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**Subject- SKILL DEVELOPMENT**  
**B.COM II YEAR SEMESTER – IV**

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# INTRODUCTION

- Communication is the major function of human being without this any activity of his is incomplete.
- Every activity has to be backed by communication.
- Today communication skills are the skills that everyone wants to master.
- The word communication has been derived from latin word “communis” which means common.
- Thus communication means sharing of ideas in common.
- Communication process is very vital.
- One has to complete all the parts of the process then only it will be complete.

# COMMUNICATION SKILLS

- Communication skills need practice and the initiative task in order to achieve excellence.
- Many Communication skills needs special training and various training activities are undertaken for improving these skills.
- MEANING:-
- Communication skills are skills which enable a person to express himself.

# DEFINITION

The **COMMUNICATION SKILLS** is nothing but the ability to convey information to another effectively and efficiently

# SKILLS REQUIRED FOR COMMUNICATION

- ✓ LISTENING SKILL
- ✓ NONVERBAL COMMUNICATION SKILL
- ✓ CLARITY AND CONCISION SKILL
- ✓ FRIENDLINESS SKILL
- ✓ CONFIDENCE SKILL
- ✓ EMPATHY SKILL
- ✓ OPEN-MINDEDNESS SKILL

- RESPECT SKILL
- FEEDBACK SKILL
- PICIPING THE RIGHT MEDIUM SKILL

LISTENING



FRIENDLINESS



OPEN MINDEDNESS



## Essential Communication Skills for Your Career

FEEDBACK



CONFIDENCE



NON-VERBAL COMMUNICATION





# MASTERING THE ART OF COMMUNICATION SKILLS

- COMMUNICATION SKILLS ARE DOORS WHICH LEAD TO THE SUCCESS IN EVERY DISCIPLINE IN LIFE.
- GUIDELINES FOR A PERSON WHO WANT TO MASTER THE ART OF COMMUNICATION SKILLS:-
  1. Aware of purpose
  2. The content
  3. Listen
  4. Understanding and agreement
  5. Practice

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THANK YOU!

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