

COMMUNICATION SKILLS

CONTENTS

Communication

- Spoken
- Written

Speaking skills:

- Managing communication problems
- Taking part in discussions
- Expressing opinions
- Making judgements
- Modifying people's behavior
- Expressing personal feelings
- Requesting and giving information
- Expressing thought processes
- Interacting socially
- Preparing for an interview

Writing skills:

- CV writing
- Letter writing
- Applications
- Job Applications
- Report writing (short)
- Paragraph writing

Verbal Skills:

FLUENCY:

- Oral Presentation Skills
- Discussion
- Dialogues
- Telephone calls
- Interviews

ACCURACY:

- Phonemes
- Syllables
- Intonation

Non-Verbal Skills:

- Gestures
- Facial expressions
- Hand movements etc.