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What is Communication

Communication: The Key to Understanding Each Other

DEFINITION

> Communication is the way we share our thoughts, feelings, and ideas with others. It can happen through speaking, writing, or even body language.

KEY CONCEPTS

Verbal Communication

This involves using spoken or written words to convey messages.

Non-Verbal Communication

This includes body language, gestures, and facial expressions that express feelings.

Active Listening

This means paying full attention to the speaker and responding thoughtfully.

Feedback

This is the response given after receiving a message, helping to clarify understanding.

Barriers to Communication

These are obstacles that prevent clear communication, like noise or misunderstandings.

EXAMPLES

→ Asking a friend how their day was.

→ Nodding while someone is explaining something important.

→ Writing a thank-you note after receiving a gift.

MEMORY TIPS

★ Think of 'C' for Communication: Connect, Convey, and Clarify.

★ Use the acronym 'VAN' for Verbal, Active listening, and Non-verbal.

★ Remember 'FEEDBACK' as a loop: you give it, and it helps improve communication.

COMMON MISTAKES

✗ Not listening actively and interrupting the speaker.

✗ Using jargon or complex words that others may not understand.

✗ Ignoring non-verbal cues that can change the message.

QUICK RECAP

Communication is essential for sharing ideas and feelings. It includes verbal and non-verbal methods, and active listening is crucial for understanding. Remember to give and receive feedback to enhance communication skills.