

Communication & soft skill

What are communication soft skill

Communication soft skill are the tools you use to clearly and effectively converse with others. Set expectations and work with others on projects.

Whether you are a CEO or an entry-level employee, communication skills are of utmost importance. Verbal and written communication come into play every day at the workplace. Make sure you are communicating to the benefit of the forward movement of both your company and career. Here are some of the most important communication soft skills and how to apply them no matter what your role is.

AUDIO COMMUNICATION SKILL

Always have a sufficient knowledge of the issue that we are dealing with in the audio communication and the key point that we have to discuss. Always remember that the person on the other side can only hear us and respond to our details.

Video communication skill

In a video communication to one or many person one should always keep in mind that audio is integrated with video .hence most point mentioned above are relevant .

Dressing up for the occasion is also a part of the communication since many times video conference are formal in nature.

Soft skill for communication

Channel

Message are conveyed through channels which may be verbal,

Including face –to –face meeting telephone and video conferencing and written ,including letter e-mail memos and report , different channel have different strengths and weaknesses,for example it is not effective to give a long list of direction verbally .

Decoding

Just as successful encoding is a skill so is successful decoding for example talking the to read a message carefully or listen actively .confusion can arise from errors in encoding as well as decoding .

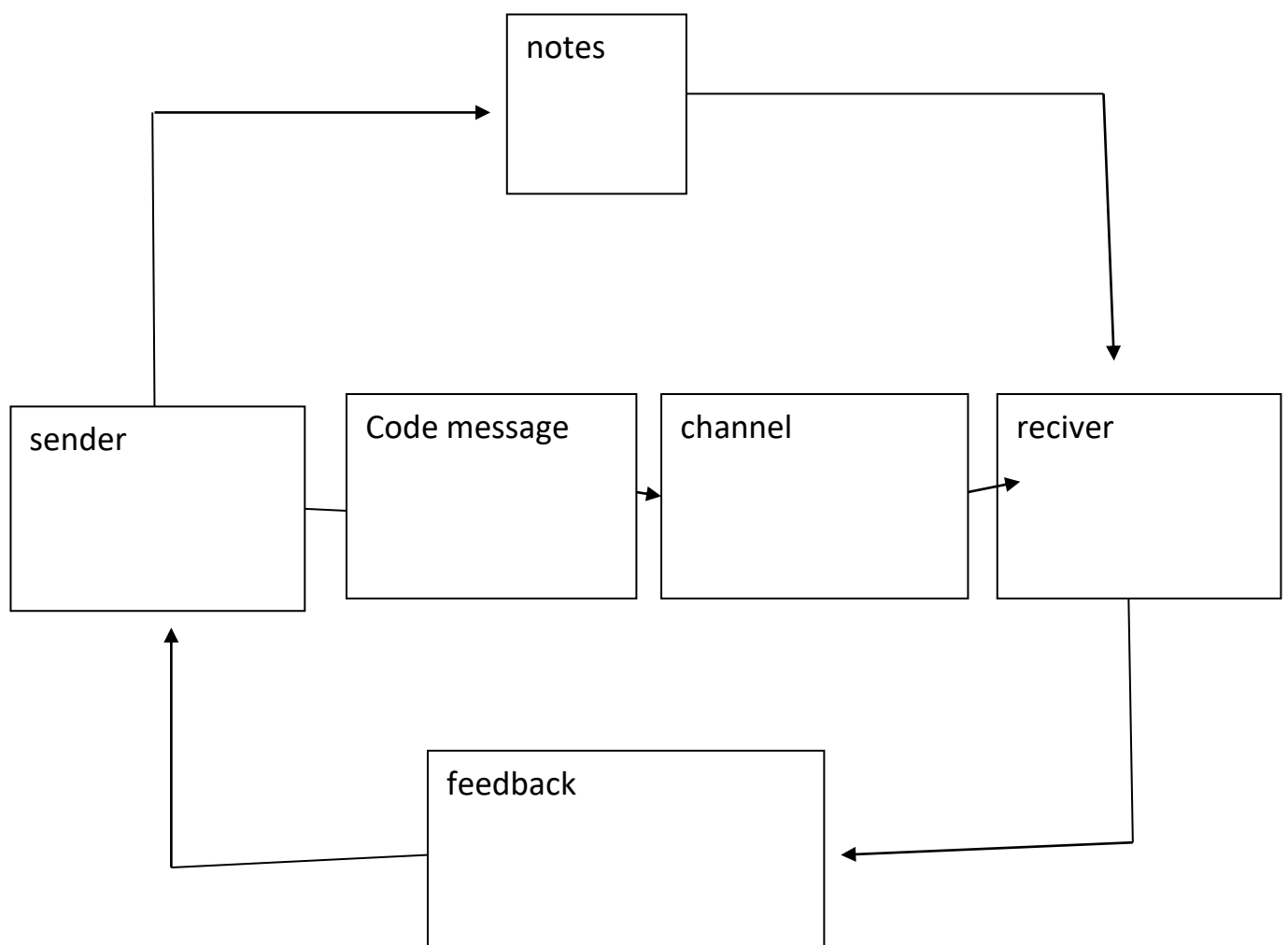
This particularly the case if the decoder does not have enough knowledge to understand the message .

Communication models

Verlouse communication models have been proposed for the communication process .the simple of these the sender –recevier models are discussed here.

Basic communication models

This model is useful when the movement of information across space and through time is a central chalkenge since model looked at communication frome a message point –of –viewq its useful nessis limited when the units.



cooo ded

communication

we know that is go to get our meassage across to others cleary and unambguously and it is most important for our progress.for this ,we must understand what our meassge is who the audience is and how it will be pereceview is and how it will be pereceived .we must also weight in the circumstances surrounding our communication ,such as the situational and cultural context .

evvective communication

effective communication and interpersonal skills are crucial to the success of an academician as they help him in dealing with people at the emotional level effective communication and soft skill not only improve relationships ,but also improve efficiency ,communication effectively is characlerised by such things as active istening using self for message conflict manement , positive body language and asking the right question .

soft skill

soft skill are a combination of people skill, emotional skill communication skill and interpersonal skill typically ,soft skill are inherent to a particular personand fare not exactly teacable.

yt

effective communication

Effective communication

Productive relationship

we communication to

get information

motivate

get feedback

sell

greet