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If I went back to college again, I would concentrate on two areas : Learning to write and to speak on two areas : Learning to write and to speak before audience. Nothing is in life more important than the ability to communication effectively.

– Gerald R. Ford

Abstract

Communication skills are paramountly needed for every professional particularly for a one who doggedly aspires for significant achievement in life. Those who have impeccable communication skills, they really get success in their professional careers. It was said of Oliver Goldsmith, the noted literary figure, that he wrote like an angel but he talked like a poor Pole. Charles Darwin, the famous evolutionist, lacked aesthetic sense and that was why he failed to appreciate Shakespeare's plays. Communications skills are more important now. One cannot, of course face, international competition of the modern milieu in newer break though of technologies without the meticulous use of communication.

Keywords: Self Confidence, Innovative Persuasiveness, Firm determination, Interactive behaviour and Articulation of ideas.

Communication is the process of exchanging information and meaning between or among individuals through a common system of symbols, signs, and behavior the communication includes expressing feelings, speaking, listening, writing, and exchanging the messages. In effective communication, the message reaches the receiver without distortion or interruption. There are four communication skills namely, SWRL in which two are encoding (SW) and two are decoding (RL)./

The person with strong communication skills is self starter; he/she need not to take inspiration from any other person or things. That person is able to get success more early than other people. Bacon says, "Reading maketh a full man; conference a ready man and writing an exact man." Self-confidence relates to self – assuredness in one's personal ability, power and judgment. Self confidence is an attitude which allow individual to have positive yet realistic view of themselves and their situations. Self-confident people trust their own abilities, have a general sense of control in their lives, and believe that, within reason, they will able to do what they wish, plan, and expect. People who are not self confident depend excessively on the approval of others in order to feel good about them.

Self-confidence and communication skills are inseparable, interrelated and dependent like 'cause and effect relationship' Those can sell out themselves better who have created better inside them. Higher degree of awareness and consciousness attained through the process of continuous self-confidence enhance our ability to listen attentively, read critically, write creativity and speak effectively. The never ending process of self-development and communication proficiency goes side by side.

It is also true that the process of mastering communication skill that aims at converting effectively and understanding others totally, also leads to self development. The erudition in writing, good impression in speech, gestures of body expression and empathy in listening contribute a lot in the conscious evolution of man.

Writing is both a creative and a curative process writing involves searching the idea or opinion felt in various situations, elaborating it with arguments and presenting it in correct and clear language intelligible to the targeted audience. This process in creative as it involves delving deep into the inner layers of mind transcending the self created assumptions and mental barriers and exploring the new things with renewed spirit.

The topic of self-development or confidence has always fascinated various prophets, philosophers, psychologists and poet for written and oral commentaries. Written skill here in this paper, I am discussing on the basis of my experience to get self confidence. Wide variety of ways whatever your chosen carrier field, communication skills will be an important requirement for you as a job applicant and

an employee. Effective communication is essential to success in today's work environments, recent surveys, in writing, speaking are major determinants of career success in many fields.

Communication thus begins with our own self concept. Self concept is our subjective description of who we think we are? Our self-concept is developed in two ways : by communicating with our self and with others. That is, we develop our self-concept by reflecting on our thoughts and actions to understand what motivates those thoughts and actions. We also learn about ourselves by observing how others respond to us.

The ability to listen effectively is consistently rated as one of the most important skills necessary for success in the workplace. Effective listening is crucial to providing quality service, facilitating groups, training staff, improving teamwork. In time of stress and change, effective listening is the cornerstone of workplace harmony, since it further interpersonal and intercultural understanding. Listening is more than just hearing. It is an interactive process that takes concentration and commitment. Effective listening habits pay off in several ways. Good listeners are liked by others because they satisfy the basic human needs of being wanted. People who listen well are able to separate fact from fiction, cope effectively with false persuasion and avoid having others use them for personal gain. Listening opens the doors for ideas and thus encourages creativity. Effective listeners are constantly learning gaining knowledge and skills that lead to increased job performance, advancement, and satisfaction. Job satisfaction increases when people know what is going on, when they are heard and when they participate in the natural trust that develops from good communication.

Listening depends on your abilities to receive and decode both verbal and nonverbal messages. The best devised messages and sophisticated communication systems will not work unless people on the receiving end of spoken message actually listen to the sender of spoken messages. Your communication competence reflects on your credibility generally goes for our written communication. If our written messages are full of errors, we may be perceived as undereducated and lazy. In one case, a resume or letter with a grammatical error eliminated an applicant from consideration.

Aristotle has rightly said, "Spoken words are the symbol of mental experience, and written words are the symbol of spoken words." Therefore, a rich mental experience will add a natural richness to your written language. Fine writing in the Victorian era was synonymous to fine breeding. However, it has lost its luster in today's era of web chats, e-mail parlance, and colloquial slangs S.M.S. lingo. In fact even school and colleges today underplay the importance of effective writing skills. This phenomenal shift is probably embedded in the growth of information and communication technologies. Each of us wants to be heard, appreciated, and wanted. We also want to accomplish task and achieve goals. Obviously then a major purpose of communication is to help to make good about themselves.

It is true that the process of mastering communication skills that aims at conveying effectively and understanding others totally, also leads to self – confidence. In improving in writing, eloquence of speech, gestures of body expression and empathy is listening contribute a lot in the conscious evolution of man. If communication is a means to convey and understand, conscious communication is a way to excel and evolve.

Writing is both a creative a curative process. Writing involves searching the idea or opinion fact in various situations, elaborating it with marshaled agreements and presenting it is correct and clear language intelligible to the targeted audience. This process is creative as it involves diving deep.

By Above discussion, we could conclude that circumference of communication has become very wide these days. Ranging from domestic activities to social, political, economic and global happenings, communication takes place in one way or another. Keeping in view the wider circumference of communication, a number of interpretations have been suggested by many experts. For example, an engineer requires a particular type of communication for carrying on his duties. His communication may be termed as technical or scientific communication. He needs written communication of a definite brand as with the help of which he can easily and professionally write reports, technical articles, papers, proposals etc. He also requires business communication to write letters which his profession needs. A part from this sort of written communication, he also needs spoken communication, where language

plays an important role, spoken language must be very efficacious and effective or else he cannot prove a successful professional.

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