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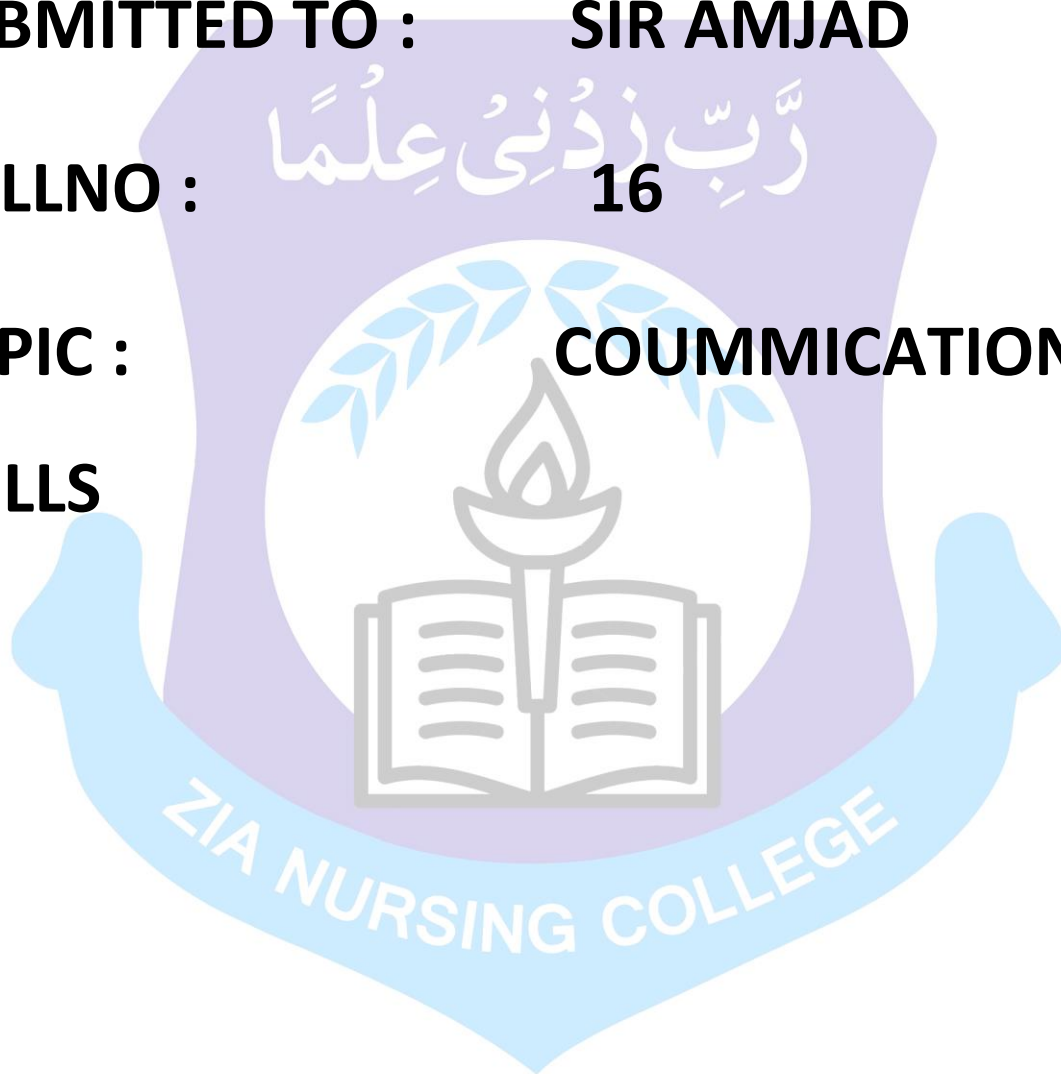
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**TOPIC :** COUMMICATION

**SKILLS**



# Communication skills

sufficiently Communication is the act of developing meaning among entities or groups through the use of mutually understood signs, symbols, and semiotic conventions. The main steps inherent to all communication are: The formation of communicative motivation or reason. Message composition. Message encoding.

## The main steps inherent to all communication are:

1. The formation of communicative motivation or reason.
2. Message composition (further internal or technical elaboration on what exactly to express).
3. Message encoding (for example, into digital data, written text, speech, pictures, gestures and so on).
4. Transmission of the encoded message as a sequence of signals using a specific channel or medium.
5. Noise sources such as natural forces and in some cases human activity (both intentional and accidental) begin influencing the quality of signals propagating from the sender to one or more receivers.
6. Reception of signals and reassembling of the encoded message from a sequence of received signals.
7. Decoding of the reassembled encoded message.
8. Interpretation and making sense of the presumed original message.

# Types of communication

There are four main types of communication you might use on a daily basis, including:

1. Verbal: Communicating by way of a spoken language.
2. Nonverbal: Communicating by way of body language, facial expressions and vocalics.
3. Written: Communicating by way of written language, symbols and numbers.
4. Visual: Communication by way of photography, art, drawings, sketches, charts and graphs.

**Types of Communication and Ways to Use Them**

**Verbal**

- Use a strong, confident speaking voice.
- Use active listening.
- Avoid filler words.
- Avoid industry jargon when appropriate.

**Nonverbal**

- Notice how your emotions feel physically.
- Be intentional about your nonverbal communications.
- Mimic nonverbal communications you find effective.

**Visual**

- Ask others before including visuals.
- Consider your audience.
- Only use visuals if they add value.
- Make them clear and easy-to-understand.

**Written**

- Strive for simplicity.
- Don't rely on tone.
- Take time to review your written communications.
- Keep a file of writing you find effective or enjoyable.

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## How to Improve Communication Skills:

Although some interpersonal skills appear to come naturally to certain people, there is no reason why you can't improve your communication skills. If all you do is pledge to become a better active listener, you will be way ahead of the competition! However, you should add these little weapons to your communication skills toolbox also.

- Learn the art of networking to hone your communication skills.
- Work hard on your level of empathy.
- If you're feeling brave, practice public speaking. Once you conquer the hurdle of communicating with a large audience, you will find day-to-day workplace communications to be a walk in the park.
- In the event, you are in a lengthy and detailed conversation/meeting, do your best to take the meat from the bones in the form of bullet point details of the salient issues.
- Take notes in workplace meetings and reread everything you write. Ask questions if what you have written down doesn't make sense to you.
- Consider your target audience and determine the mode of communication based on what you feel is best for their needs and the situation.