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 Subject - IT

SN	Date	Lesson Name and Topic	CW	HW												
1.	02/04/2025	Communication Skill	What is Communication? The imparting or exchanging of information by speaking, writing or using some other medium is called communication. The word 'communication' comes from the Latin word <i>communicare</i>, meaning 'to share'. Parts of Communication Communication has three important parts: Creative writing workshops 1. Transmitting—The sender transmits the message through one medium or another. 2. Listening—The receiver listens or understands the message. 3. Feedback—The receiver conveys their understanding of the message to the sender in the form of feedback to complete the communication cycle. Elements of Communication The various elements of a communication cycle are: 1. Sender: the person beginning the communication. 2. Message: the information that the sender wants to convey. 3. Channel: the means by which the information is sent. 4. Receiver: the person to whom the message is sent. 5. Feedback: the receiver's acknowledgement and response to the message.  The diagram illustrates the communication cycle. It starts with a 'Sender' (represented by a person icon) who 'Sends a message'. The message travels through a 'Channel' (represented by a speech bubble icon) to a 'Receiver' (represented by a person icon). The Receiver then provides 'Feedback' to the Sender, completing the cycle. The diagram also shows 'Encoding' and 'Decoding' processes within the channel.	1.What is communication? 2. Explain the various methods of communication?												
2.	03/04/2025	Communication Skill	Methods of Communication <table><tr><th>Method</th><th>Description</th></tr><tr><td>Face-to-face</td><td>There is nothing better than face-to-face communication. It helps the message to be understood clearly and quickly.</td></tr><tr><td>E-mail</td><td>This method can be used to communicate quickly with one or many individuals in various locations</td></tr><tr><td>Notices/Posters</td><td>It is effective when the same message has to go out to a large group of people</td></tr><tr><td>Business Meetings</td><td>Communication during business meetings at an organisation are generally addressed to a group of people.</td></tr><tr><td>Other Methods</td><td>There can be various other methods like social networks, message, phone call for communication, newsletter, blog, etc</td></tr></table>	Method	Description	Face-to-face	There is nothing better than face-to-face communication. It helps the message to be understood clearly and quickly.	E-mail	This method can be used to communicate quickly with one or many individuals in various locations	Notices/Posters	It is effective when the same message has to go out to a large group of people	Business Meetings	Communication during business meetings at an organisation are generally addressed to a group of people.	Other Methods	There can be various other methods like social networks, message, phone call for communication, newsletter, blog, etc	1.List the different types of verbal communication include examples for each verbal communication type. 2. Why do we use e-mails?
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			Types of Verbal Communication <table><tr><th>Type of Verbal Communication</th><th>Description</th></tr><tr><td>Interpersonal Communication</td><td>This form of communication takes place between two individuals</td></tr><tr><td>Written Communication</td><td>This form of communication involves writing words. It can be letters, circulars, reports, manuals, SMS, social media chats, etc</td></tr><tr><td>Small Group Communication</td><td>This type of communication takes place when there are more than two people involved. Examples 1. Press conferences 2. Board meetings</td></tr><tr><td>Public Communication</td><td>This type of communication takes place when one individual addresses a large gathering. Example 1. Election campaigns 2. Public speeches by dignitaries</td></tr></table> Advantages of Verbal Communication 1. It is an easy mode of communication. 2. It also enables you to keep changing your interaction as per the other person's response.	Type of Verbal Communication	Description	Interpersonal Communication	This form of communication takes place between two individuals	Written Communication	This form of communication involves writing words. It can be letters, circulars, reports, manuals, SMS, social media chats, etc	Small Group Communication	This type of communication takes place when there are more than two people involved. Examples 1. Press conferences 2. Board meetings	Public Communication	This type of communication takes place when one individual addresses a large gathering. Example 1. Election campaigns 2. Public speeches by dignitaries			
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