Importance of English Communication Skills

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Abstract :

The present paper tries to highlight the importance of English language and need of the present times to acquire English communication skills to excel in our career and life. English rules the world as the main language of books, newspapers, international business and academic conferences, science, technology, diplomacy, medicine, advertising and sports. It is the language of the cyber world. English has become a language of intellectual make-up. The advancement of science, IT and the process of industrialization and globalization has accorded a special status to English. English has obtained a special role in the field of education. The rise of English medium schools in India shows that even illiterate parents want to educate their children in English medium schools. The recent trends indicate that English has become a language of instructions. This scenario depicts the future of English language.

Keywords: Communication skills, recent trends, scenario, future of English

The growing realisation of the importance of English and communication skills has created awareness among the learners to learn and master English communication skills in academic studies and careers. Without English, it seems impossible to acquire the knowledge of the world. The rise and demand of spoken English, communication skills and soft skill courses shows the need of the present times. In each and every field top most priority is given to the candidates who communicate effectively in English. Even government and private sector is also taking efforts to improve the standard of education by availing facilities of internet to enhance the understanding of English and for acquiring communication skills.

Good and proper use of language sharpens the ability to express thoughts and feelings. Hence, understanding of English language is necessary for enhancing our knowledge of English. Communication skills are necessary to fashion our speech and writing. Skills of English language communication involve proper usage of spelling, pronunciation, vocabulary, grammar and diction. Communication is a skill. It can be acquired through systematic and continuous process of speaking, listening and understanding.

Human communication is a dynamic, active and complex process. The knowledge of basic skills of language: listening, speaking, reading and writing always lead to effective communication. Consequently, understanding these skills for mastering English communication are essential .The process of communication enhances our understanding. Communication is a two-way process where the sender and the receiver play their roles interchangeably. The sender needs an idea which is the ideation process in which the sender thinks about a particular idea and then composes a message considering the need of the receiver. The message is expected to be composed in such a way that receiver will understand it easily. The sender has to think about the effective channel through which a message can be send. It can be conveyed orally or with the help of telephone, fax, message, notice etc. The receiver has to receive and decode the message. After decoding the message, the receiver has to give feedback then only the communication

process is completed. If any stage fails to act, communication fails. All these stages of communication are important.

The communication is generally divided into two categories: verbal and non-verbal. The verbal communication refers to spoken or written communication. We make use of language in verbal communication. Most of languages in the world exist in spoken as well as written form. In spoken language, communication takes place through speech sounds. These speech sounds are combined to form words. These combined sounds follow phonological rules. Moreover, semantic, syntactic and pragmatic rules are applied to make the sentences meaningful, effective and acceptable. In verbal communication, the speaker's tone, accent, voice modulation, pitch and, pronunciation decide the effectiveness of the communication. Verbal communication is used to inform, inquire, argue and discuss topics of all kinds. In verbal communication, written communication also has certain value. Written communication involves any types of messages that use written words. It is used when we are unable to communicate to someone face-to-face. Written communication conveys messages in written forms such as letters, proposals, postcards, advertisements, emails, faxes, broachers, websites, telegrams etc. Written communication is considered as most important and effective in business communication.

Understanding non-verbal communication strategies enhance our understanding of communication. The non-verbal communication refers to some important components: facial expression, eye contact, gesture, and body posture. Each component performs a variety of functions. Appropriate gestures and facial expression play crucial role in communication process. Body language proves to be useful as it indicates the psychology of the speaker. Body language helps to understand the emotions of the speaker. When people are angry, their face flushes, they bare their teeth, they clench their fists, and they invade body space, sometimes by leaning forward. When people are nervous or anxious, their face pales, their mouth seems dry, they show varying speech tone, and they have tension in their muscles Other signs of nervousness include trembling lip, fidgeting, and gasping or holding breath. Eye contact is the most dominating and useful signal which indicates the personality of the speaker and his intension. If the speaker fails to look others in the eye, it indicates that the speaker is avoiding or trying to hide something. Too much eye contact is the indication of confrontation whereas good eye contact shows confidence. On the other hand inappropriate body language focuses barriers of effective communication.

English language communication is the most common problem faced by majority of the candidates who are looking for the jobs. Many candidates fail to understand the importance of communication skills. Communication plays a crucial role in the business world. To communicate in English fluently, both are the essential requirements: mastery in English language and understanding of communication skills. The following are some of the ways to master English communication skills:

*Practice English listening, speaking, reading and writing.
*Develop the ability to communicate your ideas effectively.
*Improve your reading speed and ability to comprehend by practicing reading skills.
*Increase your vocabulary and use it appropriately.
*Practice pronouncing words properly.
*Learn to express your emotions with gestures.
*Watch you tone and try to vary your volume..

*Record and listen your voice.
*Be truthful.
*Handle disagreements with tact.
*Refer dictionary to know exact pronunciation of difficult words.
*Listen to the motivational speakers because great speakers are not born but trained.
*Use common English expressions in your day-to-day communication.
*Try to make your oral presentations effective.
*Proper planning, punctuality and practice will help to achieve the target.

Personal, social and professional development is possible if we master English language and learn communication skills. It will enhance our understating of the world and accord us a special status. The chances of employability increase if a person master and prove his English communication skills.

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