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<b>Unit</b>	<b>III</b>
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# Introduction



## Overview of Communication Skills:

- Communication is how we share our ideas with others.
- Good communication helps us in daily life, school, and work.



# Importance of Body Language in Communication



## **What is Body Language?**

Non-verbal communication through gestures, facial expressions, posture, etc.

## **Why is it Important?**

Shows how we feel.

Helps us express our thoughts without speaking

# Examples of Good Body Language :



## **Posture:**

- ✦ Standing tall and straight.

## **Facial Expressions:**

- ✦ Smiling when happy.

## **Gestures:**

- ✦ Nodding to show understanding.

# How to Use Positive Body Language



## **Eye Contact:**

Looking at the person when talking to show you're listening.

## **Smile and Nod:**

Shows kindness and agreement.

## **Open Posture:**

Avoid crossing arms; this shows openness.

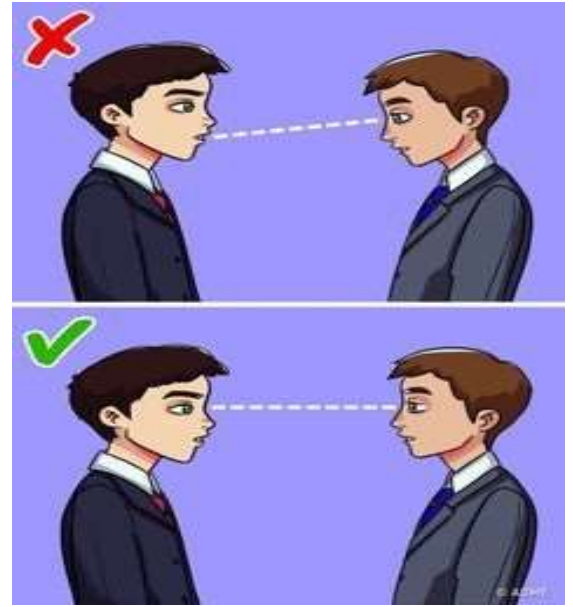
## **Personal Space:**

Respecting others' personal space while talking.











# The Art of Listening



## What is Listening?

Hearing and understanding what the other person is saying.

## Why is Listening Important?

Shows respect and helps us learn from others.



# How to Be a Good Listener



- Look at the speaker.
- Don't interrupt.
- Ask questions if you don't understand.
- Show you are listening by nodding or saying "I see"

# Art of Speaking



## **What is Speaking?**

Expressing your thoughts clearly with words.

## **Why is Speaking Important?**

Helps us share ideas and connect with others.

## **Tips for Clear Speaking:**

Speak slowly and clearly.

Use simple words.

Make sure the listener understands.



# Art of Writing

## What is Writing?

Expressing thoughts through written words.

## Why is Writing Important?

Helps you communicate when you can't speak.

Writing is needed for schoolwork, jobs, and daily tasks.

## Tips for Writing Clearly:

Write short sentences.

Use correct spelling and punctuation.

Stay on topic.



# The Art of Writing E-mails



## How to Write an E-mail:

- **Subject Line:** Be clear about the message.
- **Greeting:** Start with "Hello" or "Dear" followed by the person's name.
- **Body:** Keep it short and to the point.
- **Closing:** Use "Best regards" or "Sincerely," then your name.

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# E-mail Etiquette



## **Do's and Don'ts of E-mail Etiquette:**

### **Do's:**

Use polite words.

Write clearly and check for mistakes.

Respond promptly.

### **Don'ts:**

Don't use all capital letters (it can seem like shouting).

Don't send an e-mail without checking spelling.

Avoid informal language in professional e-mails.

# Practice Activity – E-mail Writing



## **Task:**

- Write a short e-mail to a teacher or friend introducing yourself.
- Use the tips from the presentation (clear subject, greeting, body, and closing).

# Presentation, Debate, and Group Discussion



## **Presentation:**

- Sharing ideas with others.
- **Tips:** Speak clearly, make eye contact, and stay confident.

## **Debate:**

- Discussing two sides of an issue.
- **Tip:** Listen carefully to the other side, and explain your thoughts.

## **Group Discussion:**

- Talking with others to share ideas.
- **Tip:** Respect others' opinions, speak one at a time, and ask questions.

# How to Prepare for Interviews



## **What is an Interview?**

A conversation where you answer questions to get a job or opportunity.

## **Tips for a Successful Interview:**

Dress neatly and be on time.

Smile and make eye contact.

Speak clearly and listen carefully to questions.

THANK YOU

