

# Group Presentation 01 Section 27

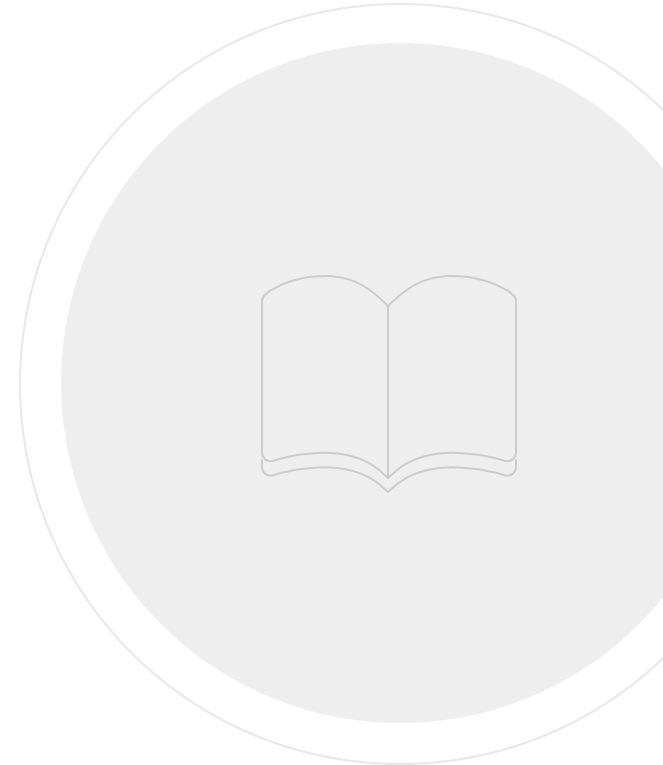
# Topic: Communication Skills

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## Group: 01

### Group Members:

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# Our Content for Today,



- 1. Introduction to communication skills**
- 2. Types of communication**
- 3. Principles of Communication**
- 4. Developing process for communication skills**
- 5. Gestures Game for understanding the changing process of Communication skills**
- 6. Guessing Game for learning & Fun**
- 7. Question & Answer**
- 8. Conclusion**

**1**

**What Does Communication  
Actually mean???**

**Or Whats The meaning of  
Communication skills??**

**“ Communication is simply the act of transferring information from one place, person or group to another.**

**“**

**You can change your world by  
changing your words... Remember,  
death and life are in the power of  
the tongue.**

By  
JOEL OSTEEN

# *Types of Communication*

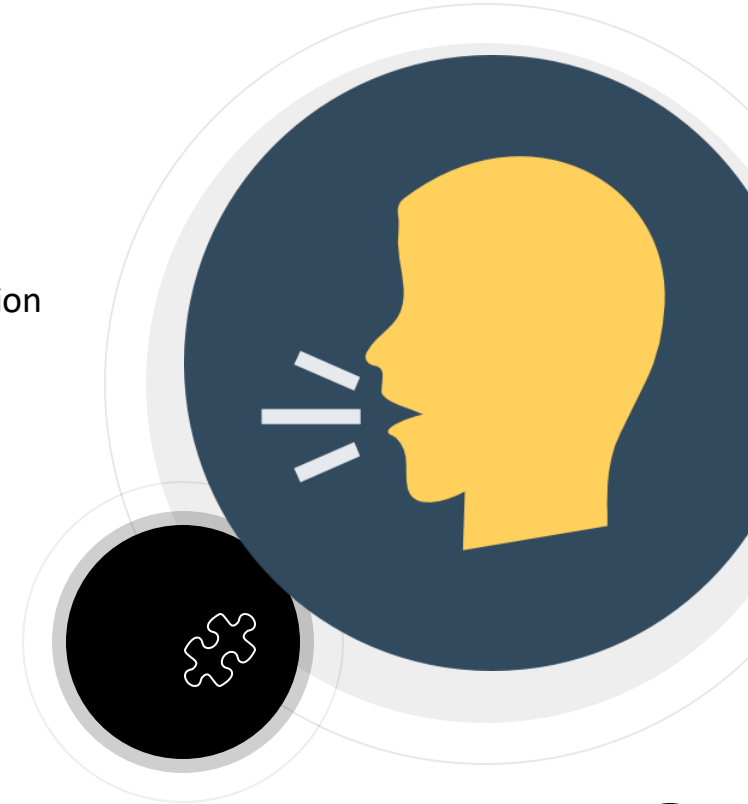
There are several different ways we share information with one another. For example, you might use verbal communication when sharing a presentation with a group. You might use written communication when applying for a job or sending an email.



*There are four main categories or communication styles*

# 1. Verbal

Verbal communication is the use of language to transfer information through speaking or sign language.





## 2. Nonverbal

Nonverbal communication is the use of body language, gestures and facial expressions to convey information to others.



Confidence



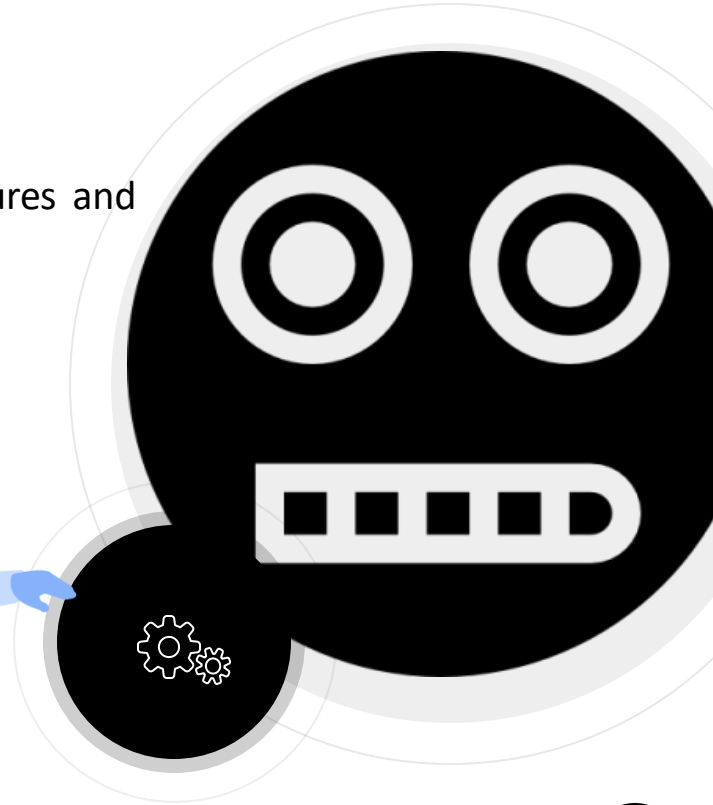
Relaxed



Trustworthy

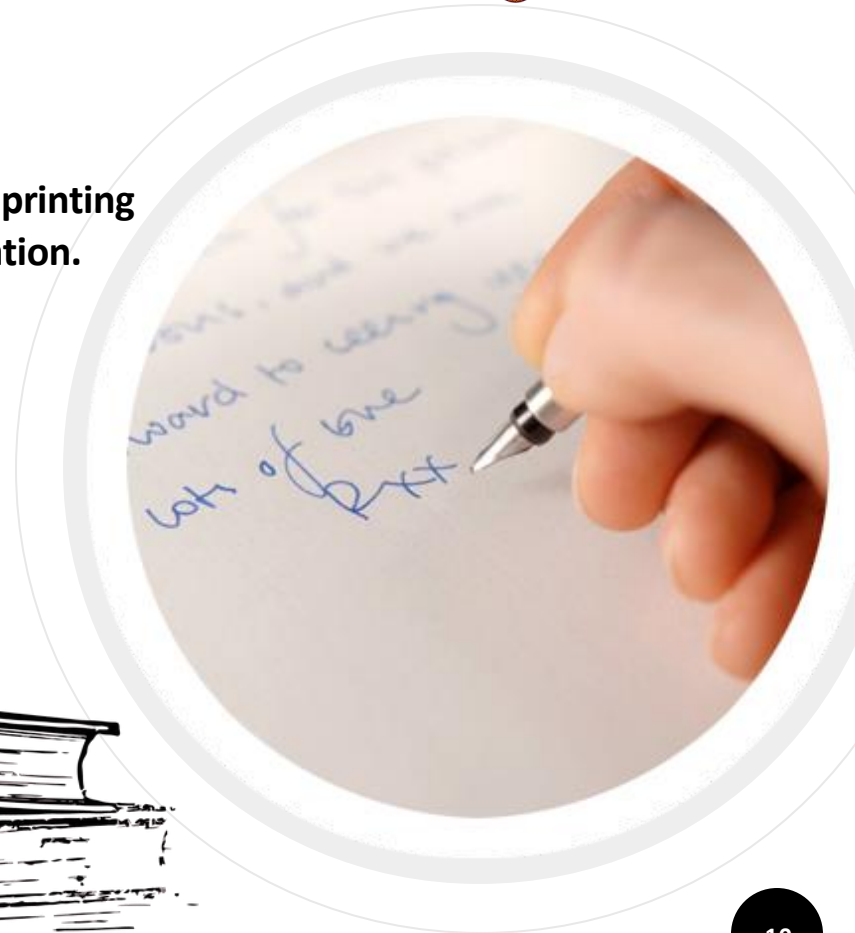
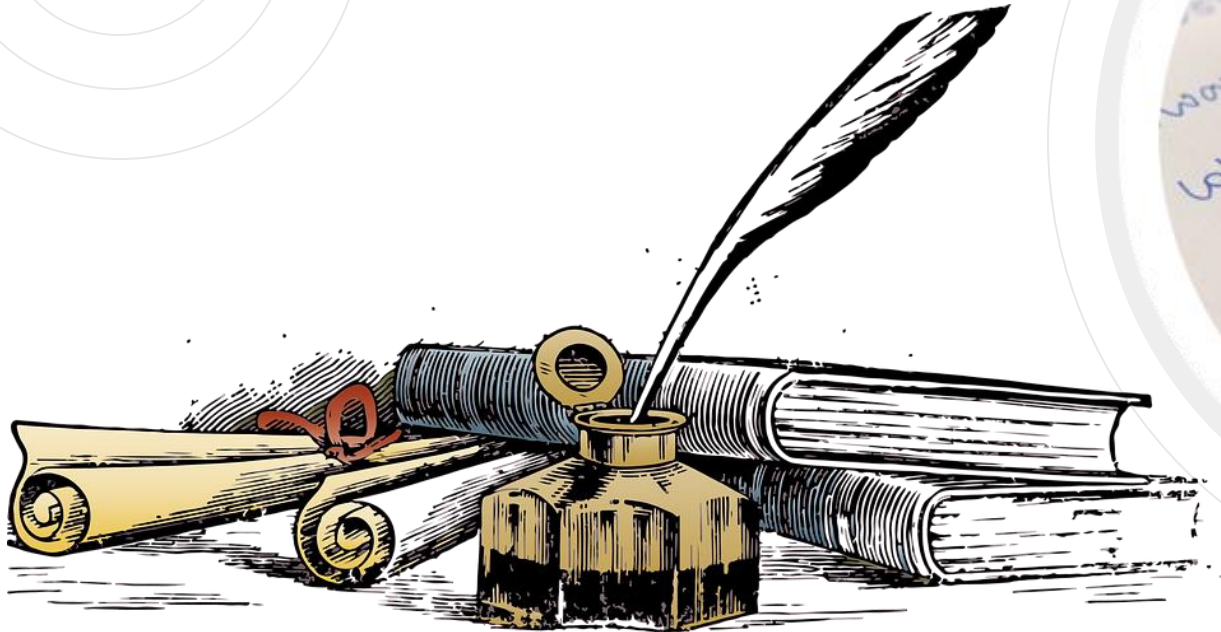


Strength



# 3.Written

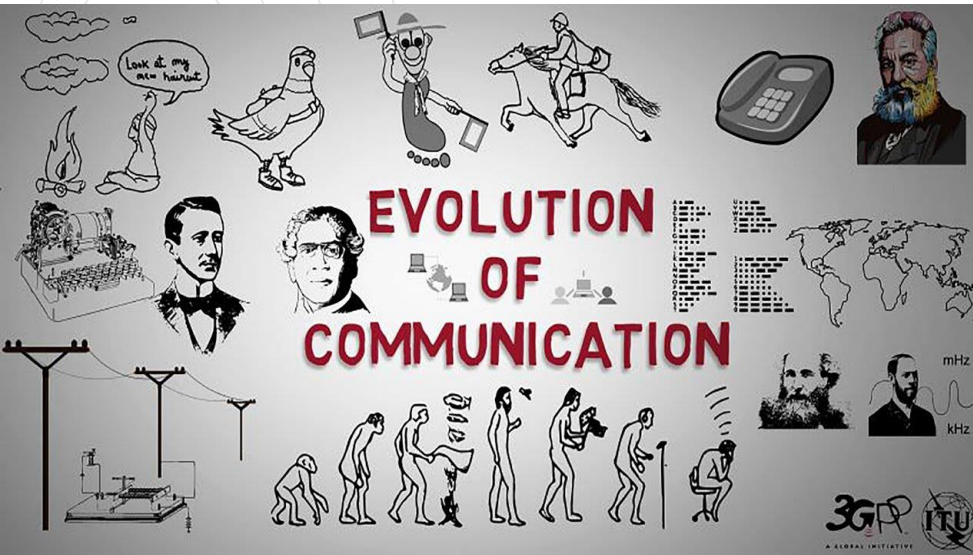
**Written communication is the act of writing, typing or printing symbols like letters and numbers to convey information.**



## 4. Visual

Visual communication is the act of using photographs, art, drawings, sketches, charts and graphs to convey information.





# Already bored



No worries, Believe me you will  
Enjoy.



# PRINCIPLES OF COMMUNICATION

## CLARITY

1

“ It Refers To Clarity  
Of Thoughts &  
Expressions ”



## COMPLETENESS

2

“ It Is An Essential  
Factor for  
Effective  
Communication ”



## CONSISTENCY

3

“ IT Should Always Be  
Consistent with The  
Policies, Plans &  
programs ”



# PRINCIPLES OF COMMUNICATION

## CONSIDERATION

# 4

“ Consideration Means  
Preparing Every Message  
With The Receiver In  
Mind”



## CORRECTNESS

# 5

“ Communication Must Be  
Correct in Tone And Style  
Of Expression, Spelling,  
Grammar...”



## COURTESY

# 6

“ It Is Also Important To  
Approach The Audience  
In A Friendly And  
Courteous Manner “



# HOW TO DEVELOP YOUR COMMUNICATION SKILL??





# OHH, FINISHED THE BORING PART!!



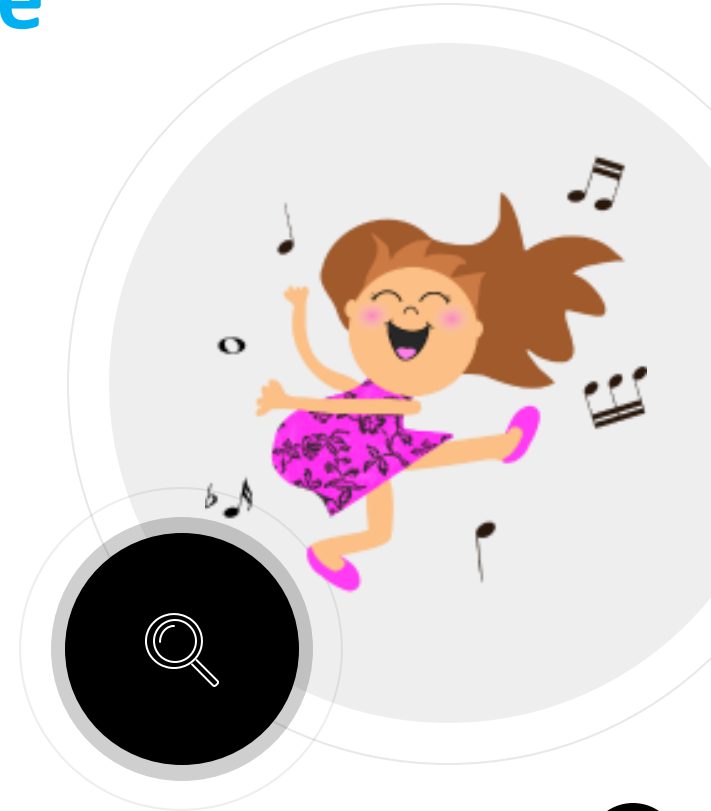
# Now,, Lets Play Our 1<sup>st</sup> Game



# Game Number 01: Gesture

## A little bit Instructions:

1. STAY IN A LINE.
2. THE LAST PERSON OF THE LINE WILL SHOW A GESTURE TO THE PERSON STANDING IN FRONT OF HIM.
3. THEN HE WILL SHOW THAT GESTURE TO THE PERSON STANDING IN FRONT OF HIM.
4. THUS THIS GESTURE WILL COME TO THE PERSON STANDING IN FRONT LIKE A FLOW.



# Lets See... How Much Change the Sign??



# Game 02: Guessing Games

**We want the group leader**

## **INSTRUCTION:**

1. **SELECT ONE REPRESENTATIVE FROM YOUR GROUP.**
2. **THE REPRESENTATIVE WILL BE GIVE A SET OF WORDS.**
3. **THE REPRESENTATIVES ARE REQUIRED TO TELL THE WORDS GIVEN BY DOING GESTURES. DIRECT TELLING IS NOT ALLOWED.**
4. **THE GROUP MATES MUST GUESS THE WORDS THEIR REPRESENTATIVES ARE TRYING TO TELL**
5. **IF THE WORDS ARE TOO HARD, THE GROUP MATES ARE ALLOWED TO SKIP IT UNTIL OTHER WORDS ARE CLEARED.**
6. **THE GROUP WITH THE MOST CORRECT ANSWERS WILL BE THE WINNERS**



Which Group is the Winner??

Congratulation to  
you!!





# Any questions?

Please Feel free to ask

**Thanks,**  
**For Listening us and playing the Game.**  
**Hope You Like it.**

All The resources in this presentation are from free source.

