

Communication Skill

Art of communication Enrichment has a special role in entrepreneurship. The area of the union has been enlarged. Without matching arrangement the business organisation cannot be managed successfully. A novel must, therefore, know for effective communication, because effective coordination not only makes it possible to achieve professional objectives and successfully implement plans and policies, but also makes it easier to identify and address practical difficulties. Meaning of union The word samarsana is made from the English word derived from the Latin word, which literally means the same word. Communication is the means in which information and ideas are exchanged between two or more persons or between a business undertaking. Communication is the sum of all those thing which one person mind to another person. USES as a bridge to produce comprehension. It involves a systematic and continuous process of saying, listening and understanding.

Definition of summering 1. Following Keith Davis - "synchronizing is the process of giving some information or prices from one person to another." 2. According to the American management association - "coordination is such a conduct. That results in exchanging a meaning." 3. "Mating through words, letters or messages is a traditional exchange of barriers and relationships according to the babblers dictionary." 4. Move e. According to the redfield "messenger" means a wide area of communication through which human data and relationships are exchanged. The last of them. 5. Dell s Barach says, "hoarding is the transfer of information or belief by one person to another." According to the above definitions it can be concluded that the consolidation is a continuous process whereby two or more persons and business organizations have their own. Discussions, ideas, feelings and news are Shared.

Mercury characteristics of compactation We can provide it. The following are the features of the coordination. A. A seven - process syndication is a process that runs out and on, because under business, There is continuous exchange of information between officials, employees, government, customers and other parties. 2. A media communication is not what has been said, but that which has

been understood as the integration process is more dependent on the understanding and interpretation of the receiver of communication. Sending the information by one person to another is not enough, but it is also necessary that the receiver of the information should understand in the same sense as the information in which it has been given. 3. One for their monitoring is the exchange of information between two individuals and groups and hence the samarran dribhaggi. In the compilation process, the receiver of the message understands the feeling of the sender who sends the message. 4. In the modern era of integrated information revolution, correspondence, telephone, as well as modern integration media such as email, video cascade, telephones, etc are used. The medium of adjustment is divided into written, verbal and verbal and non - verbal parts. 5. A managerial job coordination is an important tool for managerial job and other management functions. Co - ordination of employees and officers under a professional structure can be done only through coordination. The cornerstone of all management activities like planning, organisation, direction, control is consolidation.

Objectives of coordination A. The main purpose of transmitting messages is to convey the right information to the right person. In the enterprise, officers send commands, instructions and information to the employees and the Suggestions, complaints are sent by the employees. 2. The objective of co - ordination is to be achieved by different individuals of every business. It is, therefore, necessary that there should be a co - ordination of the functions of these persons who can only be properties by effective integration.

Let a third. The removal of illusions changes from one level to another until the information reaches the level of the person according to himself, thereby causing confusion. Detection of a fault is the primary objective of effective tuning operation. 4. Decision making and its implementation require decision at every step in the spring - business. Number has to be collected to take decision. For this, the consolidation process is supported and communication is adopted to translate decisions into action. 6. The implementation of changes is taking place rapidly in the modern age. The effective coordination of these changes contributes significantly to the success of the business. Worms and oodonals. "The purpose of

communication in the undertaking is to apply the changes" he said in his wider stages. 6. Entrepreneurial skills help entrepreneurs to understand the nature of work. Through communication, he would run through all the cars of the enterprise efficiently. And increases thermodynamic efficiency. 7. The main objective of the order, direction and guidance coordination is to command, how to act, direct how to act, and to give advice on the staff from time to time. M four. Creation of behavior is an exchange of feelings and ideas between two groups. This led to middle treatment between officers and classes

Types of mail mail The process of transmuting ideas, messages and feelings from one department to another, from one group to another, from one person to another. A variety of scholars have highlighted the types of compilation procedure, which are the prefaces. 1. Verbal communication in which the transmission of information is through words is called verbal communication. This is done in both verbal and written form. (iii) oral cohesion refers to a method of communication in which the expression of thoughts, information and emotions is spoken in a verbal manner. It can also lead to verbal collaboration through discussion to face to face, telephone talks, radio talks, interviews, conferences, meetings, etc. (b) written summary means a method of integration in which the transmission of ideas and information is in written form. Written coordination can have many channels like letters, memos, periodicals etc. Reports, reports, fax, e - mail etc. are main 2. There are some communications which are neither written nor spoken, in which words or languages are not pounded. In fact, these are gestures or symbols. This was the same technique which is current in ancient times, before the rise of language. It involves the transmission of information through the gateways without having to speak. (v) picture signals or pictures are used to send messages in the language of matter. Like a red light, red, green, yellow, signal on a technical intersection; Red colour, burning outside the operation theatre, etc., are examples of mass code language.

(b) audio signal language is the medium of attribution of audio signal language. Audiocriinstruments are used to send messages which include density, siren, bugle etc. They are pimples. In ancient times messages were delivered with holes and carts. Initiation and completion of exams in schools To this day hours

are used. hours are also used. (c) Somatic language, in the body language, messages is transmitted through physical gestures, gestures, etc. A sign of silence with index finger on lips, on one's back Move with hands to console, nod to shake neck. nod to or dissent, of the umpire in cricket A person showing emotions by lifting a finger etc. The language Passover language is called kanva tap him in English. Para means equal and language means language. Under it, similar language is used to send a communication message, but the inflexibility of words and pronunciation shows a special meaning.

There are From the 'essentials' that would have been' essential inimportant 'the use of the sender leading to the use of d through a' clavian ho - da 'to the essential sign of an effective synthesis containing the missing dots in the essential index of an effective congress. Short address - for effective communication the message should be cached and messages should not include unnecessary words. The cost of a highly dispersed message is also Shared by the two recipients of the dropped message and the delivery of the message. Of impressive synthesis that the message and transmission should be clear. The unmeaningful message should be meaningful, the narrator should note that the recipient should take the same meaning in which the message should be interpreted. Has been. Completeness -- the next action of the message depends on the completion of the message. The message was sent in full form. At the same time, when, which, tell me, should also be mentioned. For the effectiveness of this message, it is necessary to use the proper language. In the context of the synthesis, poise is necessary between the two Padas. A conceptual communication can be effective only if it conforms to the basic subject itself. and Let us go. Continuous communication is a continuous process. Business without communication neighborliness .