



IMPORTANCE OF COMMUNICATION SKILLS

Dr. K. Karthikeyan*, **V. Renganathan****, **P. C. Regis Jessu Rani*****
& **C. Vinitha*****

* Associate Professor, Department of English, Dhanalakshmi Srinivasan Engineering College, Perambalur, Tamilnadu

** Assistant Professor, Department of English, Dhanalakshmi Srinivasan Engineering College, Perambalur, Tamilnadu

*** UG Scholar, Department of Bio Medical Engineering, Dhanalakshmi Srinivasan Engineering College, Perambalur, Tamilnadu

Abstract:

Communication is a skill which can be acquired through proper education and training. Developing language skills is one of the major requirements to enhance a learner's capability for effective communication competence is the ability of the communicator to interact appropriately with others by knowing what to say, to whom, when, where, and how. However, communication skills are not learnt overnight. The prospective learner must slowly but steadily progress to learn the language skills according to their order: Listening, Speaking, Reading, and Writing (LSRW).

Importance of Communication Skills:

The sample reason is that most of the time we are in one situation or another that involves communication. Even that it is worthwhile to make an attempt to understand the exact meaning and nature of this important activity of ours. The word communication comes from the Latin term communicate that means to impart, to participate, to share or to make common. By virtue of its Latin origin it is also the source of the English word common. Whatever is common is shared by all. Hence the sense of sharing is inherent in the vary origin and nature of communication. And, what is it that we share in communications? The one word answer is information, something to tell, in whatever way we like, or as the situation demands.

In society we share our thoughts, feelings, emotions, reactions, propositions, and facts and figures with individuals as well as groups at all levels, higher, lower and equal. Communication is, in fact, the most important of all activities as it has helped us organize ourselves as a civilized society.

In a civilized society there are well-defined roles for each one. The only way to play these roles is through communication. All communication is based on, and is guided by role-relationships, only we understand and appreciate these role-relationships we can successfully communicate. In the words of John Adair "Communication is essentially the ability of one person to make contact with another and to make himself or herself understood. If you prefer a slightly more formal version, communication is the process by which meanings are exchanged between people through the use of a common set of symbols.

Communication is interaction between one person to another person, sharing our thoughts, feelings, concepts, ideas, information etc. According to the human being, Language is tool of communication. It based on Sign and Symbols. And also, animals are having some communication skills. It is based on sounds. Communication is based on four basic skills in Language. There are (i) Listening, (ii) Speaking, (iii) Reading and (iv) writing. These four skills are very important to improve our communication skills.

For example, already you have seen in your home, a child has carefully observes its mother and its relatives. How do they are pronouncing a word? And then that child observes, what are the activities are going around the home, and inside of the home. A

child observes more than two years, and then only it will be try to speak. After completion of four or five years, it is speaking on its own mother tongue. But that child doesn't know the rules and regulations of the grammar of its mother tongue. How is it possible to that child? Another example, if you see in the marketing field, all the representatives have been using good English. But anybody doesn't know which is verb, adverb, adjective, noun, etc. But they are well known in their communication skills. How is it possible to them? They are concentrating in Listening and speaking only. If you are well known in first two skills, automatically you will be developing other two skills of reading and writing.

For the teacher, the knowledge of language varieties is essential since the learners speak different varieties in the class room. In the days when the method of teaching a language was largely grammar translation and learners were exposed chiefly to written language, perhaps it was not necessary to acknowledge the varieties that exist. But with the adoption of communicative approaches to language teaching, the learners were required to speak and interact more frequently in the class room, and they would do so mostly in the variety.

In earlier times, this may have been frowned upon, but judging a learner's speech during communicative activity is contrary to the principles of the new methodology. The attitude taken by the teacher to differences in language use will have to be more open and tolerant. Since learners come from different social, economic and regional backgrounds, they may be prone to producing errors which are due to the influence of their particular dialect. The teacher who knows this will be able to understand the difficulties of the learners in particular areas, say, some aspects of grammar and pronunciation and give more attention to such items so that the learner moves ahead in learning the language. It is in this light that grammars such as the communicative grammar of English can prove to be useful for teachers and learners. It is both pedagogically and democratically sound to adopt a tolerant attitude in the classroom since it will decrease the learner's anxiety and help learning.

The ability to speak is based on the structure of the human brain. The cerebral cortex in the human brain is instrumental in giving us the ability to communicate. Man's ability to talk is based on the specialized language, correlated functions in the human brain. That is why, human beings talk but not the animals. When they talk, they use language for communication.

Human languages have finite means but infinite possibilities of expression provided by the rules of sentence formation. A limited set of grammatical rules for sentence formation generates infinite number of sentences within language code. This is why a language is never completely learned and mastered. Language is medium through which the message is conveyed. And meaning is not an individual creation erection and it is always shared between the speaker and the listener or the sender and the receiver. Since communication takes place in a language let us see, how it is defined in our time.

Through these examples, a language learner can speak any language without usage of grammar. The communication process involves four things: (a) sending a message, (b) receiving a message, (c) understanding a message (d) accepting a message. There are two types of communication in language. One is oral communication and another one is written communication. According to the oral communication, without grammar usage method is useful to them. But written communication, the rules and regulations of the grammar usage is very important to our communication skills.

Communication is a not a new subject. You have to learn. It is what we have been performing among friends, relatives and in limited social groups. From experience, we

know that we do not always succeed in the intended communication. There are times we have observed our communicative behavior to find out what went wrong and effect the necessary modifications or adjustments.

The effective communication depends primarily on the efficient encoding and decoding of the message. Since two persons are involved in a normal communication act, the essential prerequisites of effective communication are the shared knowledge of the sender and the receiver of the message, proper perception and understanding attitude and motivation, unprejudiced experience, authority and responsibility. The stimulus, perception and interpretation of the message become very important part of the communication process.

According to the Engineering students, communication is one of the subjects to them. The syllabus also related to communication skills like that technical communication, technical English, effective communication, soft skills etc. But the syllabus was covered by grammar usage. Most of the institutions are following the rules to improve their communication skills. When they are enter into the campus they must speak in English or at least inside of the class. But anybody cannot follow the rules. Every year, they have been using communication lab also. According to the English Language, without grammar usage, we don't speak in English. At the same time, the grammar usage is exempted from the communication skills.

Communication is used in different senses by different people. It can be formal or informal, interpersonal or mass, and verbal or non verbal. Interpersonal communication could be either oral or written. It is the two way traffic. But the speaker or the sender has to work within the established parameter of communication: content, time, person and manner. In other words, he should know what to say, when to say, who to say and how to say. Similarly the listener should be serious enough to receive the message in the proper context. In other words, both the sender and the receiver are responsible for the effectiveness of communications.

Conclusion:

According to the Modern Language Association, a language teacher should have seven qualifications, proficiency in the four language skills of Listening, Speaking, Reading, and Writing, ability to analyse the language, culture and professional preparation. This implies that a language teacher must know the language, its mechanism and the methods of teaching. In other words, a language teacher must know what to teach and how to teach. Communicative method is the best method in English Language Teaching.

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