

Necessity and the essentials of Communication Skill

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Communication is the primary goal of human existence. It does more than enable us to survive. Communication is the most significant and social activity. The basic idea behind communication is to share information. Whatever information one has, it is to be shared through various means among different persons or agencies. Communication is the ability of one person to make contact with and to make himself or herself properly and correctly understood. Shortly we can define "Any transmission of message which can be sent and understood by receiver of message logically, properly and correctly both in letter and spirit may be termed communication". Communication is an expression of feelings, thoughts, ideas, emotions, action, reaction, dreams, views, opinions, judgements, beliefs, values and attitudes. Relationship with others is so vital. A variety of evidences suggest that many people aren't very successful at managing their interpersonal relationships. Americans believe that communication problem "very frequently" cause a marriage. or relationship to end more than money, relatives or in-laws, sex, previous relationships or children. There is a strong link between effective interpersonal communication and happiness. Besides satisfying social needs and shaping our identity. It is the most widely used approach to satisfying goals and ambition.

Career success is the prime example it is the skills- the ability to speak and listen effectively, are the top factors helping college graduates find jobs in an increasingly competitive workplace, ranking higher than technical competence, work experience and specific degree earned. Good communication on the job is an important Communication is the desire to develop our potential to the maximum, to become the best in all respects. The most important ingredients of effective communication for positive result oriented performances are body language of the communicator, eye contact with others, (Audience) clear audible and pleasant voice, expression, smile, pause and other impressing personality traits.

1. Aim/purpose of communication : Broadly speaking, the basic aim of communication is to get behavioral positive response from the receiver of message of communication. Communication is transfer of information, of message understanding and meaning from one person to another. To win understanding, approval and support of receiver is the utility of communication.
2. Clarity : Clarity in the mind of communicator is essential. He must buildup the mind with the purpose of communicating the message and the nature and details of messages to be sent and selection of proper medium, these three things coordinated properly will lead of effective communication. Clarity in expression is also important. One has to select simple popular and familiar words to avoid confusion.
3. More communication is not always better : Where as not communicating enough can cause problems, there are also situations when too much communication is a mistake. Sometimes excessive communication is simply unproductive as when two people "Talk a problem to death" going over the same ground again and again without making progress. More and more negative communication merely leads to more negative results.
4. Accept ideal way to communicate: Our own experience shows that a variety of communication styles can be effective. Mention all the facts and ideas, it should be cleared and not a problem creating. When your explanation is complete and you've answered all your partner's questions, listen to your partner's reaction and make any corrections that are necessary to reflect an accurate understanding of the comments. Your partner indicates that you've understood it clearly. Remember your goal will also shape, the approach you take.
5. Two way communication: This type of communication brings two minds together which is the basic core of communication .It also stimulates the continuous exchange of ideas between sender and receiver. Sometimes knowingly or unknowingly we utilize hurt feelings words, and wish that we could backup in time, erasing words acts and replacing them with better alternatives. Unfortunately such reversal is impossible, Sometimes further explanation can clear up another's confusion but other times no amount of explanation can erase the impression you've created. We must be very polite at

all levels even though we disagree. There should no angry reactions or improper harmful expressions in communication. Uses of pleasant and positive words are always appreciated.

6. Communication is unrepeatable : Communication is an ongoing process it is not suited in the frame of good manners to repeat the same event. Today we are all busy to include only relevant details which are necessary. The receiver should not feel that it was a waste of time to read or listen unnecessary and repeated details-use of small pointed words, proper arrangement of message and your action and expression shouldn't infer from the message that you intend to convey.

Now I can summarize the process of communication that we have been developing. Communication is transactional process involving participants who occupy different but overlapping environments and create relationship through the exchange of message. "The ability to express oneself is perhaps the most important of all the skills a person can possess"

- Peter Drucker

Whatever positions one enjoys in his or her life in the ultimate analysis one's performance will be to a considerable extent is judged by his or her ability to communicate. Researchers and Theorists have identified a whole range of social needs that we satisfy by communicating. These include pleasure, affection, companionship escape, relaxation and control. Communication is a way of life to lead quality life and to achieve the ultimate goal of life.

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Use Of English For Effective Communication

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Introduction

Communication is the primary goal of human existence. It does more than enable us to survive. Communication is the most significant and social activity. The basic idea behind communication is to share information. Whatever information one has, it is to be shared through various means among different persons or agencies communication is essentially the ability of one person to make contact with and to make him or herself properly and correctly understood. Shortly we can define "Any transmission of message which can be sent and understood by receiver of message logically, properly an correctly both in letter and spirit may be turned communication ". Communication is an expression of feelings, thoughts, ideas, emotions, action, reaction, dreams, views, opinions, judgments, beliefs values and attitudes. Relationship with others is so vital. A variety of evidence suggests that many people aren't very successful at managing their interpersonal relationships. Americans believe that communication problem "very frequently" cause a marriage or relationship to end more than money, relatives or in-laws sex, previous relationships or children. There is a strong link between effective inter personal communication and happiness. Besides satisfying social

needs and shaping our identity. It is the most widely used approach to satisfying goals and ambition.

The Collins Cobuild Essential English Dictionary 1988 defines language as 'A system of Communication which consists of set of sounds and written symbols. Which are used by the people of particular country for talking and writing?'

When we are going to study as the use of English for effective Communications we should not neglect the significance of English language. It is well understood agree and accepted each in every person in the world. There are no. of examples like Swami Vivekananda presented India and Its spiritualism to the world in English. Sri Arvindo projected Indians spirituality in English many other leaders' thinkers, philosophers expressed their views to the world in English. The recent concept of communicative language teaching has brought a revolution of thoughts and ideas it has in fact become a challenging task for linguists to understand in the right perspective. English is being taught in the Country to being a teaching of English at present at all levels is either limited to structure grammar or translation or other traditional methods. It might just as well be argued that what is actually taught by the existing teaching approaches is the ability to compose correct sentences. The difficult is that the ability to compose sentences is not only ability we need to develop in the learners.

Today English is no more limited to fashionable elite or the Govt. officials. It has become a part and parcel of the middle and lower middle class for them a big scale English has assumed a pre requisite of good and remunerative employment.

Effective communication with teaching of literature.

Proficiency in speech adds zest, insight and a heightened sense of appreciation to the study of literature. Poetry invites oral interpretation and tasks on new color and life when read aloud. The teacher chooses to introduce the study of poetry by means of choral speaking.

The teacher's first role is to facilitate the communication process between all participants in the classroom and between these participants and the various activities and texts. His second role is to act as independent participants within the learning teaching group. He tries to establish situations likely to promote effective communication. During the activities he acts as an advisor, answering student's questions and monitoring their performances the teacher often withholds structural correction and postpones it until after activity. The most important role of teacher is to set up the conditions for effective communication take place.

Communication in English as a global language.

English has become an international commodity like Oil and the microchip! Without petrol [i.e. gas] and computers, the world will come to a halt. The English language has made the world a 'global village' by giving it a global language for communication Salman Rushdie the renowned novelist says that 'The English language ceased to be the sole possession of the English some time ago and it grows from many roots' No one community can claim sole ownership over the English

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language. Which has gone genuinely global. Its use is not restricted to one country or continent; it is used in all the five continents of the world. All the estimates and arguments show that English has become a necessary tool for mobility and social and economic success in the present day world. As Marina Todorova says 'The language of capitalism at the turn of the twenty first century is English'.

Use of English for effective communication In Corporate world.

This is an age of specialization. Unless the specialists know how to communicate effectively through English their vast knowledge of limited field remains unused. In an organization the engineer's accountants, storekeepers and scientists must be able to communicate English with each other and their superiors. This is the age of big business. Many business houses are so large that they may be termed as 'empires'. They contain several branch offices within country and international levels. To monitor such empire effective communication in English plays important role. Regional languages have limitations. With use of English not only should the managements of such organization be able to communicate effectively with all the units. But should also be able to do so speedily.

Thoughts to develop effective communication with use of English.

If we verified there are two sections English speaking and non English speaking people. English speaking people belong to urban area and remaining from rural area. Mostly the problem of rural area is no suitable atmosphere for telling and learning in English. Lack of speaking background. Lack of interest of students and parents regarding English language dominance of regional language over English language. Urban people get more and more opportunities in central government, well as other class one services of State Government as compare to rural people. Urban people accompanied with all the knowledge of communication and English. This is age of marketing yourself and catch the good job with attractive salary is the motto of this age. By utilizing the ways by which standard of English communication can be raised.

Students should be encouraged to use the English language more often in daily life. Teaching methods should be established so that student will be familiar with audio visual aids and other modern equipment of language learning. They develop the use of English language for effective communication and empowered themselves for the new challenges of the world.

Now I can summarize the use of English for effective communication that we have been developing. Without learning the English in a proper way one cannot make their communication effective, therefore acquiring communication skill in English is a must in this age of globalization.

English is the language on which
the sun does not set

Whose users never sleep

Randop Quirk and H.G. Widdowon.

References