

TASKS OF EFFECTIVE SPEAKING

Communication is defined as a process by which we assign and convey meaning in an attempt to create shared understanding. This process requires a vast repertoire of skills in intrapersonal and interpersonal processing, listening, observing, speaking, questioning, analyzing, and evaluating. Use of these processes is developmental and transfers to all areas of life: home, school, community, work, and beyond. It is through communication that collaboration and cooperation occur.

Good communication skills are skills that facilitate people to communicate effectively with one another. Effectual communication engages the choice of the best communications channel, the technical know-how to use the channel, the presentation of information to the target audience, and the skill to understand responses received from others. Self development, interpersonal skills, mutual understanding, mutual cooperation and trust is also important to set a complete channel of most effective and winning communication skills.

There are mainly three types of communication skills, expressive skills, listening skills and skills for managing the overall process of communication. The basic fundamental of all these types of communication is emotional skills.

Expressive skills are required to convey message to others through words, facial expressions and body language. Listening skills are skills that are used to obtain messages or information from others. These help to clearly understand what a person feels and thinks about you or understand the other person closely. Skills for managing the overall process of communication help to recognize the required information and develop a strong hold on the existing rules of communication and interaction.

Importance of communication skills can never be ignored or neglected. These skills are the key to executing good management skills. With good management skills, you can have a team of members who together create an ambience of open communication, concise messages, probe for clarifications, recognize nonverbal signals, and mutual understanding.

Good communication involves a set of complex skills.

The modern world today, calls for high scale effective communication skills in order to win the heavy competition in all spheres of life. For effective communication, a sender transmits his or her message in a clear and organized form to maintain and promote the need and interest of the receivers. Receivers or listeners show interest only if the person communicating is loaded with confidence, gestures and softness. Apart from management professionals, good communication skills are also required at all stages of life.

Every individual needs to be well equipped with the tools to communicate effectively, whether it is on the personal front, or at work. In fact, according to the management gurus, being a good communicator is half the battle won. After all, if one speaks and listens well, then there is little or no scope for misunderstanding. Thus, keeping this fact in mind, the primary reasons for misunderstanding is due to inability to speak well, or listen effectively.

According to the various dictionaries the definition of communication skills is as follows:

Communication skills includes lip reading, finger-spelling, sign language; for interpersonal skills use, interpersonal relations.

Communication skills are the ability to use language (receptive) and express (expressive) information.

Communication skills are the set of skills that enables a person to convey information so that it is received and understood. Communication skills refer to the repertoire of behaviors that serve to convey information for the individual.

Communication skills are the ability an individual displays in consistently demonstrates the ability to effectively communicate with clients, colleagues, subordinates, and supervisors in professional manner and in the personal department.

Communication skills are generally understood to be the art or technique of persuasion through the use of oral language and written language. To understand the basic of communication skills, one need to understand that communication is one of those words that is most hyped in contemporary culture. It includes a large number of experiences, actions and events; also a variety of happening and meanings, as well as technologies.

Communication is generally classified into a couple of types. The classifications include:

Verbal and non-verbal

Technological and non-technological

Participatory and non-participatory

However, the commonly known types of communications are:

Intra-personal communication skills: This implies individual reflection, contemplation and meditation. One example of this is transcendental mediation. According to the experts this type of communication encompasses communicating with the divine and with spirits in the form of prayers and rites and rituals.

Interpersonal communication skills: This is direct, face-to-face communication that occurs between two persons. It is essentially a dialogue or a conversation between two or more people.

Non verbal communication skills: This includes aspects such as body language, gestures, facial expressions, eye contact, etc., which also become a part of the communicating process; as well as the written and typed modes of communications.

Communication is an integral part of human existence. As humans have kept evolving, so has the way we communicate with each other. From sign language to modern day emails, faxes, phone calls, the growth is surely impressive. It is the basic nature of the humans to communicate with one another in different forms.

Literature

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