

Q1)

What are Key components of effective communication.  
 communication is the process of giving receiving or sharing information with one or more than one person.

5 type communication

- (1) Verbal communication - use of Pitch, use
- (2) Non-verbal communication
- (3) ~~mixed expressions~~ written communication
- (4) Active Listening
- (5) Defenses.

Verbal communication

- (1) use of words
- (2) use of volume
- (3) use of tone
- (4) use of Pitch

Q2) Non-verbal communication

- (1) Body language
- Eye contact

(4) listening

Q3)

written comm

- (1) emails
- letters
- chat

Q1) How does active listening contribute to effective communication?

→ Improved understanding of the speaker's message and intention.

an effective listening tips

(1) Stress on words

(2) Volume and Pace

(3) Timely Pauses

(4) Factors that impact speech

Q2) How can you ensure your message is understood as intended?

(1) active listening is a crucial component of effective communications.

(2) Enhances understanding

(3) Builds trust and rapport

(4) Reduces misunderstandings

(5) Encourages open communication

(6) Improves problem-solving

Q.4 How can digital communication tools impact the effectiveness of communication

c1) Centralizing information

c2) Real time communication

- video call chat, instant messages.

c3) Data- Driven Insights, Com- Patterns

Project progress, emp- Performance, Learning

c4) Flexibility and accessibility

c5) Accountability and transparency

- Project management tools

- deadlines

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