IMPROVING OUR COMMUNICATION SKILLS

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Communication is the use of sounds and language that need to convey a message, it is also the ways of sending information to people by using the technology, communication is either verbal or non-verbal. It serve as a vehicle for expressing desires, ideas and concepts and is vital to the processes of learning and teaching.

Everyone has unique style of communicating and perceiving message. One of the kind of communication is verbal communication it is all about the ability to speak well. But verbal communication has another very important part and that is listening, and we can classify listening into sympathetic listening and empathetic listening.

In sympathetic listening we care about the other people, in other words there is “sharing” of feeling. While empathetic listening we actually acknowledge what they are feeling.

And the other kind of communication is non-verbal communication it is more on body language and it can be more powerful than the spoken words.

In interpreting non-verbal communication it is 7% verbal, 38% way words are said and 55% facial expressions.

Here are some of the following tips to improve your oral communication skills. These tips can help you to enhance your own ability to communicate effectively

1. Read as much as you can. It can improve your thinking process. It also enhance your sharpness in vocabulary. We read to interpret and understand.
2. Check out the dictionaries. We use dictionary as a reference book.

3. Listen to learn. We listen to pay attention to someone or something in order to hear what is being said.

4. Read out loud. Practice to pronounce the word correctly.

5. Ask your guide or teacher. We ask help from someone.

6. Lookout for online dictionary. Done over the internet.

7. Enhance your vocabulary skills. We have to increase or improve our vocabulary.

8. Watch movies. Watching international movies also help you practice your communication skills

9. Attend English activities. By joining different activities in English in school, like speech choir, poem reading and declamation.

10. Engage in debates and discussions. A discussion between people in which they express different opinions about something.

Speaking consist of two parts 1.”What to speak” 2.”How to speak”. What to speak is content development. The first step is brainstorming next step is to choose a presentation format and the final step is the presentation itself.

How to speak, we have the following guidelines:

1. Speed- number of words per minute

2. Clarity- can be mastered with regular practice

3. Pronunciation- use a good dictionary or work with your trainer to correct pronunciation
4. Punctuation - use of various kind of pauses

5. Familiarity - having new words

6. Fluency - able to express easily

7. Expression - transforming of ideas into words

These are the guideline on how to speak or communicate effectively.

Strong communication skills can help you to enhance your own ability.

People can communicate information in numerous ways like eye contact, gestures, posture body movement and tone of voice, these can enhance your ability to communicate effectively.

References:
https://www.livestrong.com/