

COMMUNICATION SKILLS

Group members:-

TG/2022/1396 TG/2022/1397
TG/2022/1398 TG/2022/1400
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What Are Communication Skills?

- ü The ability to convey or share ideas and feelings effectively
- ü Includes verbal, non-verbal, written, and listening skills
- ü Foundation of all human interaction



Why Communication Skills Matter ?

- Helps build relationships
 - Boosts confidence and credibility
 - Vital in teamwork and leadership
 - Enhances decision-making and conflict resolution
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Types of Communication

- **Verbal** – Speaking clearly and effectively
- **Non-verbal** – Body language, gestures, eye contact
- **Written** – Emails, reports, messages
- **Listening** – Active listening to understand, not just reply



Communication in Personal Life

- Strengthens family and friendships
- Reduces misunderstandings
- Builds trust and emotional connection
- Helps express thoughts and feelings healthily

Communication in Professional Life

- Improves **team collaboration**
- Helps in **public speaking** and **presentations**
- Critical for **leadership** and **negotiation**
- Builds a **positive work environment**

Barriers to Effective Communication

- Language or cultural differences
- Poor listening skills
- Emotional distractions
- Misinterpretation of tone or body language

How to Improve Communication Skills



- Practice **active listening**
- Be **clear and concise**
- Maintain good **eye contact**
- Be open to **feedback**
- Improve your **body language**

Real-Life Examples

- A leader motivating their team during a crisis
- A student resolving a conflict through honest discussion
- A professional giving a clear and impactful presentation

Conclusion

- Communication is a **lifelong skill**
- Key to personal growth, confidence, and strong relationships
- In the workplace, it's essential for success and leadership
- **"Good communication is the bridge between confusion and clarity."**



Thank You

