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What is Communication

Communication: The Key to Connecting with Others

DEFINITION

Communication is the way we share thoughts, ideas, and feelings with others. It can be verbal, non-verbal, or written.

KEY CONCEPTS

Verbal Communication

Using spoken or written words to express ideas and feelings.

Non-Verbal Communication

Conveying messages through body language, facial expressions, and gestures.

Active Listening

Fully concentrating on what someone is saying rather than just hearing their words.

Feedback

Responding to others' messages to show understanding or to ask for clarification.

Empathy

Understanding and sharing the feelings of others, which enhances communication.

EXAMPLES

- Saying 'thank you' to show appreciation.
- Nodding while someone speaks to show you are listening.
- Writing a letter to express your thoughts.

MEMORY TIPS

- ★ Think of 'C' in communication as 'Connect' to remember its purpose.
- ★ Use the acronym 'VANE' for Verbal, Active listening, Non-verbal, and Empathy.
- ★ Visualize a conversation as a dance, where both partners need to move together.

COMMON MISTAKES

- ✗ Interrupting others while they are speaking.
- ✗ Not paying attention during conversations.
- ✗ Misinterpreting non-verbal cues.

QUICK RECAP

Communication is essential for sharing thoughts and feelings. It includes verbal and non-verbal forms, and effective communication requires active listening and empathy. Remember the key concepts to enhance your interactions.