

Communication

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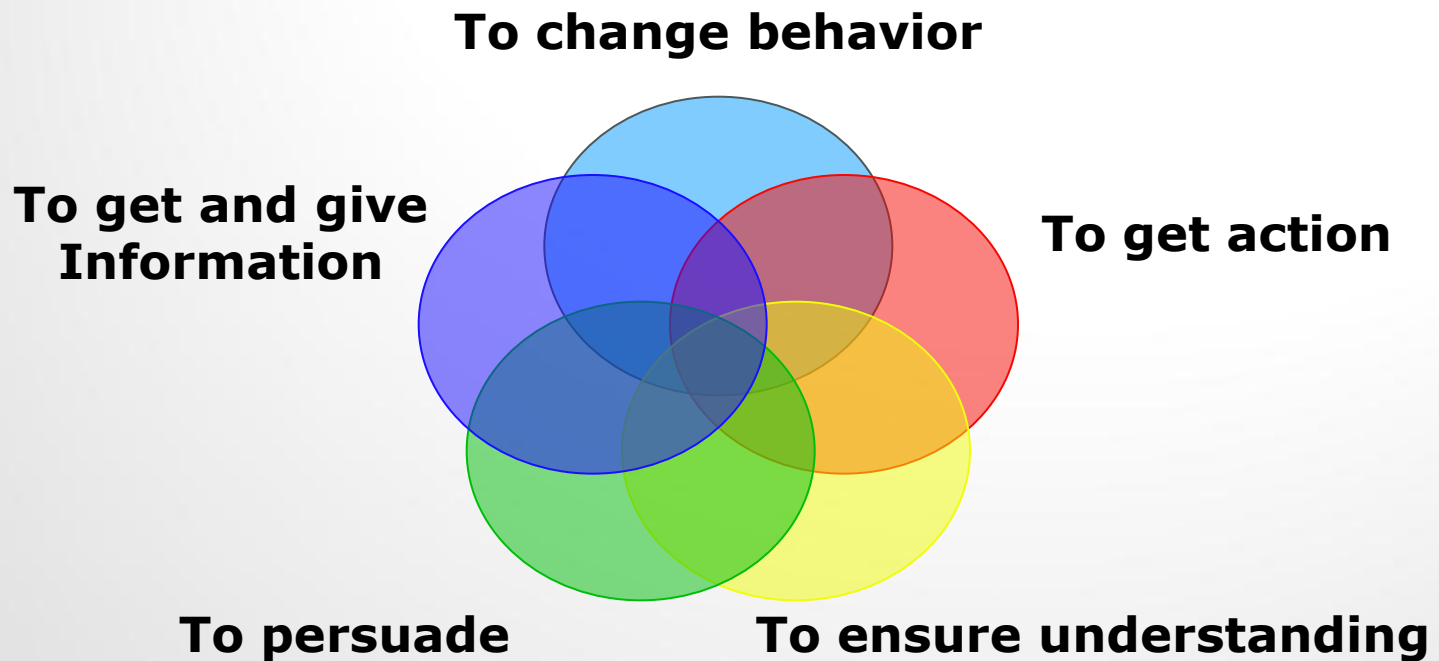
Communication is the Expression of Self

- ▶ Communication is the transmitting ideas or thoughts from one person to another for the purpose of creating understanding.
- ▶ Communication helps us in making us visible in the world.

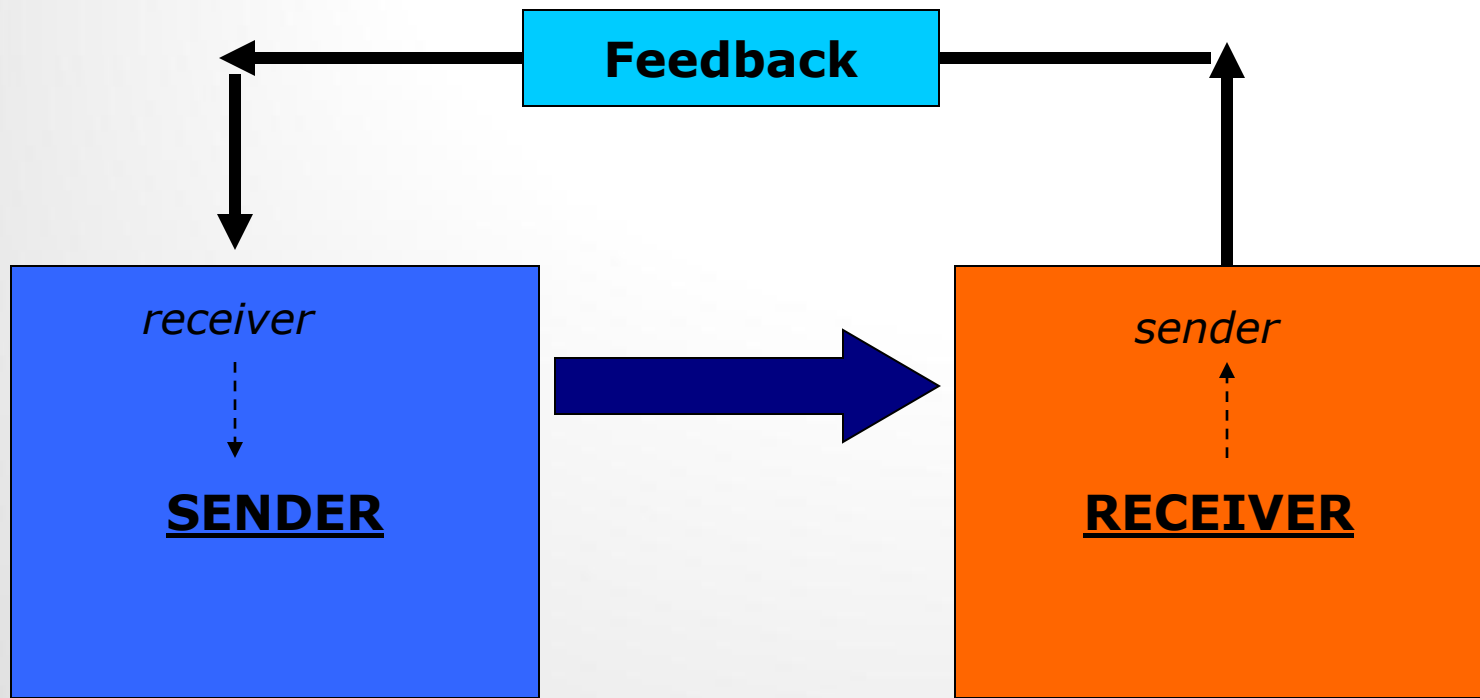
Communication is our gateway to the world of professional and personal success.

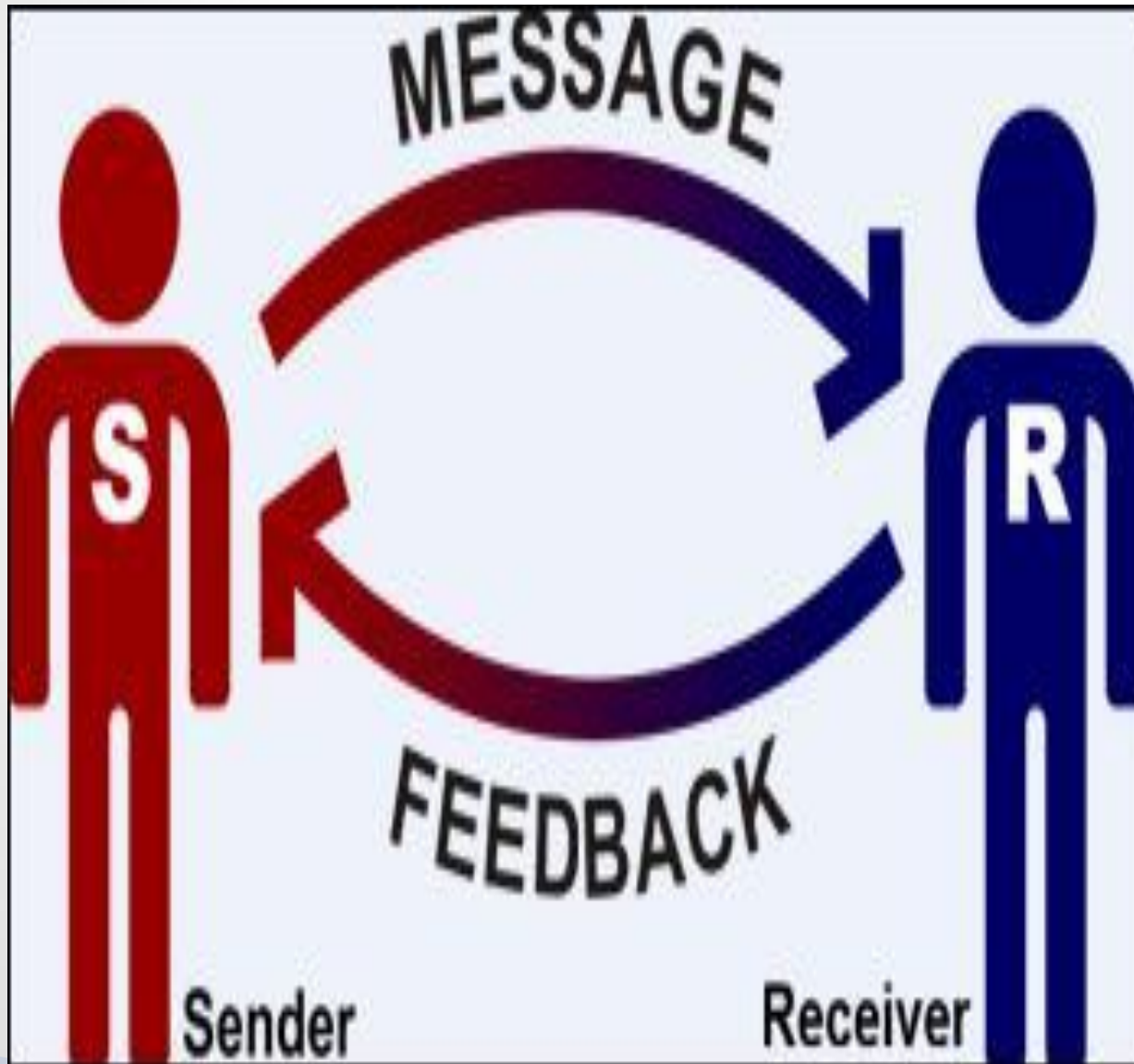
Communication is the successful transmission of information through a common system of symbols, signs, behaviors, speech, writing or signals.

The Goals of Training Communications:



Communication is the process of sending and receiving information among people...





Latin word Communicate means to share

- ▶ Some related Greek words are:
- ▶ **Community:**—A group of people living in one place having common interest
- ▶ **Communion:**—In Christian church holy communion is the celebration of Jesus Christ's last supper in which he shared his divine self with his twelve disciples.

The word communications is different from communication.

- ▶ Communication is the process of interaction.
- ▶ Communications is the science of interaction.

Basic forms of Communication

- Verbal Communication
- Non-Verbal Communication

Types of Verbal Communication

- ▶ Oral Communication
- ▶ Written Communication
- ▶ Audio-Visual Communication
- ▶ Computer based Communication

Types of Non-Verbal Communication

- ▶ Facial Expression
- ▶ Gestures
- ▶ Paralinguistics
- ▶ Body Language and Posture
- ▶ Proxemics
- ▶ Eye Gaze
- ▶ Haptics
- ▶ Appearance

Importance of Communication in the Present Time

- ▶ Sharing of views and opinions
- ▶ To build and improve interpersonal relationships
- ▶ To deal with People
- ▶ To interact with other organizations and establishments
- ▶ To solve problems and reduce conflicts
- ▶ To empathize