

Solution to Effective and Dyadic Communication Skills

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I. INTRODUCTION

Communication is not only the essence of being human, but also a communication is defined as the process of sharing the message that produces response. Effective communication helps in influencing people and creates, better understanding. In today's world, where everything is changing at fast speed, it becomes imperative to have excellent communication and presentation to have an edge over others. Choosing positive words in conversation will help you feel stronger and more empowered. Your success will depend upon how successfully you can put your ideas across to others, there by, persuading them to work in the direction and achievement of your goals.

II. NATURE OF COMMUNICATION

Communication Is The art of Being Understood- Peter Ustinov

- ❖ Leads one to personal effectiveness.
- ❖ Helps one to network with other people.
- ❖ Helps one to collaborate with all the others at the work place.
- ❖ Influences motivation for enhanced performance.
- ❖ Builds better understanding between the boss and the subordinates.
- ❖ Creates better interpersonal relations.
- ❖ Increasing listening ability.
- ❖ Enables employees to appreciate the need for change.
- ❖ Creates better environment for knowing why there is resistance to change.

III. EFFECTIVE COMMUNICATION

- ❖ Effective communication starts with a clear message.
- ❖ For communication to be effective, it must always be a two-way and not a one-way process.
- ❖ When we are in a passive mood, we think that others are likewise.
- ❖ We should develop the skill of knowing how others think.
- ❖ Avoid the use of ambiguous words, translation of message from one language to another, usage of too much jargon, abbreviation and colloquial words are which can hinder communication.
- ❖ Prompt feedback is more effective than feedback which is saved up for later. It must be timely, to the point and constructive.
- ❖ To be a good communicator, one has to be a good listener.
- ❖ You must speak straight, so that your words may go as sunlight to other people's hearts.

IV. BARRIERS TO EFFECTIVE COMMUNICATION

Communication, when it is impeded and doesn't reach the receiver, is often if effective, these impediments are known

as barriers.

- ❖ **Presumption** : It has been observed that when we are happy, we pressure that others are also happy.
- ❖ **Frame of Reference**: Generally, we view others with our own frame of reference. When we see others point of view from our angle, chances is that we may misunderstand them and it may land us into difficulties.
- ❖ **Language**: Language is a very important dimension in the subject of communication because it is the main medium used by most of us.
- ❖ **Lack of feedback**: Feedback is the mirror of communication without feedback, communication is one way.
- ❖ **Anxiety and tension**: Perhaps the person might have been pre occupied with his own worries and tensions, he might not have been in a receptive mood.
- ❖ **Poor listening skills**: Listening is difficult since a typical speaker speaks about 125 words per minute. A typical listener can receive 400-600 words per minute.

V. OVERCOMING THE BARRIERS

Breakdown of communication occurs when the message is not received, or is received in a distorted form or when either the sender or receiver refuses to participate in the communication process.

- ❖ **Get feedback**: By receiving feedback, doubts, rumours, confusion and misunderstanding can be avoided.
- ❖ Avoid filtering of the message.
- ❖ Always be brief, simple and reasonable and avoid vagueness. The message must be communicated in a commonly understood language. Be specific and to the point.
- ❖ Choose your words carefully, making sure that they are not ambiguous and are quite commonly used so that they are easily understood.
- ❖ Use simple, frequently used words. Be very careful with translation. Avoid slang, colloquialism and idiomatic expressions.
- ❖ Reduce fear throughout while communicating, by encouraging an open take.

CONCLUSION

The art of communication is the language of leadership. Communication is interchange of thoughts, opinions, or information by speech, writing or signs. To understand the other person properly, we should not harbor any illusion. Both, the sender and receiver can play an active role in using feedback to make communication in a two-way process. Communication is the key to success in our work and social interactions. We need communication skills and strategies to share ideas and experiences to find out about things that interest us, and to

explain to people what it is that we want. Individuals who have a high motivation to manage manifest this desire through the application of their interpersonal skills in competitive activities with peers, by taking charge in groups, and by exercising power over others.

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