

NITYA
PUBLICATIONS

CRUCIAL COMMUNICATION

Improving Conversations at Workplace



Dr. Divya Panjwani | Dr. Fatima Sahrish |
Dr. Nazia Akhlaq

EDITORS

**Crucial Communication:
Improving Conversations at
Workplace**

Editors

Dr. Divya Panjwani

Dr. Fatima Sahrish

Dr. Nazia Akhlaq

Nitya Publications

Dr. Smita Srivastava

First Edition 2023

All rights reserved

The characters and events portrayed in this book are fictitious. Any similarity to real persons, living or dead is coincidental and not intended by the author.

No part of this book may be reproduced, or stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without express written permission of the publisher.

Editor © : Dr. Divya R. Panjwani, Dr. Fatima Sahrish, Dr. Nazia Akhlaq

ISBN : 978-93-5857-554-5

Price : Rs. 300.00

Published & Printed by:

Nitya Publications, Bhopal MP India

Web: www.nityapublications.com

Email: info@nityapublications.com

Mob: 9009291840

ISBN : 978-93-5857-554-5

INDEX

Chapter 1.....	01
Stress Management and Self-Care	
<i>Nuzhat Bashir, Wani Naseer and Prof. Mohammed Haris Siddiqui</i>	
Chapter 2.....	09
Mitigating Communication Obstacles Presented by Non-Verbal Factors	
<i>Prof. Zeba Aqil and Dr. Anas Jameel</i>	
Chapter 3.....	17
Communication Skills and Digital Literacy	
<i>Rashmi Mishra</i>	
Chapter 4.....	27
Economic Equilibrium in Team Dynamics: Balancing Communication for Optimal Productivity	
<i>Atul Krishna Ghadge</i>	
Chapter 5.....	34
Corporate Communication	
<i>Henna Punjabi</i>	
Chapter 6.....	44
Trestle Across Borders: Mastering Cross-Cultural Communication	
<i>Dr. Mirza Aqeel Abbas and Dr. Rupali Mirza</i>	
Chapter 7.....	51
Training for Inclusive Communication: Investing in Human Rights Education	
<i>Dr. Anas Jameel and Prof. Zeba Aqil</i>	

Chapter 8.....	59
Government Communication and Use of AI: An Effective Strategy to Improve Public Governance	
<i>Dr. Abdul Tayyab Khan and Dr. Shujauddin Khan</i>	
Chapter 9.....	67
Silence as an Effective Tool of Communication at Workplace	
<i>Dr. Azkiya Waris and Dr. Divya R. Panjwani</i>	
Chapter 10.....	75
Adaptability, A Precursor of Life- Long Learning	
<i>Dr. Geetika Nidhi</i>	
Chapter 11.....	80
Communication for Effective and Efficient Learning	
<i>Bibha Srivastava and Dr. Smita Srivastava</i>	
Chapter 12.....	85
Exploring the Dynamics of Communication in Society: A Sociological Study	
<i>Dr. Vandana Mishra</i>	
Chapter 13.....	96
Exploring the Role of Verbal and Non-Verbal Communication during Science Teaching	
<i>Huma Naz</i>	
Chapter 14.....	104
Effective Public Speaking	
<i>Dr. Mohd Reyaz Ur Rahim</i>	

Chapter 11

Communication for Effective and Efficient Learning

Bibha Srivastava

Research Scholar, Department of Education,
Integral University, Lucknow, Uttar Pradesh

Dr. Smita Srivastava

Associate Professor, Department of Education,
Integral University, Lucknow, Uttar Pradesh

EFFECTIVE LEARNING

Effective learning with reference to communication involves acquiring and applying skills, knowledge, and strategies that enhance one's ability to communicate efficiently and meaningfully. Communication is a multifaceted process that includes verbal and non-verbal elements, active listening, and adaptability in various contexts. Effective learning in communication involves a combination of active listening, feedback incorporation, empathy development, adaptability, cultural sensitivity, conflict resolution skills, continuous learning, technology integration, and self-awareness.

EFFICIENT LEARNING

Effective communication is crucial in various aspects of life, including personal relationships, professional settings, and academic pursuits. There are many strategies for efficient learning in communication. Efficient learning is an ongoing process, and it is essential to adapt and refine your communication skills over time. By incorporating following strategies, you can enhance your ability to communicate effectively in various personal and professional situations.

- (1) **Utilize technology:** Leverage tools and platforms that can enhance your communication skills. This could include video conferencing, virtual communication platforms, or even communication-focused apps designed for practice and improvement.
- (2) **Mindful communication:** Be mindful of your words, tone, and nonverbal cues. Ensure that your communication is respectful, clear, and aligns with your intended message.