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using words this can be done both orally through spoken language and in writing via written texts verbal communication is a crucial aspect of human interaction allowing us to express our thoughts feelings and ideas in a clear and meaningful way if you think verbal communication is just the ability to speak with others then you re partially right but missing out on quite a bit having effective communication skills means being able to get your point across effectively in some situations being able to do it in a likable way is also important updated 26 march 2023 verbal communication skills refer to how we convey information to someone else in most work environments these skills are extremely important for communicating ideas and maintaining positive relationships within the office verbal communication is the transfer of information during any interaction using signs in the form of language communication effective communication is the process of exchanging ideas thoughts opinions knowledge and data so that the message is received and understood with clarity and purpose when we communicate effectively both the sender and receiver feel satisfied updated 1 september 2023 when you use spoken words to transmit information to another person you re engaging in verbal communication developing good communication skills may guarantee that you re communicating effectively with others and following basic workplace etiquette

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