IIT ROORKEE

NPTEL ONLINE CERTIFICATION COURSE

LECTURE-8

What is technical communication

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Technical communication

- Technical communication is about technical or specialized topics such as computer applications, and medical procedures etc.
- Technical communication make information more useable and accessible.
- They advance the goals of the companies or organizations that employ them.
- It aims to transmit important information as effectively and efficiently as possible.

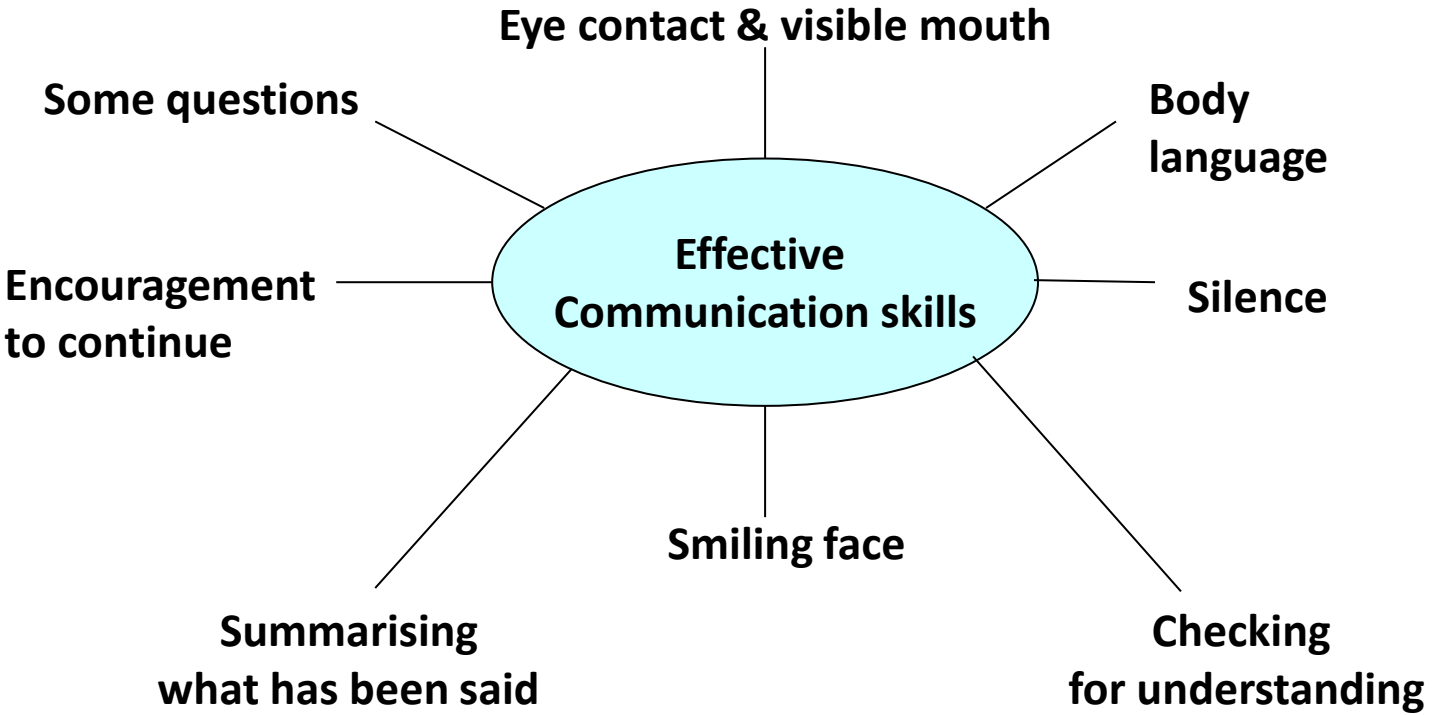
Skills Needed to Equip you for the Future include

- **Communication skills-** is a skill you will use throughout your life.
- **Effective Listening-** A spoken message is worthless unless someone hears it and listens to it.
- **Barriers to Good Listening**-The habits of ignoring sounds, forgetting the message and Misunderstanding the message.
- **Tips for Active Listening-** Pay attention, be interested, be patient, Keep the speaker in mind.

Tips to develop speaking skills

- **Tips to Develop Speaking Skills**- Keep the listener in mind, Keep messages short and simple, and Respect the listener.
- **Understanding Communication**- Communication is a 2-way process which involves listening to other message, asserting or expressing.

Effective Communication Skills



Barriers to Effective Communication

