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Communication is a skill that you can learn. It's like riding a bicycle or typing. If you're willing to work at it, you can rapidly improve the quality of every part of your life.

Brian Tracy



Communication Skills



Importance of Communication

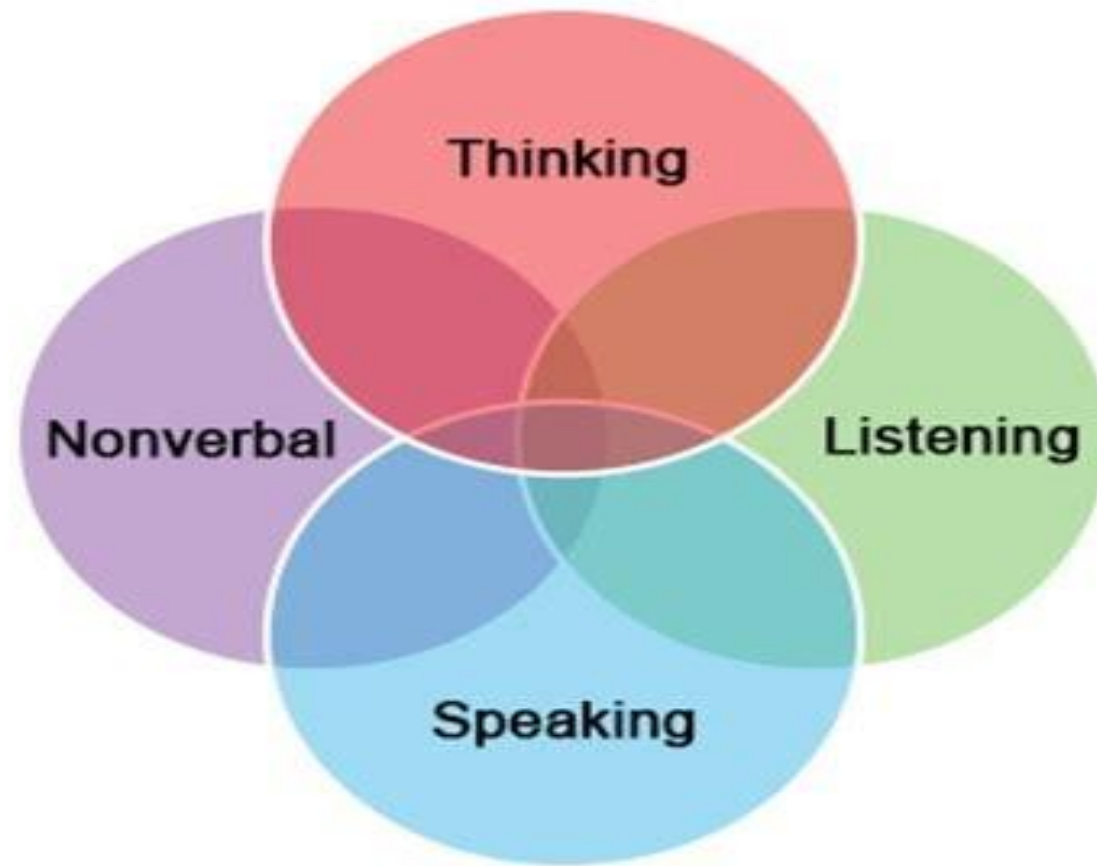
- **Communication is the key to sharing a good relationship with your family members. Family members share their happiness, sorrow and stories through communication.**
- **Communication is the most important factor that helps you share a good relationship with your family. Without communication, you wouldn't know many things about the members of the family.**
- **Neglecting communication leads to having uncomfortable relationships with close members of your family.**

IMPORTANCE OF COMMUNICATION SKILLS

1. **People turn innovative and creative.**
2. **Organizational as well as personal Growth take place.**
3. **Good Team Building becomes obvious.**
4. **Good communication Gives A Voice to All.**
5. **Better communicators have better marriages.**
6. **Highly skilled communicators make more money.**
7. **Good communicators have higher self-esteem.**
8. **Build A Successful Family Unit.**
9. **Most Important Skill For People Entering The Workforce.**
10. **It is Among The Top Traits of Successful Entrepreneurs.**
11. **Aid In Development of Leadership Skills.**
12. **Helps People to Become More Critical of the Media.**
13. **The Communicatory Ability to Speak Gives You the Tools to Participate in Society.**
14. **Good communication with parents determines child's level of self-esteem, achievement, and better overall health.**



The Four Communication Skills



Effective Communication Skills

Observance

Clarity and Brevity

Listening and Understanding

Emotional Intelligence

Self-efficacy

Self-Confidence

Respectfulness

Non-Verbal Communication

Selection of the Right Medium

Providing Feedback



**5. Ending & Extending
The Conversation**

**1. Rewiring Your
Mindset**

**5 Steps
To Improve
Communication
Skills**

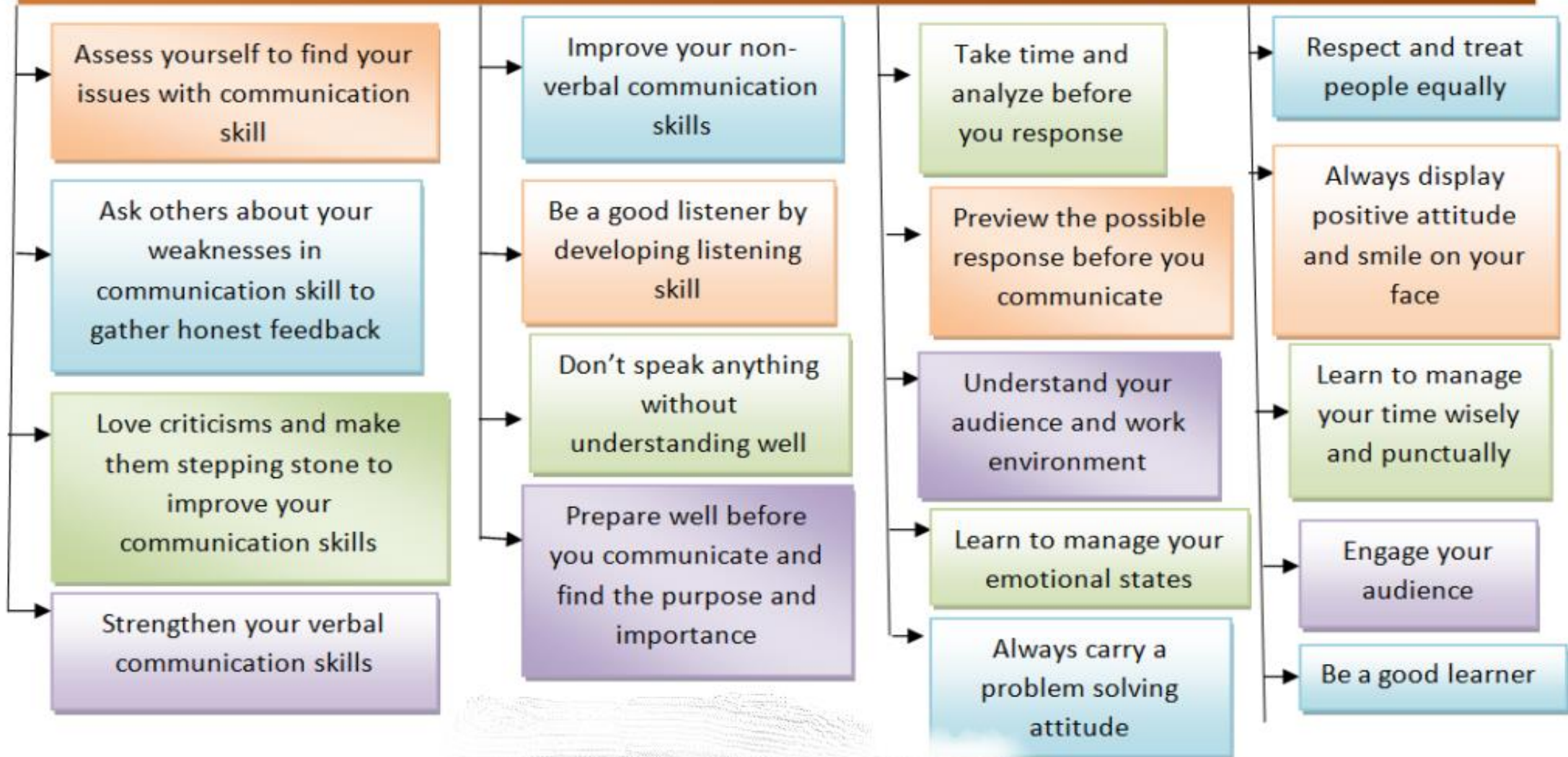
**4. Carrying The
Conversation**

**2. Developing
Relational skills**

3. Creating Conversation Starters



Best ways to improve communication skills



Essential Communication Skills

Persuasion

Positive Body
Language

Transparency
and Honesty

Effective
Listening

Professional
Language

Accurate
Information
Giving

Empathy
and
“Mirroring”

Personalisation

Improving Communication And Social Skills For Success



HOW TO IMPROVE SPEAKING SKILLS IN COMMUNICATION

- 1. Nervousness Is Normal. Practice and Prepare!**
- 2. Watch for Feedback and Adapt to It.**
- 3. Let Your Personality Come Through.**
- 4. Use Humor, Tell Stories, and Use Effective Language.**
- 5. Don't Read Unless You Have to. Work from an Outline.**
- 6. Use Audiovisual Aids Wisely.**
- 7. Use Your Voice and Hands Effectively. Omit Nervous Gestures.**
- 8. Grab Attention at the Beginning, and Close with a Dynamic End.**
- 9. Know Your Audience. Your Speech Is About Them, Not You.**
- 10. Organize Your Material in the Most Effective Manner to Attain Your Purpose.**



COMMUNICATION

INFORMATION

MEANING
UNDERSTANDING

MESSAGE
FEEDBACK

EFFECT

WRITTEN

VERBAL
NON-VERBAL

LANGUAGE

INTELLIGENCE
BARRIERS

INTENTION

SENDER
RECEIVER

INTERNET

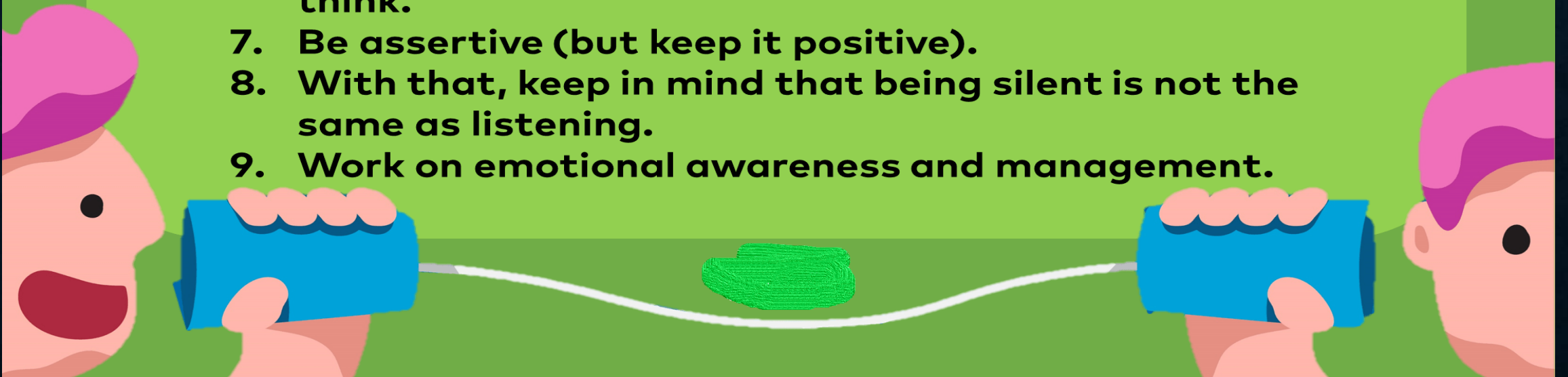
INTERPERSONAL
SYMBOLS

MEDIA
GLOBAL

Ways To Improve Your Communication Skills



1. Know the person you are talking to.
2. Take note of body language.
3. Reread your messages before sending.
4. Get to the point - say less but make your message potent.
5. Record or watch yourself speaking.
6. Remember that people do not care as much as you think.
7. Be assertive (but keep it positive).
8. With that, keep in mind that being silent is not the same as listening.
9. Work on emotional awareness and management.





VERBAL

- Face to face
- Telephone

NONVERBAL

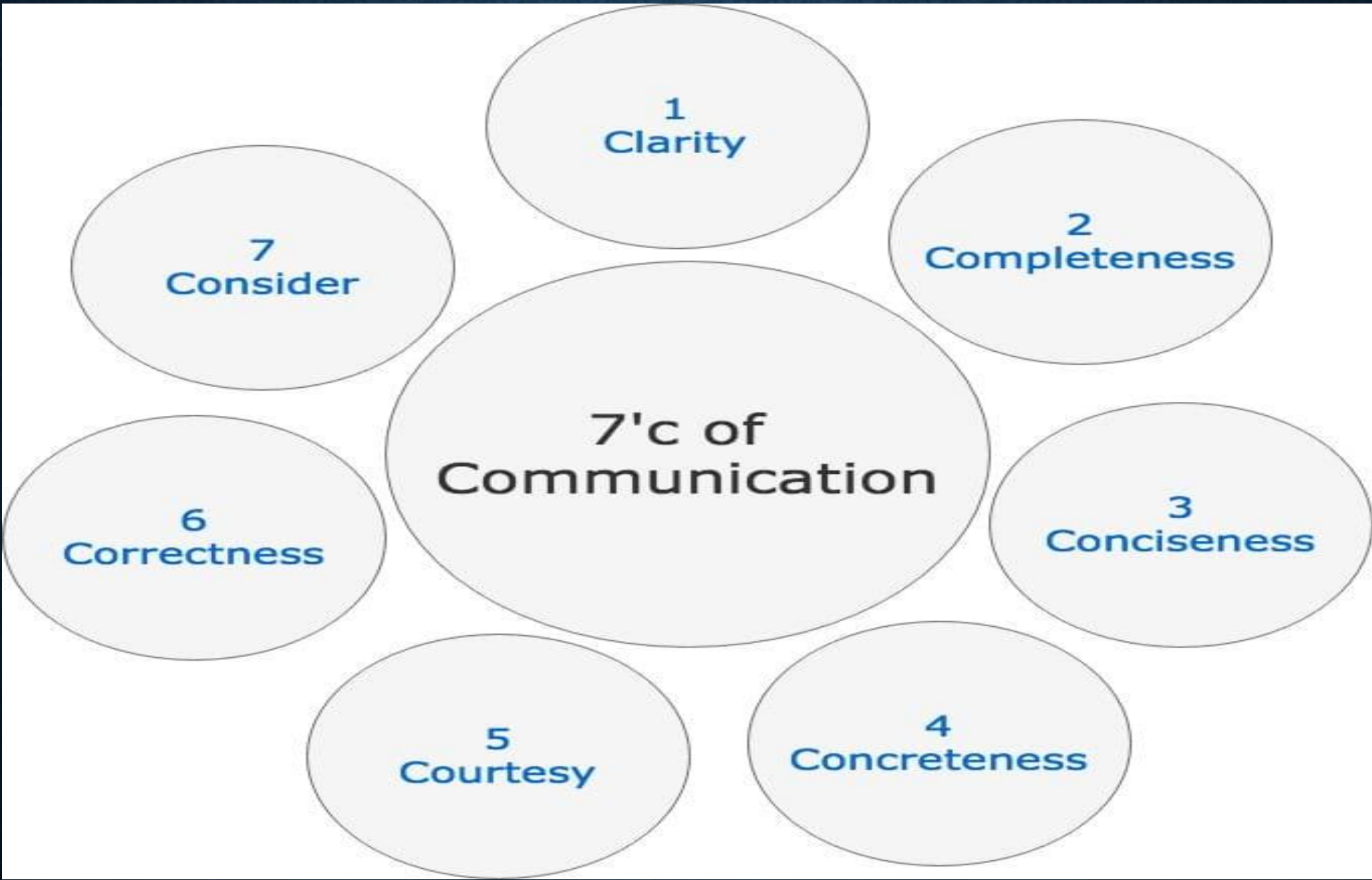
- Body Language
- Gestures

WRITTEN

- Books/magazines
- Email

VISUALIZATION

- Graphs and Charts
- Maps



□ LSRW SKILLS

- **Listening, Speaking, Reading, and Writing** are basic communication skills necessary for effective communication.
- **LSRW** - way of learning **skills** are regularly gained by listening followed by speaking, reading and writing. Hence, these **abilities** are frequently called **LSRW** way of learning.



LISTEN



SPEAK



READ



WRITE



Listening

(ability to *decode* the meaning of an audio string)

Reading

(ability to *decode* the meaning of a written string)

Writing

(ability to *encode* thoughts and concepts into written form)

Speaking

(ability to *encode* thoughts and concepts into oral form)











Assertiveness

Decision-Making

Non-verbal Communication

Interpersonal Skills


Problem Solving

Listening Skills

Verbal Communication

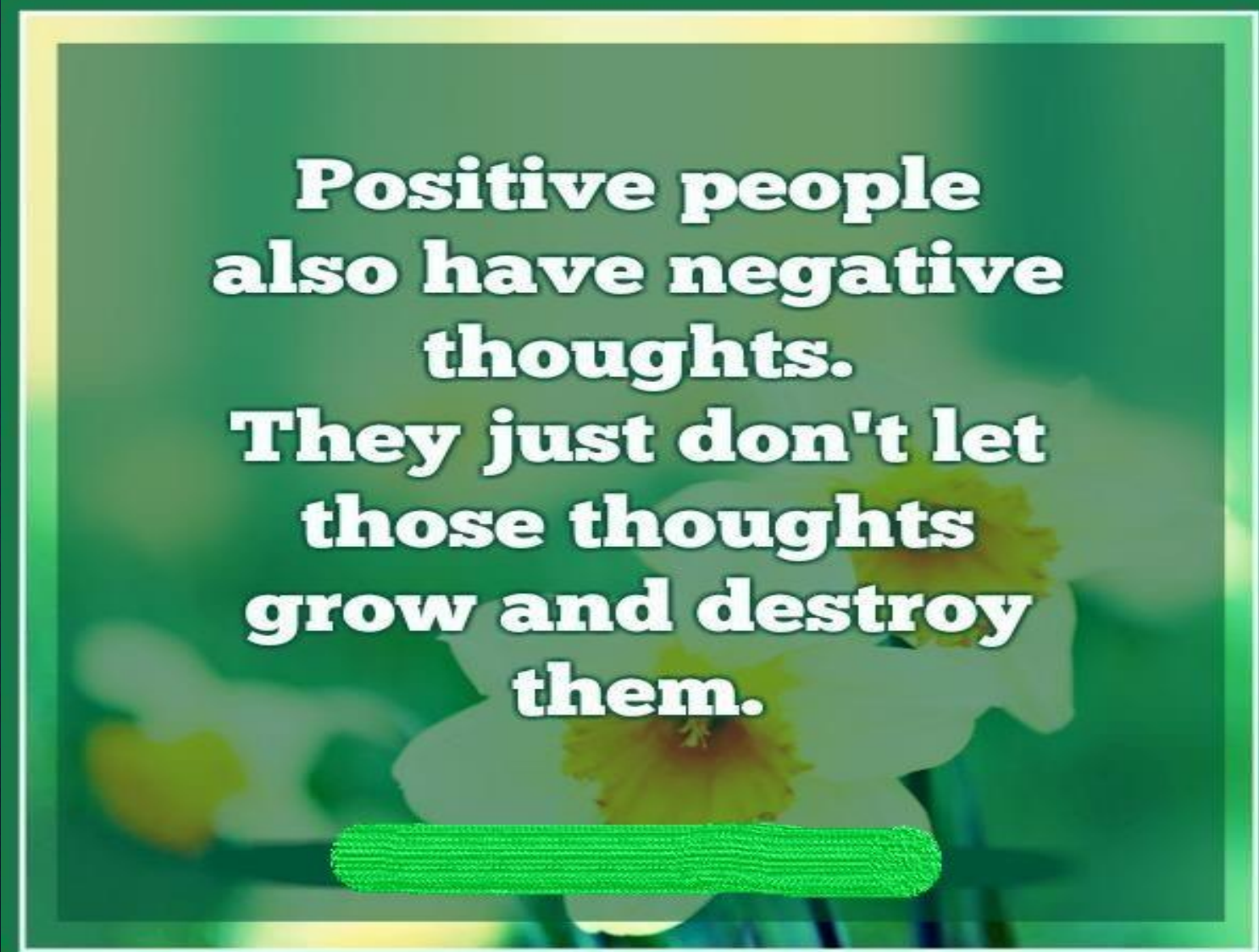
Negotiation



A stack of smooth, dark stones is arranged vertically on a beach. The sun is setting behind the stones, creating a bright, golden glow that illuminates the scene. The sky is a mix of orange and yellow, and the water in the background is a soft, hazy blue.

Once
you replace
negative
thoughts with
positive ones,
you'll
start having
positive
results.

— *Willie Nelson* —



**Positive people
also have negative
thoughts.
They just don't let
those thoughts
grow and destroy
them.**

12 THINGS TO ALWAYS REMEMBER

1. The past cannot be changed
2. Opinions don't define your reality
3. Everyone's journey is different
4. Things always get better with time
5. Judgements are a confession of character
6. Overthinking will lead to sadness
7. Happiness is found within
8. Positive thoughts create positive things
9. Smiles are contagious
10. Kindness is free
11. You only fail if you quit
12. What goes around, comes around



One small
positive
thought
in the morning
can change
your
whole day



Every negative thought
is a down payment on
your failure.
Every positive thought
is an investment on
your future.

POSITIVE OUTLOOKS

Power of Language

Language is not mathematics where we can draw the lowest value as well as highest value; it is flow of thoughts, emotions, ----- surroundings and culture etc-----

Rajeev Ranjan

“Once you replace negative thoughts with positive ones, you’ll start having positive results.”

WILLIE NELSON

Never blame anyone
in your life.

The good people give
you happiness.

The bad people give
you experience.

The worst people give
you a lesson.

The best people give
you memories.

Watch you **THOUGHTS**, for they become **WORDS**.

Watch your **WORDS**, for they become **ACTIONS**.

Watch your **ACTIONS**, for they become **HABITS**.

Watch your **HABITS**, for they become your **CHARACTER**.

Watch your **CHARACTER**, for it becomes your **DESTINY**.

~ Mother Teresa

