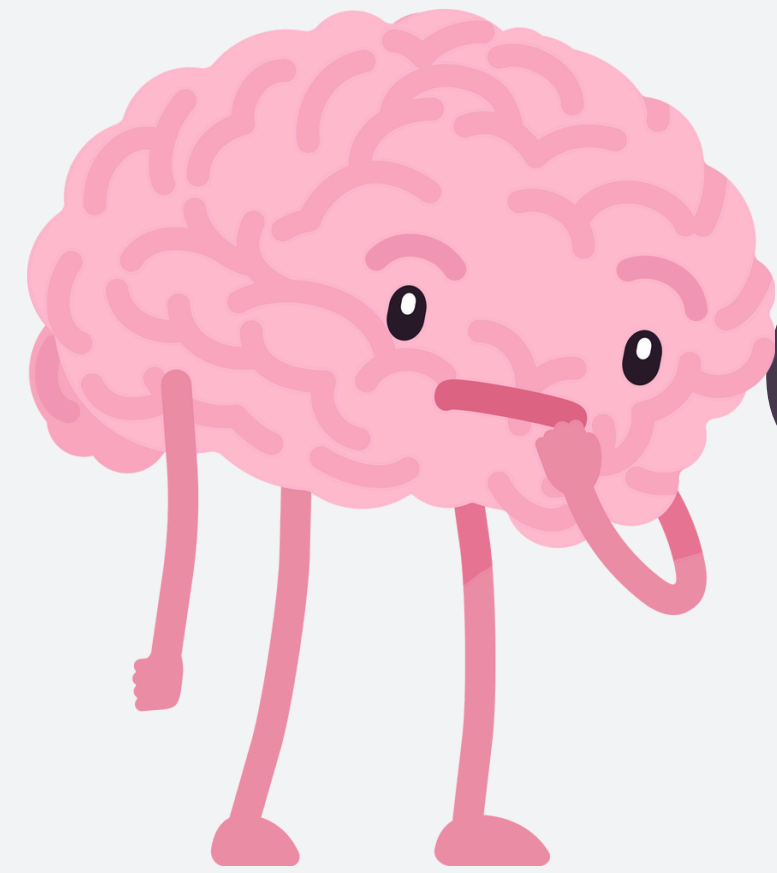
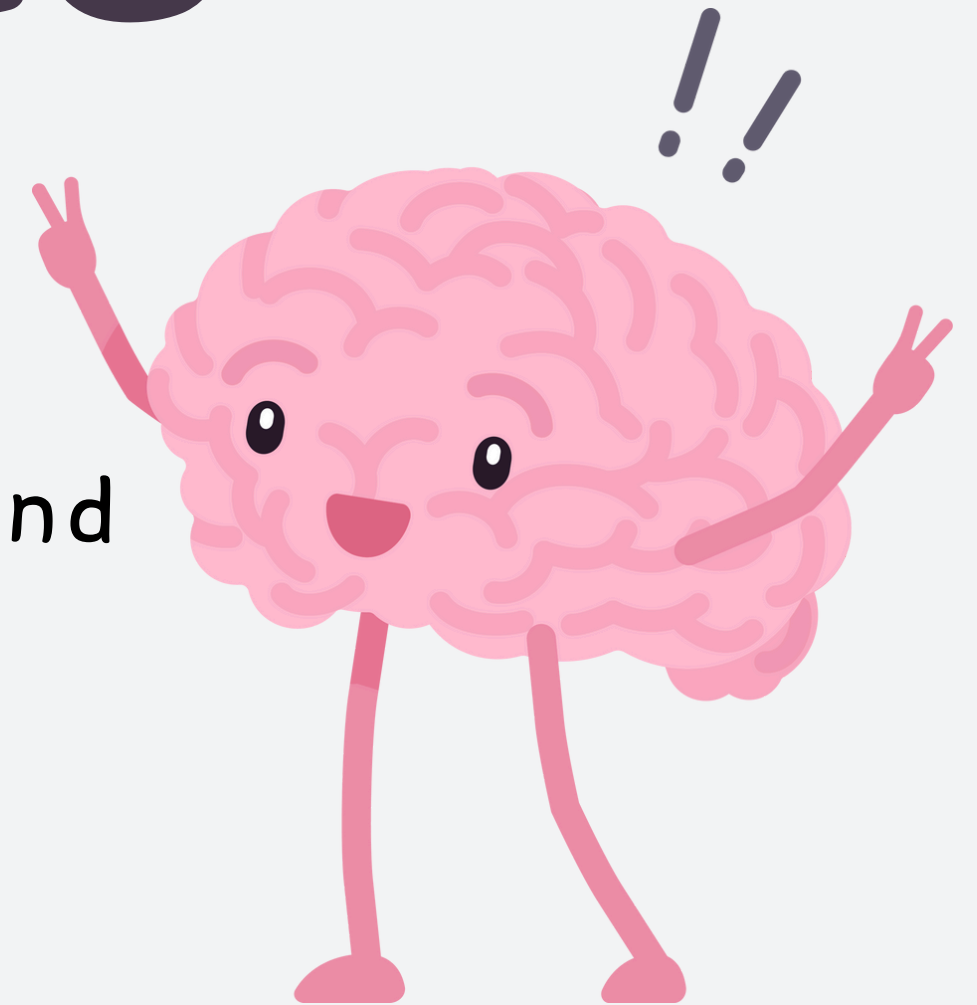
A pink sticky note with a dark pink vertical strip on the left side containing five white circular punch holes. The text is written in a black, monospace-style font.

NAME : YASMINA RAMADAN
UNIVERSITY : HELWAN NATIONAL
COLLAGE : COMPUTER SCIENCE AND
INFORMATION TECHNOLOGY
MAJOR : DATA SCIENCE



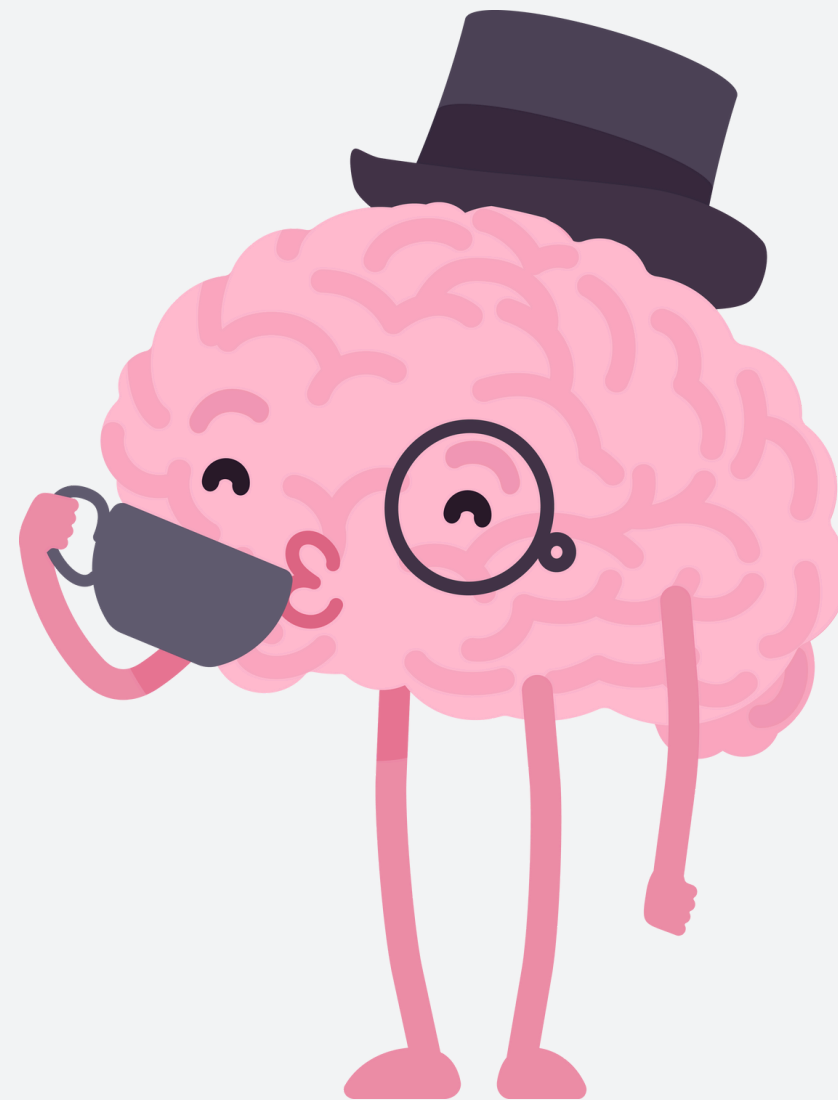
COMMUNICATION SKILLS

Their Importance in Our Daily and
Professional Life



INDEX

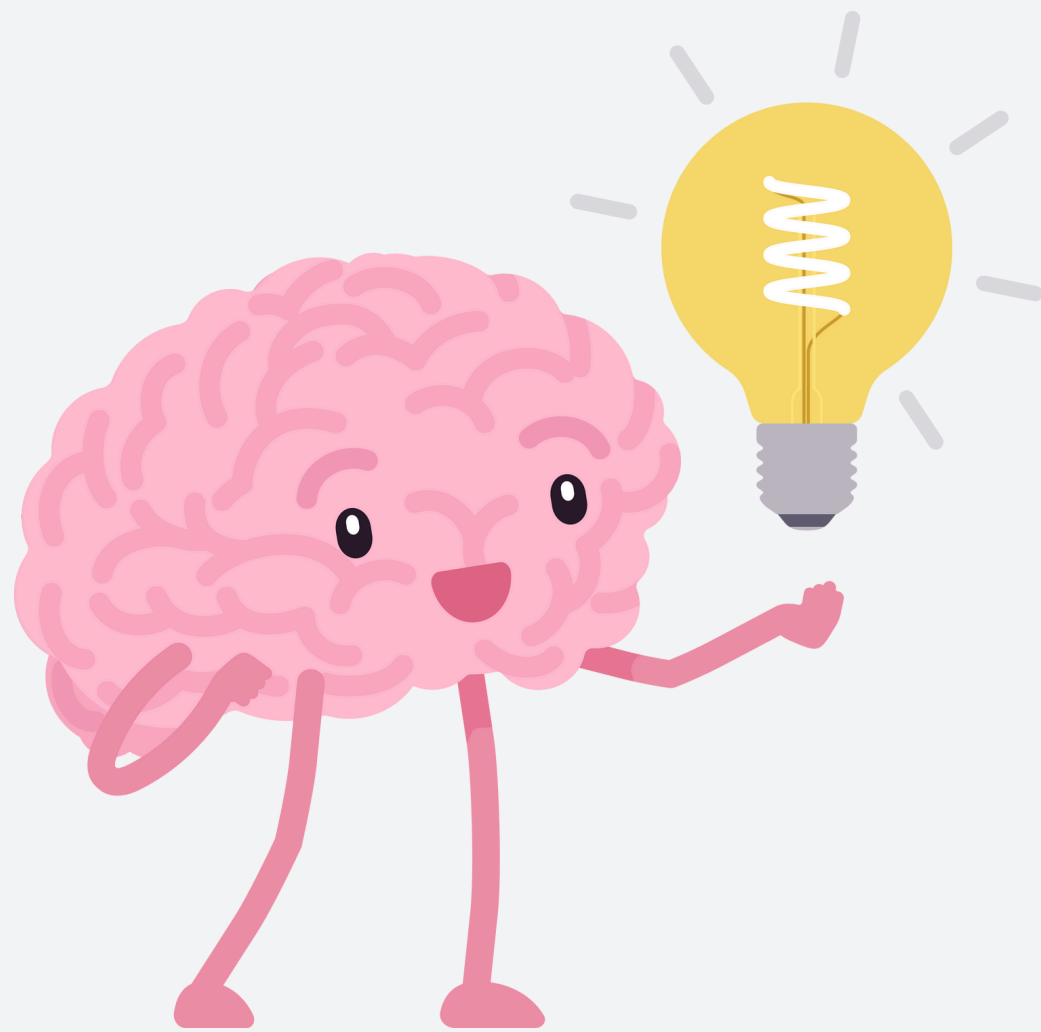
1. Definition
2. types
3. Importance



4. examples
5. Developmet
6. conclusion

DEFINATION

WHAT ARE COMMUNICATION SKILLS



They are the ability of a person to:

- Express their ideas clearly
- Listen well to others
- Understand the messages they receive
- Deliver information correctly

TYPES:

VERBAL COMMUNICATION

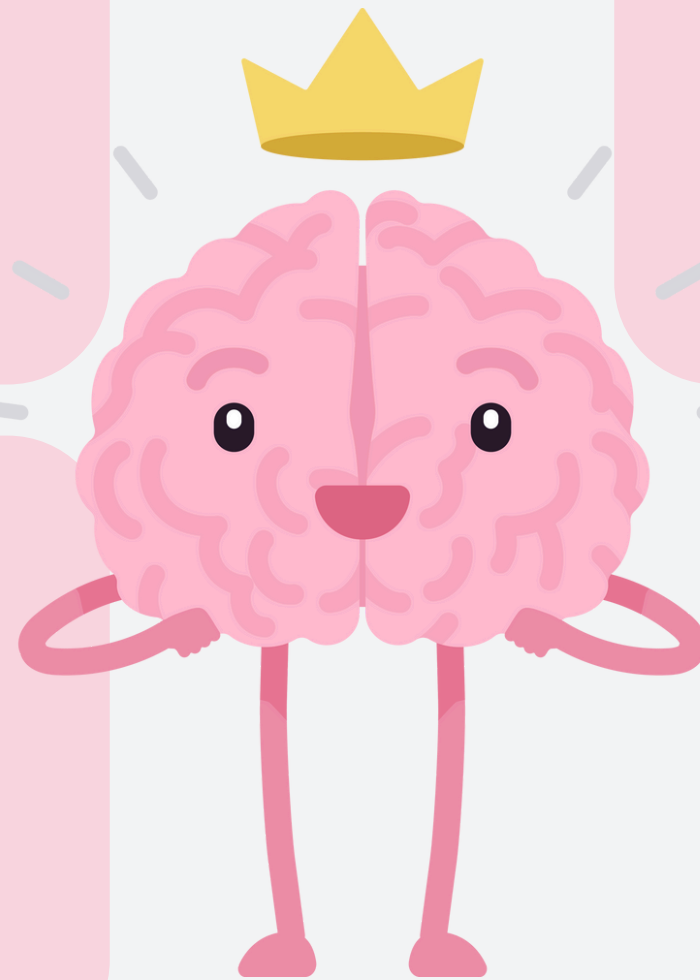
- Direct speaking
- Presentations
- Phone calls

2. NON-VERBAL COMMUNICATION

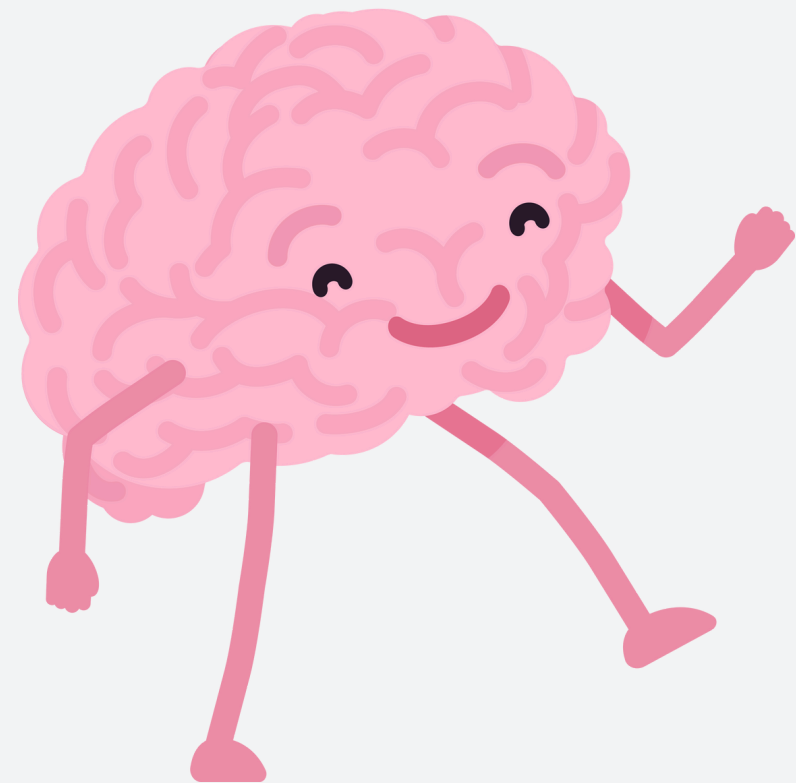
- Body language
- Facial expressions
- Tone of voice
- Eye contact

WRITTEN COMMUNICATION

- Emails
- Messages
- Reports



IMPORTANCE



RELATIONSHIPS

Helps build strong relationships with others

TEAMWORK

Makes working in a team easier and more effective

UNDERSTANDING

Reduces problems and misunderstandings

CONFIDENCE

Builds self-confidence and self-esteem

INTERVIEWS

Very important for personal and job interviews

EXAMPLES

1.

AT UNIVERSITY :

UNDERSTANDING
LECTURES, ASKING
QUESTIONS, GIVING
PRESENTATIONS

2.

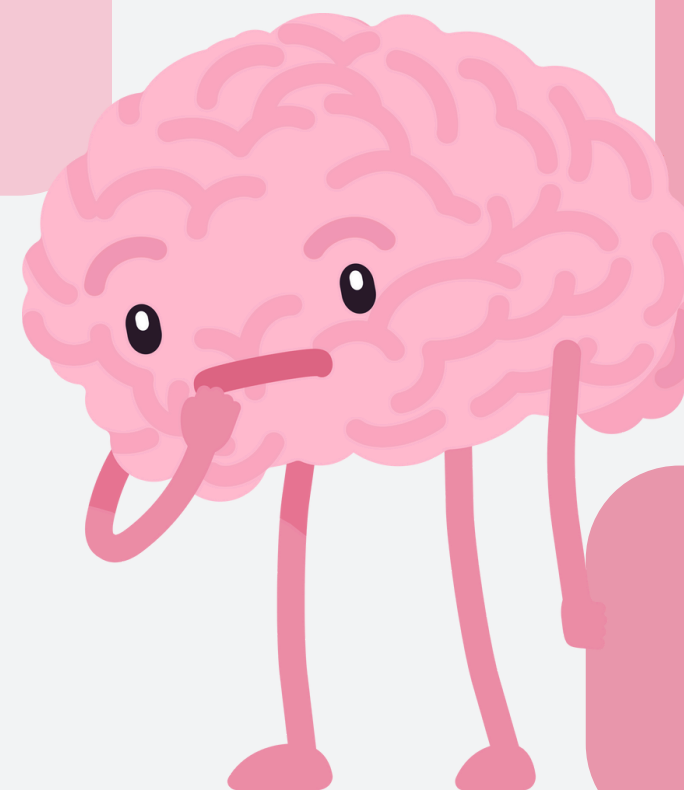
IN TEAMWORK :

SHARING IDEAS,
SOLVING PROBLEMS,
RESOLVING
CONFLICTS

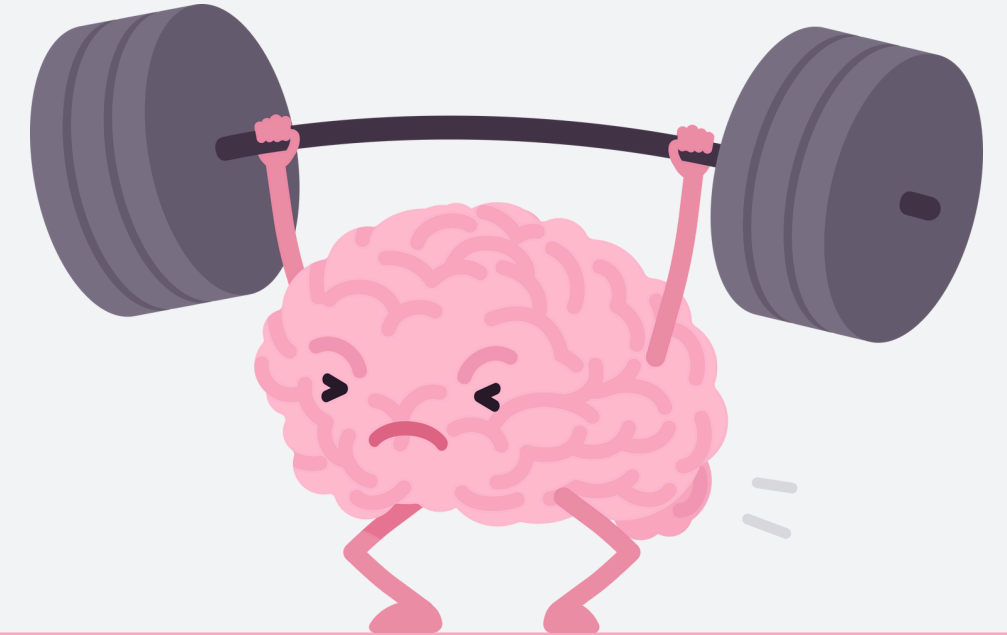
3.

IN DAILY LIFE :

DISCUSSING ISSUES,
SOLVING PROBLEMS,
EXPRESSING FEELINGS



DEVELOPMENT



1. LISTEN
CAREFULLY
BEFORE
SPEAKING

2. SPEAK CLEARLY
AND SIMPLY

3. Maintain eye
contact

4. Control body
language

5. Think before
speaking

CONCLUSIONS

Communication skills are the key to success

in:

Study

Work

Relationships

Good communication builds bridges, while
poor communication destroys relationships.

