

## Methods of Communication

It's the process of exchanging information, ideas, thoughts.

### Types:

#### 1. Verbal Communication

Communication using words.

##### (a) Oral Communication

Speaking directly

Examples

Face-to-face - Conversation

Phone calls

Meetings

##### (b) Written Communication

Communication using written words.

Examples:

Letters

Emails

Messages

Notices

## 2. Non-verbal Communication

Communication without words

Types:

Facial expressions

Gestures

Body language

Eye contact

Posture

Example: Smile (shows happiness)

## 3. Visual Communication

Communication using visuals/images

Examples:

Charts

Graphs

Diagrams

Signs

used to make information easy to understand.