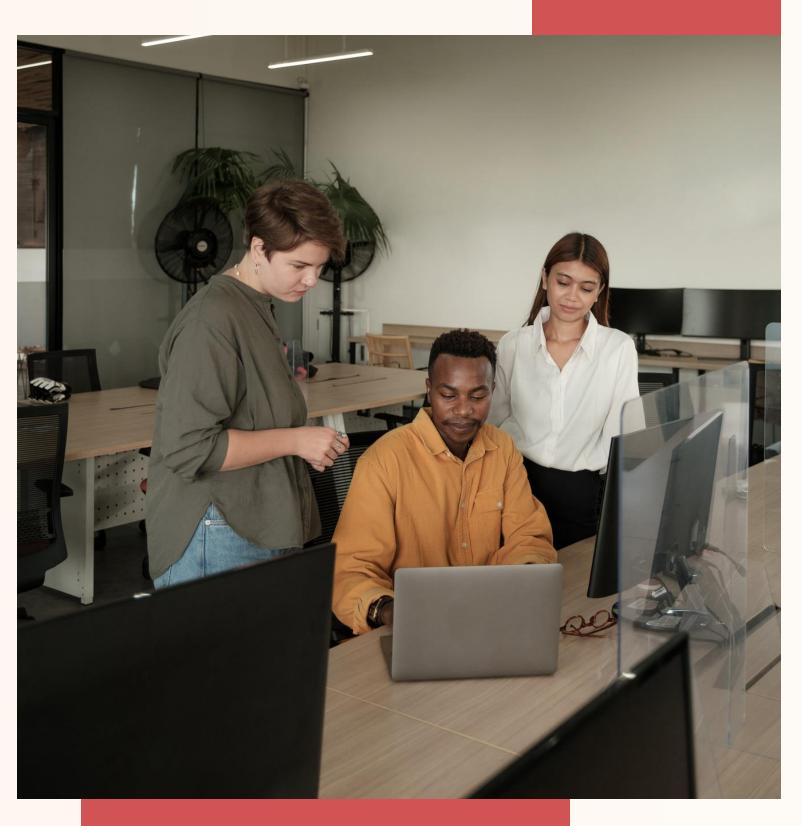


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# IMPORTANCE OF VERBAL COMMUNICATION





- Clarity: Ensures clear understanding of information.
- Engagement: Connects with the audience, maintaining interest.
- Reinforcement: Complements visuals, providing context.
- Timing: Manages pace, staying within allotted time.
- Emphasis: Highlights key messages for better retention.
- Adaptability: Responds to audience feedback, adjusts delivery.
- Question Handling: Addresses queries, fosters interaction.
- Confidence: Builds credibility, instills audience trust.
- Storytelling: Enhances engagement and memorability.
- Group Dynamics: Facilitates discussions and collaborative activities.

# LET'S Two Truths and a Lie: PLAY What am I lying about?

# EMPATHY & ITS IMPORTANCE

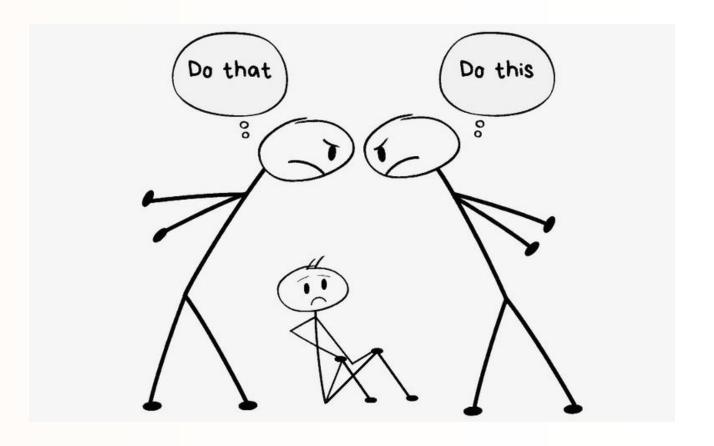


# EMPATHY & ITS IMPORTANCE

- Enhances Relationships
  - Builds Trust
- Effective Communication
  - Conflict Resolution
  - Team Collaboration
  - Enhances Leadership
  - Promotes Inclusivity
- Promotes Social Harmony

## CONFLICT RESOLUTION

Through Empathy



How do you resolve this?

#### CONFLICT RESOLUTION

Through Empathy

#### **Active Listening**

Begin by actively listening to each party involved in the conflict. Allow them to express their thoughts, feelings, and perspectives without interruption.

#### **Validate Emotions**

After listening, acknowledge and validate the emotions expressed by each party. Let them know that you understand how they feel, even if you may not agree with their position.

#### **Empathetic Communication**

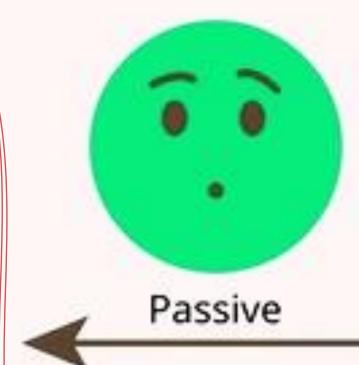
Use empathetic communication to express your understanding of the situation. Share with each party that you recognize the emotions and concerns they've raised.

### ASSERTIVE COMMUNICATION

#### AGGRESSIVE COMMUNICATION

### PASSIVE COMMUNICATION

#### The Assertiveness Scale







#### CASE STUDY



Jane is working on a group project, and her ideas keep getting dismissed by the team. Instead of expressing her thoughts, she stays silent, feeling ignored and frustrated. In the end, she goes along with the group's decisions, even though she disagrees.

### Which reaction is favourable?

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Mark is upset with his roommate for borrowing his laptop without asking. He confronts his roommate angrily, accusing him of being disrespectful and irresponsible. Mark raises his voice, uses harsh language, and makes his roommate feel defensive, escalating the conflict.

#### CASE STUDY

### How would you react?

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Sarah has a conflicting class schedule and cannot attend a study group her friends have organized. Instead of avoiding the situation or expressing anger, she calmly approaches her friends and explains her schedule constraints. She suggests alternative ways to collaborate and ensures everyone understands her position without creating unnecessary tension.



Chris is approached by a classmate who wants to copy his homework. Instead of bluntly refusing or giving in, Chris assertively communicates his boundaries. He explains that he worked hard on the assignment and values academic integrity, offering to help the classmate understand the concepts instead.

"To effectively communicate, we must realize that we are all different in the way we perceive the world and use this understanding as a guide to our communication with others."

- Tony Robbins