Communication Skills

What are Communication Skills?
- Speak clearly and confidently
- Communicate with sensitivity
- Resolve differences of opinion
- Appreciate people with different languages and cultures
- Express things clearly in writing
- Create and deliver effective presentations
- Edit and/or create digital media
- Present ideas or proposals to technical and non-technical audiences
- Influence and convince others
- Negotiate effectively, reaching acceptable agreement
- Market and sell an idea, service, or product

How can I develop my communication skills?
- Mentoring
- Become a Course Rep
- Fundraising for a charity

How might I have developed this skill during my studies at University of Leicester?
- Seminar group discussions
- Presentations
- Role play arguing from different perspectives
- Justifying a research project
- Assignments focused on different audiences e.g. business proposal, technical report, medical writing, standard evidenced based assignment
- Group working

Example:

How might you demonstrate Communication Skills in your CV? You can use the list above where appropriate but remember to evidence how you gained or developed the skills. For example:

- I have developed my strong communication skills when giving campus tours as an ambassador on open days. I have had to adapt my communication style to suit my audience, for example when speaking to prospective students and parents.