

# COMMUNICATION SKILLS-I

Ways of Expression is a characteristics that differentiate living things from non-living things. All living being need to express to fulfil the basic needs of life. Human expresses in many ways. The expression ability of Human is far ahead as it expresses with the most important tool of communication i.e. language.

The word 'Communication' comes from the Latin word 'Communicare', means 'to share'.

We perform various activities in our daily life in which we share or exchange our thoughts, ideas, information, knowledge etc. In simple words communication is a process by which we can express our views, emotions, information and ideas. It is a way of transferring our messages to another person or to a group. "Communication is the 'sharing' of information, facts, ideas, opinions or emotions between two or more individuals".

## Importance of Communication Skill

Communication is an important tool of life. It let us share our thoughts, emotions and ideas in an understandable, clear and efficient way. It enable us to inform, share knowledge, express feelings and to influence others.

'Humans' ability to communicate (through a language) has provided great benefits in all-round development of mankind, if communication is done skilfully. A simple conversation might be considered as a mere transfer of information but an influencing conversation can help you in achieving your academic or your career goals. Hence, there is a difference between to 'inform' about something and to 'influence' about something.

## Elements of Communication Cycle

Communication involves a two-way exchange of information, i.e., giving and receiving of information. Speaking & Writing are modus of giving information and Listening & Reading are modus of receiving information.



# Communication Applications Chapter 1

**Liyong Dong**



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