

Date: 02.09.2023

Communication of Soft Skills

Communication of soft skills are the tools you use to clearly and effectively converse with others, set expectations, and collaborate on projects. Communication skills are more than speaking or emailing. This umbrella set of interpersonal skills everything from collaboration to active listening.

Communication skills in 5 skills:

- 1) WRITTEN COMMUNICATION
- 2) ORAL COMMUNICATION
- 3) NON-VERBAL AND VISUAL COMMUNICATION
- 4) ACTIVE LISTENING.
- 5) CONTEXTUAL COMMUNICATION.

WRITTEN

Communication:

is the exchange of information, ideas, or

messages through written language in the form of letters, emails, notes, and more.

ORAL - verbal communication:

Oral communication is communicating with spoken words.

non-verbal and visual communication.

visual communication is the use of images, graphics, and text to communicate ideas.

Active Listening:

Listen attentively to a speaker and understand what they're saying, respond and reflect on what's being said, and retain the information for later.

Contextual communication:

is the bidirectional transfer of information.