

GUEST LECTURE

on

Communication Skills

by

**Dr.D. Lara Dameris Chella Jyothi, Asst.Professor, Bharathi Dasan University,
Chennai**

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About the Programme:

Dr. D. Lara, the resource person said that Communication skills are essential for enjoying better interpersonal relationships with friends and family as well as to convey and receive messages via phone, email and social media. She asserted that they help one get hired, land promotions and be successful in career.

She also suggested some tips to make one's communication more effective: Practice speaking to someone to build confidence, using simple English, and new words and phrases in new situations in normal pace. She advised to be confident and polite while speaking and use "please" and "thank you" to ask someone do something. She concluded by saying that thoughts must be organized before speaking. She asked them to make sure to rehearse before demonstrating.

***Communication is the solvent of all problems and is the foundation for
personal development.***

-Peter Shepherd