

# COMMUNICATION SKILLS

# COMMUNICATION:

Communication (from Latin *communicare*, meaning "to share") is the act of conveying meanings from one entity or group to another through the use of mutually understood signs, symbols, and semiotic rules.



# COMMUNICATION



VERBAL

***Verbal communication*** is the sharing of information between two individuals using words.



NON-VERBAL

Nodding, facial expressions, leaning toward the speaker to show interest—all of those are forms of ***Non-verbal communication***. Body language can reinforce your spoken message or it can contradict it entirely.

# Communication skills

## PRODUCTIVE SKILLS

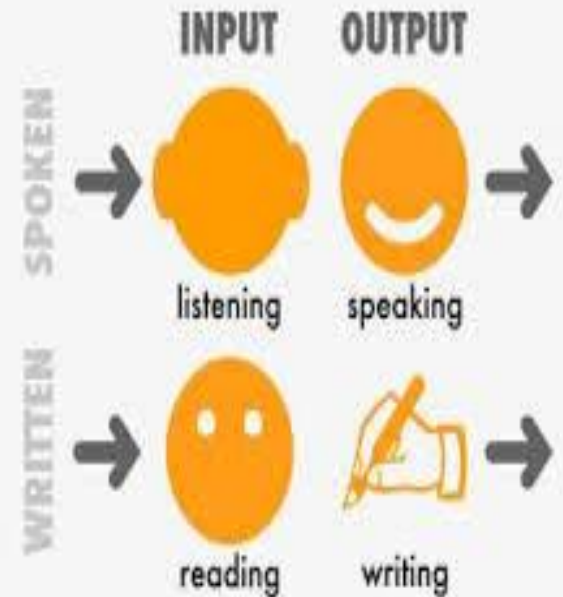
WRITING

• SPEAKING

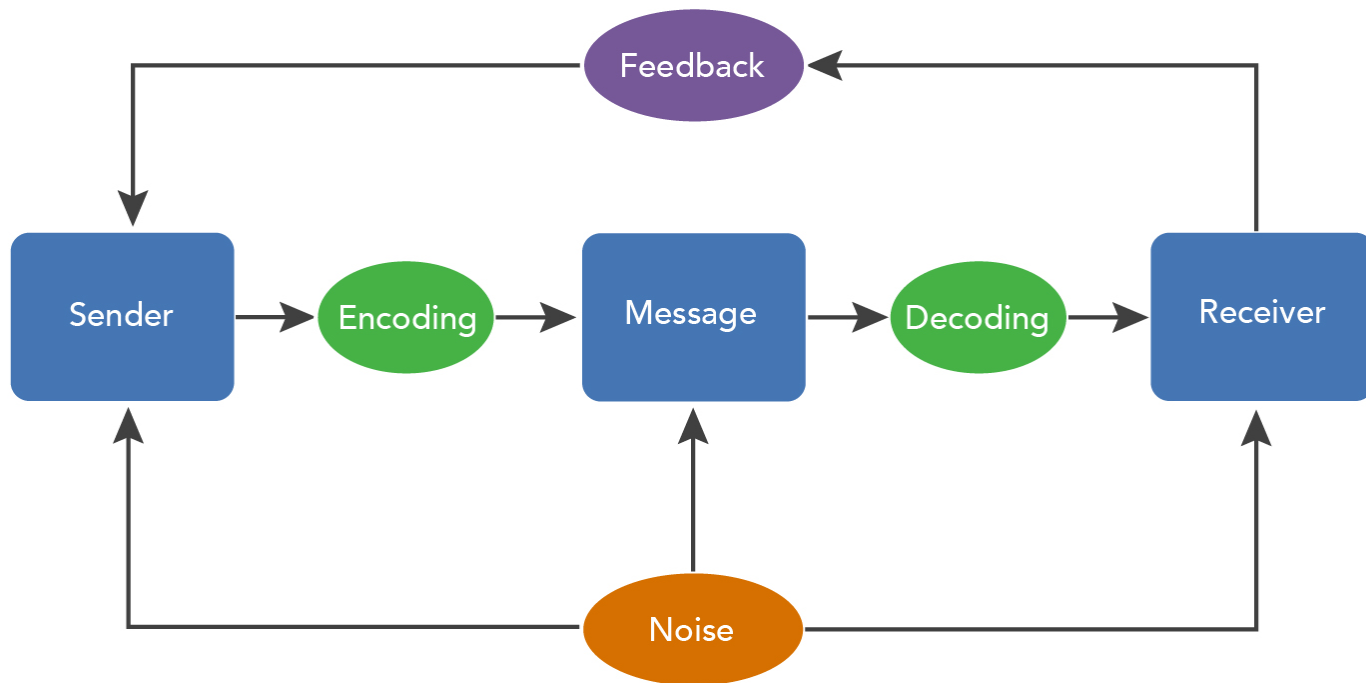
## RECEPTIVE SKILLS

LISTENING

• READING



# Communication Process



# Participants & feedback

It is a two way process where the speaker must make the audience understand whatever he wants to communicate and in return the audience gives the feedback





**THANK YOU**