



Employability skills and communication

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How does communication work between management and employees?

- .Regular communication
- .Asking and giving feedback
- . Opening lines of communication
- .Leading by example
- .Showing respect through words and actions

.Although the tone of voice needs to be low and kind without having nervous attitudes towards the management or employees. The respect should come from both sides, people needs to be vulnerable to work with each other in a warm and respectful environment. On the other hand the language needs to be formal without sewing and throwing words without sense.

Introduction

The purpose of report writing is to tell some one or specific group of people about the facts that you have studied and give them summary of the fact and also the conclusion.

.What is communication?

.Communication is the process of sending and receiving messages through verbal or nonverbal means, including speech, or oral communication; writing and graphical representations (such as infographics, maps, and charts); and signs, signals, and behavior.

.Why is communication important?

.The importance of good communication skills developing your communication skills can help all aspects of your life, from your professional life to social gatherings and everything in between. The ability to communicate information accurately, clearly and as intended, is a vital life skill and something that should not be overlooked.

.What you are going to explain in your report?

.In my report i will talk about the skills that are involving in a work place which is surrounded with the communication the most important and also teamworking its getting engaged toos and many other factors.

Main body

.What are the different types of communication?

.There are three different types of communication; verbal, non-verbal and visual communication.

.Verbal communication: In verbal communication the sender shares his/her thoughts in the form of words.

.Non-verbal communication: facial expressions, gestures, hand and hair movements, body postures all constitute non verbal communication.

.Visual communication: In visual communication, the recipient receives information from signboards, displays, hoardings, banners, maps etc.

.How communication can be made effective in a business organisation?

.Effective communication is critical to any organization and can help

Relevant theories

.Shannon and Weaver theory:

. “Shannon and Weaver model is the most popular model of communication and is widely accepted all over the world. Shannon Weaver model of communication was created in 1948 when Claude Elwood, to be known as Shannon Weaver model of communication or “mother of all models.”

.Schramm and Berlo theory:

.Berlo expanded the linear transmission model with the Sender-Message-Channel-Receiver(SMCR) Model of Communication. Later, Wilbur Schramm introduced a model that identified multiple variables in communication which includes the transmitter, encoding, media, decoding, and receiver.

The importance of my own effective communication

• In my daily life I see communication very important and efficient to get in touch with people, and also this helps me to obtain what I need. For example, I have two children it would be impossible to connect our relationship as a mother with them if I couldn't have a proper conversation with them. Even though, I know there are non-verbal communication and visual communication but the most important one is to have a verbal communication, because this can express better what I need and I also feel more comfortable with me.

Role of culture în communication



- .Cultures are found in groups of people in a society and each culture adds something to society. Cultures can be based around different things, depending on what the people in that culture enjoy - what is valuable to them in life.
 - .On the other hand anything in life that a certain group of people enjoy and feel strongly about will lead to people forming cultures. The culture is a lifestyle based on appreciation for what they think is good in life and what makes life worthwhile.
 - .Moreover, the role of culture în communication is because they both work together, each person have their own cultures and these lead them to communicate and react on evrything they do. These attitudes can be seen when a person has to do with another person which is diffrent from them.
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What are effective communication strategies such as KEYS, SOLERB 7Cs etc.

- .The 7 C's of Communication is a checklist that helps to improve the professional communication skills and increases the chance that the message will be understood in exactly the same way as it was intended.
- .The Semantic Barriers refers to the misunderstanding between the sender and receiver arising due to the different meanings of words, and other symbols used in the communication.
- .An Effective Communication is a communication between two or more persons wherein the intended message is successfully delivered, received and understood.

Conclusion

.In my opinion communication is very important. What I learnt from this assignment is that there are different ways to communicate with each other. There is verbal communication, non-verbal and visual. We use all of them daily even though some people might get confused when they are asked to explain them but for sure we all use this format of language. This assignment gave me the ability to distinguish better the one from the other. Finally there were interesting theories about the communication, this impressed me a lot and made me more curious to discover about different cultures and roles in a communication format.

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