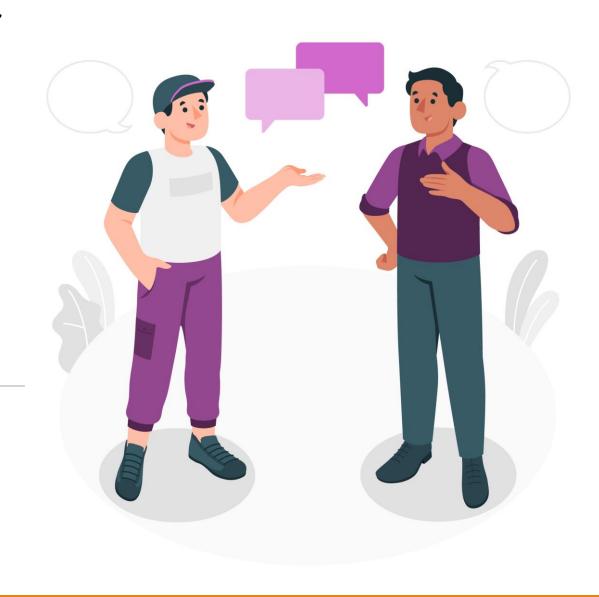
COMMUNICATION SKILLS

Group members:-

TG/2022/1396 TG/2022/1397
TG/2022/1398 TG/2022/1400
TG/2022/1401 TG/2022/1402
TG/2022/1403 TG/2022/1404
TG/2022/1405 TG/2022/1406
TG/2022/1420



What Are Communication Skills?

- The ability to convey or share ideas and feelings effectively
- ü Includes verbal, non-verbal, written, and listening skills
- 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

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."

