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B. Com Sem II

* Types of Communication :-

① Verbal Communication -

Communication that uses words, language and sounds to convey meaning.

Ex- face to face conversation, phone calls, meetings.

② Non-verbal Communication -

Communication that uses non-linguistic cues, such as body language, facial ~~express~~ expressions, and tone of voice.

Ex- Body language, facial expressions, Tone of voice.

③ Written Communication -

Communication that uses written words, symbols, and images to convey meaning.

Ex- E-mails, letters, Reports, Text messages.

④ Visual Communication -

Communication that uses images, videos and graphics to convey meaning.

Ex- Videos, Images, charts, Graphs.

⑤ Formal Communication -

Communication that follows official channels and protocols. Ex :- official memos, formal meetings.

⑥ Informal Communication -

Communication that occurs outside of official channels, often used in personal or social settings. Ex- Text messages, social media chats.