

Communication & Self Management Skills (Class 10) Cheat Sheet by oreosarenotoverrated via cheatography.com/151449/cs/33062/

Types of communication		
Verbal Commun-	Non Verbal	
ication	Communication	
Spoken Language	Laughing, Crying	
Written Language/	Body Language/	
Sign Language	Gestures	

Shannon and Weaver model of Communication
Sender
Encoder
Channel
Noise
Decoder
Reciever
Feedback

Types of feedback include 1. Positve feedback

2. Negative feedback 3. Constructive feedback

Stress

Stress can refer to any 'physicak, mental or emotional' strain or tension Stress can also be defined as a mental state wherein an individual may feel overwhelmed with a situation. Some symptoms may be common to some people while some might be different person to person.

Stress Management Techniques Physical Exercise

Nature Walks

Vacation with family or friends

Meditation

Yoga

Non Verbal Communication		
Advantages	Disadv-	
	antages	
Supports main message	Continuity	
Visual Appeal	Culture	
Faster Communication	Distracting	
Substitutes Verbal Communication	Non specif- icity	

Barriers to effective communication
Language
Culture
Physical
Lack of Attention
Jargon/Slangs
Psychological

Importance of Stress Management	
Improves mood	
Checks distractions	
Helps in increasing life span	
Boosts immune system	

Benefits of working independently

Ensures better and faster learning

One feels more responsible and empowered

Accountability

Fosters creativity and satisfaction

The Four Self Awareness Archetypes

	Low external self	High external self
	awareness	awareness
High	Intros-	Aware
internal self	pectors	
awareness		
Low internal self	Seekers	Pleasers
awareness		

Facts
Body Language is also known as kinaesthetics or kinesics
65% of communication happens through
non-verbal methods

7 C's of Effective Communication	
Completeness	
Conciseness	
Clarity	
Consideration	
Concreteness	
Courtesy	
Correctness	

Stress Symptoms	
Physical	Mental
Breathlessness	Anxiety
Sweaty Palms	Boredom
Fatigue	Irritation
Nausea	Mood Swings

Enhancing ability to work independently

Self Awareness Self Regulation Self Motivation

Types of Self Awareness	
Strength	Weakness
Emotional Triggers	Problems



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Page 1 of 1.

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