

Importance of Communication Skill in Life**Dr. LaxmanYadav**

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Abstract

Communication skill plays a significant role now-a -days in all our activities. It is a process of transmitting ideas or thought from one person to another for the purpose of creating understanding in the thinking of the persons receiving the communication. It links people together in an organization to achieve a common purpose. In other words, communication aims to make people work together for the common goal of the organization. The four skills, which have to be developed, by a clear understanding , regular practice and right approach. These are listening, speaking , reading and writing .

Keywords : Communication , skill , approach , process , organization , understanding

Improving anyone of life depends on how ably, accurately and clearly it can communicate of information to the desired place. Communication reflects the aptitude for transferring information from one place to another. The process can vary from vocal to visual or from non-verbal to written. The non-verbal communication skill includes body language and gestures. Good communication skill plays a vital role in every sphere of life. Professionally it can build or ruin anyone career. If anyone unable to demonstrate its communication skill well, the employer may not be impressed by its performance. A good eye contact with a tailored language can bring laurels. Presenting anyone ideas in a distinct way and listening to others patiently are also required for good communication skills. Writing precisely is another most important task that must be practiced. Profession apart, anyone personal life can be a bizarre without proper communication skill. Interpersonal communication skills are very much effective solve a problem. It can also help in decision making. Someone potentialities to speak , listen, question and write with clarity can upgrade their personality and can improve self-esteem.

Communication is a natural activity in any society. It connects people together for achieving common goals. It brings about changes and leads to action. It is a process, which can be described with the help of models. Historically the Greek philosopher Aristotle is said to have developed the first model of communication. In any communication even there is a source, which could be a thought, idea or fact or information with the sender. The sender wants it convey

these thoughts or ideas of facts by encoding them in to message. The message is then transmitted through preferred channels. The receiver for whom the message is meant decodes and receives the message. He proceeds to understand the message and then reacts by giving a feedback or taking some new action.

The term communication have been derived from the Greek word *communicare*, which means “to share”. The related nouns derived from the Greek verb are: *community* *communion* etc. A *community* implies a group of people living in at one place, district or country having similar occupation and common interest. In the Christian church, the word *communication* is called *Holy communion*, which is the celebration of Jesus Christ’s Last Supper in which he shared his thoughts, feelings, and his divine self with his twelve disciples. In general, *communion* implies to share and exchange deep thoughts, ideas and feelings with fellow human beings. The term *communication* is concerned with the ways we make, ourselves and others to know or to understand our opinions, feelings, information etc. This may be done by our speech, writing or body movement (Prasad,03). It is man who has the capacity to express his feelings and emotions where language functions as a medium to communicate ideas to others. It is man’s ability to express thoughts precisely and convey ideas to others that distinguish man from the beast. The idea is differentiated and developed with the development of culture and civilization. A civilized person prevails an urge to convey others appropriately what he feels. Hereit serves as the carriage of transacting thoughts and feelings to companion. It is a two-way process by which exchange of ideas and exchange feelings take place. It is a mingling of minds. It is the participation implied in the origin of this word that holds the key to success for anyone. Those who are more special in talking and writing can get better outcome in life. So it has a significant role in the life of human beings. The skill of communication is an art for achieving success in every sphere of life. It has generally been observed that the success depends on the ability to communicate effectively. Now-a-days, in the liberalization, privatization and globalization era, in the fast running world, where men’s life has totally enhancing competitive one needs more competitive quality to achieve. Really, effective communication is a key point to the speakers in a very well manner. It concentrates on the usage of words, speed, pronunciation, pitch modulation and body language. It is rightly said that right message is required through right tools at right time to motivate for effective results. Some are good at talking the lead, a few at listening, a few at analyzing, a few others at evaluating, and a few others at summarizing in between the discussion and bringing the topic back into focus while some others at closing the discussion (Lakshminarayanan,460). Skills of communication have got remarkable place in the society and in the reign of globalization where skills of knowledge are gaining first priority. It plays a vital role to resolve the issues in administrative problems or problems concerned to control law and order. In the field of information technology, management sectors, public and private sectors, multinational companies etc. emphasis is laid on the skills of communication because it is communication that enables one to understand scientific and technological ideas and

to convey them for the right purposes. The nature of communication is social collective, extrovert, dynamic and multidimensional. It involves impression as well as expression. If it is used competently, communication can be very productive and delightful; If it is used awkwardly, it can spoil the whole business. Communication can be enlightening as well as misleading depending upon one's skill and proficiency. It can be divided into two parts: written communication and oral communication. As these terms indicate, the written communication makes use of the written word while the oral communication makes use of the written use of speech. The former is naturally more formal and objective than the latter. In written communication, one has to exploit the verbal resources fully and solely; there is no other channel available to the person who is communicating to a man or a body or organization in that case unless we include figures, charts etc. use of which is limited to very special occasions. But in oral communication there are some non-verbal means also available to the speaker (Gupta,2).

The skills of communication need teaching and learning. Their significance is not less than technical education. Many students fail to obtain the goal due to the lack of good communication skills. Communication is related to the language that need command, control and style over the words how to use them.

Hindrances on the way of communication:

The elements that obstruct the free flow of information from sender to receiver are the barriers to communication. These elements might be of two kinds: psychological and physical. These may be due to the medium or environment or due to the persons engaged in communication. Hurdles on the way of communication may be such as the poor form of the communicated matter; the presence of distorting 'noises' - internal and external. (i.e. an unsuitable mood, anxiety, distraction etc., and physical, environmental disturbances – interruptions, failure of mike or voice, some noisy activity, very different perspectives and sympathies addressed to the same issue; and the absence of a language well-known to all the people participating in a conversation (Gupta, 11). The way of communication is tough. These are certain problems that obstruct the smoothness of communication. As for example, these are some students who can write well, but fail to express themselves effectively. Some speak fluently but full of grammatical mistakes. Again, these are someone who have the ability to express their ideas and views before small groups, but they feel hesitation to address huge gathering. It may be the psychological problem but it is also the problem of poor communication. Since they are poor in communication, they fear to express their ideas before a number of people. It may be that their body language is not attractive and they lack the skill to maintain good gestures and postures while speaking. The factors mentioned below are responsible for poor communication; lack of confidence, hesitation, fearfulness from committing mistakes, lack of vocabularies, a little knowledge of grammar, inappropriate use of

words, inaccuracy in writing awed speaking style, poor pronunciation, lack of proper planning how to speak and write, and lack of proper listening .

Method of Good Communication :

The speakers may be successful in their life if they have to win over the problems that come on the way of good, and smooth communication. One much try to learn the proper skills of communication. Such skill of communication are-writing skill reading skill.speaking skill and listening skill. These are the requisite of proper communication

Listening Skill: Learning of language depends completely on its understanding or comprehension. When a student starts following the sounds, stress, intonation and symbols that is words, phrases etc. he starts understanding the ideas, thoughts or meaning contained in a sentence or structure. It is only at this stage that he can be expected to copy the same practice and then out of his listening another skill- speaking is born. He can make on effort and gradually he would final that his speak also develops into correct, clean clear communication signals (kohli,51). The steps to improve listening skill one should follow the following factors: have patience while listening to others, provide clues that you are actively involved in listening, maintain eye contact, avoid distraction, try to encourage speakers, don't interrupt unnecessarily, pay attention to the body language maintain facial expression, and try to make discussion attraction and lively.

Speaking Skills:The most important among the four skills of a language is speaking or speech. Mostly the need to learn a new language arises only when one is faced with a situation, where one is required to converse in a new language. The factors which are needed for attractive speech are mentioned below: speak according to situation, think before you speak, look into the eyes or face of audiences , speak easy and simple language etc. good speaking skill is an outcome of good listening and proper words. A speaker should follow rules of intonation, stress and a good pronunciation

Reading skill:After listening, speaking and their systematic practice, it can proceed to reading and lastly to writing skills. Reading is of many types some of them of these are as follows: reading for pleasure , reading for studies, general reading, silent reading , loud reading, extensive reading, intensive reading etc. The points mentioned are helpful to develop reading skills: read newspapers and journals that up-to date the knowledge, always read motivationaland inspirational books, consult the biography and autobiography of great leaders scientists, academicians etc. always consult the dictionary to grasp the meaning to difficult and unknown words, to improve vocabulary the words unknown must be noted with clear meaning and be a regular visitor of libraries

Writing skill: Among the four skills of communication, writing comes in the end. After listening, speaking, reading comes writing. It is writing which make a child gain, full and final control and command, over a language. The source of all knowledge is found out from the written from of a language. There are certain ways to improve writing skill. There are as mentioned: write clear, sweet readable and simple language, practice to write at three to five pages every day and remember that shorter sentence carries better meaning,

Thus, communication skill has played a pivotal role for the development of human culture and civilization. It develops personality of mankind. With the help of those skills we achieve honour, dignity and respect in the

society.so, it is true that skill of communication is the backbone of all activities which is happening day to day life. It will be beneficial for bright career. It has potential to grow in every spheres of all round development.

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