

Module 1

Effective Communication

- Communication Skills and Its Types
 - The components of communication skills are - verbal communication, nonverbal communication, listening skills, written communication.
- Body Language Skills
 - These include your posture, facial expressions, and hand gestures.
- Importance of Listening
 - Listening is seen as the most important part of effective communication because it helps people understand each other better
- Effective Written Communication Skills
 - In writing, you want to capture the attention of your reader and communicate your message. Ultimately, when you share your perspective in writing, you clarify the reader's understanding of a subject. Written communication is characterized by certain characteristics, and if

you incorporate these characteristics into your work, it will increase its effectiveness.

- Aggressive vs Assertive Communication

- The main difference between assertive and aggressive communication is that assertive communication is respectful and considerate of others, while aggressive communication is one-sided and doesn't consider others.

Understanding of topic task –



My name is Chetna. I am from meghavad Rajkot, Gujarat. I have completed my bachelor's degree from Saurashtra University, Rajkot. There are four members in our family, including me. My elder brother is abroad, studying mechanical engineering. My father and mother and brother are my mentors. I attended primary school from 1st to 7th grade in our village. My school life was a golden time. We had some boys and girls who were just good friends. I cleared my SSC exam in 2017 and my HSC exam in 2019. I stayed in a hostel for nine years. My college started on June

21, 2019. The name of my college is Kansagra Mahila College, Government Rajkot. Our college has a strong faculty in commerce. We celebrated festivals and functions, and our college organized NSS and NCC camps. I went on a tour with my school friends to Rajasthan and Mumbai, Maharashtra. Jaipur, known as the Pink City, is dedicated to Maharana Pratap, and I visited several historical places. I enjoyed those moments and will always cherish them. I am now continuing my studies at Tops Technology, where I am taking a course in front-end development.