



پوهنتون کاردان
KARDAN UNIVERSITY

ENGLISH COURSE COMPOSITION

SESSION 7: COMMUNICATION SKILL



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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ، وَ عَلَى اللَّهِ وَصَلَّى أَلْحَمُنَا، أَمَّا بَعْدُ:



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Recap of Session 6: Paragraph

What kinds of paragraphs do you know?



Outcome of the Session



Students should communicate according to the need of the situation.



What is Communication Skill

- The root of the word “communication” in Latin is *communicare*, which means to share, or to make common (Weekley, 1967). Communication is defined as the process of understanding and sharing meaning (Pearson & Nelson, 2000).
- Communication skills is the ability used to share and understand information, ideas, thoughts, and feelings.
- Effective communication means expressing a message clearly and understanding the other person.
- Communication involves both sending and receiving messages.



Why is Communication Skill Important



- Build positive relationships
- Improve teaching and learning
- Reduce misunderstandings and conflict
- Support teamwork and leadership
- Increase confidence



The Communication Process

- 1. Sender – creates the message
- 2. Message – the information or idea
- 3. Receiver – receives and interprets the message
- 4. Feedback – the receiver responds



Verbal Communication

- Communication through spoken language.
- Use clear and appropriate vocabulary.
- Speak at an understandable speed and volume.
- Organize ideas logically.



Auditory communication

- Listen carefully.
- Pay attention to the speaker's main ideas and details.
- Ask questions when something is unclear.
- Use appropriate eye contact and feedback.



Non-Verbal Communication

- Facial expressions
- Eye contact
- Body language
- Tone, stress, and pauses in speech



Written Communication

- Used in emails, reports, assignments, messages, and academic writing.
- Be clear, concise, accurate, and well organized.
- Choose language appropriate for the audience.
- Check grammar, spelling, punctuation, and formatting.



Interpersonal Communication & Feedback

- Show respect for different opinions and perspectives.
- Use empathy: try to understand the other person's viewpoint.
- Give specific, constructive feedback.
- Receive feedback without becoming defensive.
- Example: “Your main idea is clear; adding an example would make it stronger.”



Barriers to Effective Communication

- Language difficulties
- Poor listening
- Unclear or incomplete messages
- Cultural differences
- Noise and distractions
- Emotional reactions
- Misunderstandings



Assignment & References

WHAT ARE THE KINDS OF COMMUNICATION?

- McLean, S. (2016). *Business communication for success* (2nd ed.). FlatWorld.





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Q & A