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Sub.- Communication Skills
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Part 1 lecture on Communication

- Definition- communication is a word that has been derived from the Latin language word "communicare" it means to express to share and to make common. So we can define communication by following that definition.
- According to William Newman- communication is a process of sharing data, information and messages between two and more than two persons.

Types of Communication

- Communication has basically two types.
- 1.. Verbal Communication
 - * Oral Communication & Written Communication
- 2.. Nonverbal Communication
 - * Gesture
 - * Posture
 - * Eye Contact, Facial Expression

Types of Communication

- 3.. Upward Communication
- 4.. Downward Communication
- 5.. Official & Unofficial communication
- 6.. Grapevine Communication

Verbal Communication

- Verbal communication is the communication depends on words. It has two types.
- Oral communication- this communication depends on spoken words.
- Written Communication- This communication depends on written words.

Differences between oral & written communication

Oral communication

- This is fast process.
- This is free of cost.
- This has body language.
- This can not be used for future.
- This can not be used as evidence.

Written Communication

- This is slow process
- This is little costly.
- This does not have body language.
- This can be used for future purposes.
- This can be used as a evidence.