***Importance of communication in Academic Life and Professional Life.***

Communication is defined as the way of conveying information from one person to another person.

**Importance in Academic Life:**

* Effective communication helps in education success because students with strong communication can ask questions, and give answers, which helps them to engage with teachers and understand teacher mindset, as a result, they will understand any concept easily.
* Effective communication plays an important role in taking part in group working, and projects which helps them to share their point of view.
* Effective communication also helps in building relationships in the society.
* Effective communication made student more confident to present their point of view or critical thinking.

Importance in Professional Life:

* In professional life Effective communication helps us to hunt, and satisfy the client or also helps us in improving customer service.
* Effective communication helps to enhance employee confidence, engagement, and satisfaction.
* Through communication we build our leadership skills in professional life.
* Communication is very important for any organization, effective management, and relation to another organization, that help us in the growth of organization .

***Difference Between CV and RESUME:***

**CV:**

CV stands for Curriculum vitae which is a Latin word.

CV means the course of life.

CV has no length limit because it depends upon the position for in which we applying.

It contains the whole content of our life, i: e (education, experience, achievement, and activities).

it is used when we want to apply for any academic position.

CV is static means we can’t change its content.

CV design must be simple and plain.

**RESUME:**

Resume is a French word.

A resume is a summary of life.

Resume length may be 1 or 2 pages.

A Resume is used for the purpose of a job, internship, etc.

It contains only expertise, skills, and working experience not require any extra information.

A Resume is not static means we can change our content according to company and position.

Resume design may vary.

**Presentation Skill and Qualities of Presentation:**

**Presentation:**

The word presentation came from the Latin word “present” which means to introduce formally.

**Presentation Skill:**

Presentation skills is the related to the skills of demonstrating, presenting a lecture, and speech.

Presentation Skills can be defined as group of Skills that create the ability in an individual to convey his information in an effective way, engage with an audience, and remove ambiguities in their mindset.

***Qualities of presentation:***

* Start with any quotes.
* Utilize storytelling techniques.
* Concise and complete.
* Use visual content.
* Be confident
* Make eye contact with the audience.
* Use gestures etc.

***Technical report writing:***

Technical report is a formal report which design to convey technical information in a clear and easily accessible format.

A technical report is a technical communication that is used to share ideas with technical and nontechnical audiences.

Ex: told the programmer how this particular library work.

Technical report writing is the way of writing the report which covers all the aspects of the subject matter of study.

**Constraint:**

* The report must present only necessary information about the subject matter of study. the report should not be influenced by our personal feelings.
* Use short and concise paragraphs.
* Use Graphs and pictures for better understanding.
* make it easy and simple which is read quickly by the reader.

***Process of technical report:***

**Title:** the tile consists of three-part

1. is (the title, topic name)
2. name of the author who prepared the report.
3. name of organization, institute who present the report.

***Table of Contents:***

Some reports contain a table of content section. This section told how many topics we discussing in the report.

***Introduction:***

This part only gives a short intro about the report on which particular subject we discuss in the report.

***Summary:***

This section discusses all the content of the report or subject matter of study (what we get from research) in a concise way.

The summary must be containing 100 to 200 words.

**Result:**

After the whole summary, we go to the result section. This section told what we invent. We discuss the whole report on the basis of facts.

**Conclusion:**

In this section, we summarize the result and discuss what we actually achieved.

**Recommendation:**

In recommendation section we give our feedback or suggestion on the basic of conclusion.

**Types of report:**

**Information based report:**

In this type of report, we provide basic information such as (monthly budget, and staff absence report) it is a short report as compared to other types.

**Research report:**

In a Research report, we present information about any particular subject in detail.

It is a widely used report mostly in universities.

We use that type of report in thesis, Ph.D. research, etc.

**Case-study Analysis Report:**

In this, we present the hypothetical research report.

In Hypothetical research, we research on a particular subject and present our point of view on the basis of analysis.

**Organizational communication and its type:**

**Organization:**

An organization is a group of people who work together for a mutual interest.

**Organization Communication:**

Organizational communication refers to the communication that takes place between people who are working together for a particular purpose.

Communication in the modern organization can be studied by examining the direction of communication flow and the destination of communication.

**Downward Communication:**

The communication from higher levels to those who are at a low level in the organization hierarchy the purpose of this communication is to inform the employees about.

* Their job
* Organizational policies
* For any task etc.

**Upward communication:**

Communication takes place from low-level to high-high-level person in the organization i: e (peon to manager, or employee to supervisor).

The purpose of upward communication is to

* Inform about their completion of the task.
* Inform about marketing information.
* What the low-level people think etc.

***Horizontal communication:***

The communication between the same level people in the organization hierarchy such as (manager to manager, or, employee to employee).

The purpose of this communication is

* To convince the others of same level etc.

**Diagonal communication:**

Communication takes place between persons that are at different levels in the organization such as (the manager of one department to an employee of second department).

**Internal communication:**

Communication takes place within an organization

We usually use the technology, email, message, or technology.

**External Communication:**

Communication takes place between the organization and customers.

The main purpose of this communication is to

Solve the issue of customer etc.

**7’CS OF Communication**

The 7CS of communication refers to the seven characteristics of effective communication.

**Clarity:**

A message should be clear in both its purpose and content. Because if the message is not clear then it can mislead the receiver.

It makes communication easy.

Complete clarity of message enhances the meaning of message.

**Correctness:**

A message should be correct in a grammatical way or also contain the correct info. If a message is not correct receiver will misguide.

**Completeness:**

A message should be completed because if the message is completed then the receiver can understand easily.

If the message is complete then it will not leave any question in the mind audience.

Complete communication helps in better decision making.

**Concreteness:**

In Concreteness a message should contain only facts and figures no any general info should be given.

It contains the word which meaning is so clear

**Conciseness:**

A message must be concise mean that it contains only essential info no any extra info should be included.

It is both time-saving as well as time-saving.

A concise message is not repeated in nature.

**Consideration:**

A consideration told that the sender must be aware about the background, interest, and education level, of audience. Because this helps the sender to communicate with them in an effective way.

**Courtesy:**

A courtesy told that sender must give respect to audience, by making the eye contact with audience also by giving the feedback or also by using the politeness.

**Communication process:**

In the communication process message is sent by the sender through a communication channel to the receiver. The sender must encode the message in an appropriate way so the receiver will decode it for better understanding.

**Idea:**

Thoughts and feeling which is present in the mind of the sender is called an idea.

**Encoding message:**

Encoding message is the process in which we convert thoughts, and feelings into spoken, written words.

The sender must encode the message according to the audience which will create a better understanding for receivers that present effective communication.

**Communication Channel:**

A communication channel is termed as the way on which you can send a message.

Ex: face-to-face, through media, audio etc.

**Decoding message:**

one’s receiver receives the message then the decoding process is started in which the receiver will interpret the message that will create a better understand of the message (what the sender wants to tell).

**Feedback:**

Feedback is the main part of the communication process in which the receiver tells the sender how much he understood the received message.

The feedback makes the decision that communication is effective or not.

**Communication Barrier:**

Any obstacle that comes during or throughout the communication is called a communication Barrier.

There are several types of communication barriers that occur here some given below.

**Physical Barrier:**

A physical Barrier is a type of barrier that arises when a noise occurs, a door is closed, fan starts noise All these Things affect our communication.

**Perceptional Barrier:**

A perceptional barrier occurs when the receiver doesn’t get an interest in what are you saying and does not want to understand it.

**Language barrier:**

A language barrier is a type of barrier which is occurred

When there is a difference between the language of sender and receiver.

When you work in the industry you don’t ask that word which you can ask outside the industry.

**Gender barrier:**

A gender barrier is a type of barrier which is occurred when you communicate with the opposite gender.

For example, when any male communicates with female there is some word that male don’t ask in front of the female or vice versa.

**Emotional Barrier:**

An emotional Barrier is a negative feeling which is occurred in our mind and produces a barrier in communication.

The most common Emotional barrier is what’s other people think about us.

**Cultural barrier:**

A cultural barrier is a type of barrier which is occurred when both the sender and receiver or receivers have different cultures.

For example, having some words whose meaning is different in both cultures.

**Four Language Skills:**

The four language skills are the set of four capabilities that allow us to communicate effectively.

Generally, language is taught in terms of four skills.

**Reading:**

Reading is one of the skill of language that require our eyes and brains to comprehend the words.

Through reading, we discover new words and interpret them.

**Listening:**

Listening is a second skill of language that requires our ears and brains to comprehend the words.

Through this skill we learn any language immediately.

**Speaking:**

Speaking is a third skill of language it is also called a productive skill. It requires our vocal tac and brain to explain anything or speak the language correctly.

**Writing:**

Writing is the last skill of language. It is also called productive skill which requires our hand and brain to write the language symbol and words correctly.