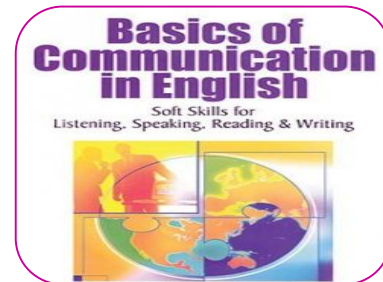




BASICS OF ENGLISH COMMUNICATION

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ABSTRACT

Communication is now a part and parcel of life. We express our thoughts, feelings through a language. Language is a gift to mankind. Only humans can use verbal languages. In order to live in society, we must have a good sense of communication. Communication as a form of language. It is very popular.

Language is a means of expression. We either speak or write and tell others what we have in our mind. The basic skills of learning a language are L.S.R.W.

KEY WORDS: *Language, Communication skills, LSRW, information, expression.*

INTRODUCTION

Communication is now a part and parcel of life. We express our thoughts, feelings through a language. Language is a gift to mankind. Only humans can use verbal languages. In order to live in society, we must have a good sense of communication. Communication is a form of language. It is very popular.

Language is a means of expression. We either speak or write and tell others what we have in our mind.

The word communication refers to any act by which we transfer our information. thought, emotion etc, Even the simplest form of communication involves the following components.

Sender
Encoding
Message
Channel
Receiver
Decoding
Feedback

- 1 Sender: A person who is sending a message.
- 2 Organizing the message content into appropriate verbal or non verbal medium depending on the context of communication.
- 3 Message: The information, idea, thought, emotion etc we want to convey.
- 4 Channel: It is the mode or way the message flows, like face to face, communication, telephonic conversation, written mail etc.
- 5 Person/s whom message is intended.
- 6 Decoding: Interpretation or conversation of the sent message into intelligible language.
- 7 Feedback: This refers to the response of the receiver in reference to the message sent to her/him by the sender. (Literary Voyage P 46)

All the components of communication are influenced by many other factors such as emotion, practice, medium used, interpersonal relationship, etc. For an effective and accurate and unambiguous communication, we need to ponder upon all above components of communication. (47)

It is clear that communication is not a mechanical process. It is a complex activity. It is biological as well as psychological process. Human speech organs play a major role in the articulation of speech sounds. Speech sounds are produced by using various organs.

Communication is also affected by physical factors such as family background, neighborhood, relatives, habits, slangs and atmosphere. It requires cultural background too. Education, knowledge, presence of elderly persons in the family is very important.

If parents are educated, they may speak a standard language. They use polite words. If parents use abusive language, children too will learn the same. There is a variety of dialects in every society, nation. Regional language is different. Even in London, a lot of people especially rural ones speak in broken language.

So it is the duty of parents and teachers to communicate in standard language. We should use simple and everyday phrases. Children imitate the language they listen and observe in family and society. There is a lot of difference in the pronunciation of children in urban and countryside area. If we talk well before children, they too will use good words. They will know how to respect others. It is easy to use abusive language than polite one.

If a Marathi child is brought up in an English family, it speaks in English as native language and vice versa. There is no fixed language for anyone. There are many factors responsible for language learning. Language is even conditioned by geographical area, parents, neighbors and society. Now Sanskrit is said to be a dying language because nobody speaks it. If a language is not used by any, it is sure to be on deathbed.

It is true that a language is a living thing. Language is a gift to mankind. Nature of any language may differ in some respects. Language is verbal and non verbal. It has different modes of expression. Physical aspect of behavior is also known as body language. Body language much reflects the state of mind. If a cricket team is on the verge of losing a match, we can see the depression on each player. The dropped shoulder speak well of losing spirit.

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Animal communication system is symbolic and stereotyped. They use sounds. Honey bees take a number of circles to indicate distance of flower gardens. Animals know the natural calamities

such as earthquake, violent cyclones and floods. Some birds like cuckoo predict the advent of monsoon. Donkeys are gifted with natural phenomena. They have an astonishing sensory performance. Although they cannot communicate like humans, they are happy with their own system of language.

It means language is no barrier be it man or animals and birds. Language is an indispensable thing for living things.

Human communication is guided by many principles and rules. We cannot live with a system of language as it is . Since it is dynamic, it can no cease to stop. It must evolve, flourish, and grow. Language too dies if it is not used by people. So long as people speak a language, it it will continue to flourish.

So let us take a look at some principles of of effective communication. There are 13 major principles that are crucial for an effective communication.

1. Being clear about thoughts and ideas.
2. Choice of appropriate language.
3. Paying proper attention.
4. Maintaining consistency.
5. Maintaining adequacy.
6. Maintaining proper schedule.
7. Identifying adequate channel of communication.
8. Looking for feedback.
9. Being open for consultation.
10. Keeping things flexible.
11. Being economic.
12. Integrating the content.
13. Using proper medium (verbal, non verbal and written.)

According to Cohna active listening is possible with our own senses. We should be attentive and listen what a speaker is talking very carefully. Listening is a psychological process. It is a kind of ear training. When one's own senses are put with higher concentration, then listening is successful. (Oncol Pract. 2007)

CONCLUSION:

Communication is very important in life. Ordinary communication has no good results. Good communication, use of polite words brings positive results. One who learns the best way of communication, he will achieve success. Communication is an art. It is a skill. One needs to learn the basics of communication. It is said that practice makes man perfect. We get success when we learn the basics. It helps us to remove misunderstanding. We impress others using polite words. Language makes life easy. Without language, we fail in life. Physical needs are not basic needs alone. Man is known for creativity. H must think, invent and make progress.

So every person must learn the basics of language. No language is superior. There is no comparison between two languages. All languages are equal. Only characteristics are different. It is clear that a language is a great boon for mankind. It is the tool or medium of expression and communication.

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