
TIPS FOR EFFECTIVE COMMUNICATION SKILLS

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Abstract: Speaking seems to be the most handy, immediate and most obvious form of communication, but it can be acquired only through regular practice. Speaking involves our daily conversation and public speaking. Most of the times we hesitate to speak with a stranger and feel nervous at the time of public speaking. This is quite common with all including students and teachers. A student can listen to a lecture for more than an hour but cannot be in a position to speak at least a minute on the lecture. In the similar manner a teacher can give an extensive lecture for three hours but find it difficult to speak at least for three minutes in a school/college function. Mastering oral language skills may be very rewarding for students and teachers since a good command of oral communicative proficiency helps them to express their feelings, thoughts and ideas.

Keywords: Conversation, Public speaking, Oral language skills, Communicative proficiency

Introduction:

Conversation: It is the most common form of dyadic communication. It links people together in social or professional life. Conversation may be defined as oral and usually informal or friendly exchange of views, ideas etc. In a conversation the participant has to play the role of a speaker or a listener interchangeably. Very often we form an impression about an individual from the way he talks and the topic on which he converses.

It is useful first to analyse one's own conversation habits and then try to change them for greater effectiveness. Ask yourself questions such as the following for self analysis:

- Do I find it difficult to start a conversation?
- Am I unable to pick a topic?
- Do I always agree with others?
- Do I disagree with others all the time?
- Do I frequently talk about myself?
- Have I a tendency to dominate others?
- Do I give others a chance to speak?
- Have I any mannerism likely to annoy people?
- Do I respect other people time and interests?
- Am I conscious about the language?

Conversation Tips: The art of conversation is acquired through practice, and it is not as hard as you might think. It will take some knowledge, practice, and patience, then you can learn to relax and enjoy a great conversation.

- Make a good first impression. Smile; ask questions that require more than a yes/no answers.
- Find out what the other person is interested in, and pay attention to what is being said.
- Ask questions such as, what the other person is like to do? What sort of things have they done in their life?
- Ask clarifying questions on the topic that seems to be they are interested in.
- Paraphrase back what you have heard by using your own words.

- You do not have to agree to everything, you do not have to tell them how you disagree.
- Compliments are great, but too much flattery will reveal you as insincere.
- Choose carefully while asking personal questions, do not venture into personal issues.
- Try not to cut the person off mid-sentence, it seems disrespectful.
- Try not to nod or respond with 'yes' and 'I see' so much, it might make the person to think you are bored.
- Know when the conversation is over, shake hands with the other person and be sure to tell them that you have enjoyed talking with them.

Public speaking: It is the process and act of speaking to a group of people in a structured and deliberate manner intended to inform, influence, or entertain a listening audience. Public speaking is commonly understood as face-to-face speaking between individuals and an audience for the purpose of communication.

Whether you work in a business organization or an educational institution, or you are a student, it is essential that you possess good public speaking skills. Throughout your career, you are bound to encounter innumerable situations which demand effective presentation. Though the situations differ in their purpose, the strategies you need to make good presentation do not differ much. The ability to make effective and memorable oral presentation is one of the most important qualities you need to develop for a successful career. Constant practice is the key to acquire this skill.

Public speaking Tips: At the time of public speaking consider your presentation should be oral. Face towards the audience properly and maintain eye contact with them while you are speaking. Don't look at only one section of your audience; look at different sections all the time you are speaking.

- First of all choose a topic that you are familiar

- with.
- Rehearse out loud the topic that you are going to present.
- Reach the spot in advance and talk to the audience to establish rapport with them.
- Arrive the spot early and walk around the room/hall. Ensure the arrangements are suitable for you.
- Learn to relax; it will help you to calm your nerves.
- Wear something that looks good for you, proper dressing boosts your confidence.
- Never go beyond your allotted time and avoid repeating the words and sentences.
- Never read from the text unless it is a quote.
- Do not distribute materials before or during your talk, it is advisable to distribute them at the end.
- Allow the audience to ask queries, repeat them aloud before answering so that the audience may appreciate your answer.
- Be positive and have an open mind to accept the views of the audience.

The following points will help you to make sure that your audience will listen to you:

- Make your introduction interesting.
- Make the audience curious.
- Indicate clearly what you intend to say.
- Use topic sentences.
- Provide examples, explanations.

- Make your language simple.
- Use link words.
- Don't fumble in your speech.
- Have constant eye contact.
- Give time to your audience to read your visuals.
- Use pauses effectively.
- Don't speak too fast.
- Speak slowly when you have something important to say.
- Don't speak in monotone.
- Repeat your important ideas and link them
- Learn to avoid mannerisms like: moving forward and backward, swaying from side to side, walking left to right, Crossing your legs.

Conclusion: Communication serves as an instrument to measure the success and growth of a person or an organisation. The various types of communication not only help the organisation to grow, but also enable the communicators to develop certain attributes. Though most professionals are well aware of the importance of communication, they do not develop their skills to good effect in their sphere of work. The higher your position, the greater is your need for communication. The more you participate in the communication process, the better you develop your skills. If you wish to become the effective communicator, you need to communicate, communicate and communicate. There is no other way out.

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