

Assignment

Topic

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C.C.A. - 103 Communication and
Soft Skills

Communication Soft Skills are the tools
you use to clearly and effectively
converse with others.

Whether you're a CEO or an entry
level employee.

Listening Soft Skills

We are starting with listening for an
important reason.

Listening as a New employee

If you are brand new at a Company

You might feel a little lost.

Verbal Communication SOFT

Skills

verbal communication is something that comes more naturally to certain people.

Presentation SOFT Skills

If you're like me, you dread the days where this skill comes into

play Presentation Soft Skills come
natural-ly to some people.

less NATURAL or downright uncom-
fortable for you.

IN CONCLUSION

SOFT Skills are like a living organism
in that they shift constantly.

BUT ALWAYS considering the way
you communicate and professionally