

EXCEL YOUR CAREER THROUGH GOOD COMMUNICATION

Dr. Chetna H. Pathak

Associate Professor,
Department of English,
Dayanand Arya Kanya Mahavidyalaya,
Nagpur.

Abstract : *In today's world scenario, India is the only country where youths are more in number as compared to other countries. So naturally job opportunities will be open worldwide. The need is and will always be that this young generation will have to be proficient in foreign languages to make real connection with the global market; will need to know the history, geography of different countries. Out of 6500 spoken languages English is widely spoken and understood today. It is the only language to learn science, aviation, would tourism. Hence an international language for communication through different means and modes is necessary.*

Keywords: *Communication, Skills, Development, Language*

Introduction:

India is one of the largest populated countries in the world, where there is audacity of trained labours. India requires focus on advancement of skills development for the economic growth of the country.

A study shows that in India people are migrating from primary sector-agriculture to secondary and tertiary sectors. This renders a large gap in the skills of the workers. In India less than 5% of the workers have undergone formal skill training compared to countries like Mexico, Germany, USA etc. These transistors need training and skill development for working in the industry. India is expected to have 104 billion populations and will have a large number of youth – working force of 20 to 30 age group in the coming year. It needs to be prepared with education and skills to enter the global market and sustain their livelihood for the betterment. The youth in this country gets very few opportunities of skill development for employability. There are two major reasons in developing skill. Firstly unwillingness of the graduate youth to take up skill training, there is shortage of soft and hard skills among the

candidates and eventually non-employability. Secondly the employees in our country are reluctant to pay high salaries to the learned, trained skilled person.

This paper will highlight the necessity to learn English communication skills which will enable the students to reach the goals.

Why English Only?

Primarily English is the language of communication world-wide and where if the citizens of different countries in a meeting discuss the projects it will enable them to speak in English; understand each other's thoughts or views. Thus English is an open door to communicate with the people abroad. This language also gives entry to more entertainment and more approach to the internet. If a student knows English, he won't have to be dependent on translations as most of the books, music, TV shows are published in English. It will develop the reading and listening skills of a person. A report says that 565 million people access the internet every day and nearly 5% of the world's visit websites are in English language only. Hence English communication skill is a vital quality to be developed in a person. When a citizen is a worldwide traveller English language is of utmost importance. Most of the elite learned class uses English language as a medium of expression. It improves the standard of living, develops emotional skills and provides good job opportunities.

Need Of Good Communication:

In this digital world, the pandemic year - communication both through online teaching and use of digital gadgets play a vital role for teachers. The teachers or employer have to communicate through mails, make others pursue their ideas or language proficiency and accuracy enhances the position of the workers. A well-crafted draft, speech is very important for the workers. Effective communication skill in English helps in personality development and career progression. Good communication gives clarity to your ideas, and people are eager and willing to share their ideas, views and opinions at workplace.

Effective Communication Skills Include:

1) Listening 2) Speaking & 3) Writing skill these will uplift career and personal profile. Communication requires concentration, vocabulary, speech clarity, good pronunciation, tone of the speaker helps in understanding the message to be conveyed perfectly.

Listening:

Active listening is the basic element of good communication. It means giving their person speaker time to think and explore the mid and feelings of the listeners. Asking thoughtful questions is also a sign of a good listener to prove that you are interested and engaged in conversation. This will help the listener to gain truth of the speaker, which is very much necessary to gain confidence to work place. The vision is broadened in learning and strengthens the patience and you are approachable for others, it also increases your knowledge. The audience likes a confident speaker. While teaching a lesson or conducting a meeting online through virtual platform - confidence is a must to build a trust of the students or workers. To speak confidently in a steady tone is required. One should not be very rapid in talking or sharing views. Make the meeting or teaching interesting by using humour whenever necessary. It will avoid boredom and get acknowledged by the listeners or learners.

Body Language:

Body language also plays an important role in communication. Body language has positive as well as negative impact. While talking to other in group, it should be noted that you are observed and judged by others.

One should be a good listener and without speaking i.e. through gesture prove that you are understanding to what is being conveyed by the speaker like engage in positive eye contact, nod your head, smile and use hand gesture to show that you are attentive in the talk or class. Non-verbal communication includes eye contact, hand and arm gesture, posture of your body, positive eye contact – your interest is reflected through your eyes. In this way a person can understand that you value their opinion, agree or disagree their views, etc. Good eye contact of the speaker reveals the confidence of him/her. Whether you are knowledgeable on the topic and as a result the speaker will gain full attention and success.

Writing Skill:

Writing skill is another major element in communication skill to express more messages in few words. The words used should be appropriate and have no vagueness. One should be concise clear in expressing ideas in an effective manner. One should use data, examples to express one's ideas. One should write well so that he can speak well and think well. Verbal and presentation skill requires a lot of practice. One should try to speak in

person; in groups and then in audience. The audience should be captivated through your speech.

Team Work:

Good communication helps to work successfully in a team to achieve a goal. People in a team have different ideas, objectives but one's good communication skill will make you the leader of the team. A successful team leader achieves success in class, industry, business and even family.

Good communication skill will enable you to work well with others, convey the facts and ideas to the Head of the Institution or firm and team members. It is a basic skill for success in life. You can influence to pursue the ideas, sell the products, and make the meeting or classroom active. It will also help you to analyze the level of understanding of the students or audience.

Patience is an important quality for good communication. If you are a speaker you have to calmly observe the audience and vice-versa if you are a listener you can gain knowledge and develop your personality if you silently listen to the speaker.

Feedback:

Feedback is the most effective means to develop communication skill whether you are a receiver or giver; it gives an opportunity to fill up the gaps over a time period

Conclusion:

Thus to conclude we can say that effective communication can develop to articulate message clearly, develop good collaboration within the work place, Avoids conflicts, develops confidence and trustworthy team work strategy. Body language like facial expression, friendliness, helps even in impacting proper healthy life skills. Speech writing, team building technical writing are a part of basic skill development. There are different modes and manner for communication. It depends on time and your manner to express well and be a leader at your work place as well as progress in your career.

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