

COMMUNICATION SKILLS

Presented by:

Presented to:

OUTLINE

- **Reflection on 1st year**
 - Business communication skills
 - Successes
 - Challenges

- **Recommendations**
 - For university
 - For Future students
 - Conclusion


REFLECTION OF 1ST YEAR OF STUDY

BUSINESS COMMUNICATION SKILLS

- Business communication skills evoke qualities that assist students with passing on data to the working environment.
- Incorporate essential types of communication:
 - active listening
 - negotiation
 - systems administration skills.
- Supporting group joint effort, giving and getting clear feedback and empowering imagination.
- Interface with others, start exercises and accomplish results.

SUCCESS

- Skills will help me in future: overcoming the learning courses and professional ventures.

Successfully taught the following: 

Cooperation skill	Active listening
Written communication	Delegation skills
Presentation skills	Feedback and input
Public speaking skills	Thinking abilities
Nonverbal communication	

CHALLENGES

- Returning to study after a long break
- Balancing work, study and family responsibilities
- Developing academic style
- Becoming familiar with IT, apps and online activities
- English language issues
- Time management

RECOMMENDATIONS



FOR UNIVERSITY

MAIN RECOMMENDATION :

“Provide extra learning opportunities”

FOR UNIVERSITY

- **Offer extra English classes:**
- Make these available online and on campus
- Offer classes at different times so all students can attend
- Offer cooperative learning
- Suggest different themes for extra classes (e.g. negotiating, conflict resolution, non verbal communication etc.)
- Enhance students support services
- Feedback from the students must be taken and applied

FOR FUTURE STUDENTS

- MAIN RECOMMENDATION :
 - “Time Management”



FOR FUTURE STUDENTS

- Manage time effectively; set up a timeline for getting work completed in each courses. Set aside adequate time for homework, study, sleep, relationships, and work (Nasrullah et al.,2015).
- Break the task in small activities
- Create a schedule
- Do one thing at a time
- Don't get overwhelmed

FOR FUTURE STUDENTS

- Take breaks and use them efficiently
- Identify time wasters and Set Goals
- Establish routines
- Reward yourself
- The big module can be overwhelming if work gets piled up so prepare a timeline and work according to that so that One can learn effectively (Wolters and Brady.,2021).

	Urgent	Not urgent
Important	<p>I</p> <p>Looming assignment deadlines Crises Cramming for exams Emergencies Last minute preparations</p>	<p>II</p> <p>Reading lecture notes Personal development Planned study Exercise and health Planning your time/setting goals</p>
Not important	<p>III</p> <p>Some emails and phone calls Many interruptions Some popular activities Some meetings</p>	<p>IV</p> <p>Trivia Some phone calls Excessive TV or surfing the net Time wasters</p>

Time management recommendation for students (Kell,nd)

CONCLUSION

- The communication module of the university is very effective
- It can help the students in learning some effective skills that will help them in future ventures but there are some points that need to be looked upon and fixed.
- The future students are also advised to be enthusiastic about learning
- Time Is the Most Valuable and Scarcest Resource, so use it wisely

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QUESTION & ANSWER SESSION

THANKYOU...!