



## **Use Of Communication In Technical Education**

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***Abstract:***

*In today's world of information technology and global competition, expressing oneself effectively is inevitably crucial. The present day workplaces invest huge amount of effort and money in orienting their employees in all the four areas of communication skills-Listening, Speaking, Reading, and Writing. Educational institute, in addition to emphasizing the core disciplines, take extra initiative to hone the communication skills of their students for the job market.*

*Now-a-days the competition for jobs has become tougher. To get a job of one's choice, one must possess excellent communication skills along with technical skills. Consequently communication skills have emerged as the foremost employability skills in the twenty first century. Employability skills not only help one to get a job but also stay in the job, and move upwards in the workplace. What's more, the success of any organization now-a-days depends more on communication than on capital. Even as information moves Further, faster, and reaches more and more people, the skills that make it possible to connect to another person emotionally, intellectually, and spiritually are needed as much today as ever before.*

The sample reason is that most of the time we are in one situation or another that involves communication. Even that it is worthwhile to make an attempt to understand the exact meaning and nature of this important activity of ours. The word communication comes from the Latin term 'communicare' that means to impart, to participate, to share or to make common. By virtue on its Latin origin it is also the source of the English word common. What ever is common is shared by all. Hence the sense of sharing is inherent in the vary origin and nature of communication. And, what is it that we share in communications? The one word answer is information, something to tell, in whatever way we like, or as the situation demands.

Communication is interaction between one person to another person, sharing our thoughts, feelings, concepts, ideas, information etc. According to the humanbeing, Language is tool of communication. It based on Sign and Symbols. Language is a very important means of communication between human beings. A person can communicate his or her ideas, emotions, beliefs, feelings to another one as they share a common code that makes up the language. No doubt, there are many other means of communication used by humans e.g. gestures, smiles, acting, dancing and so on. But all these systems of communication are extremely limited or they too, in turn, depends language only.

In society we share our thoughts, feelings, emotions, reactions, propositions, and facts and figures with individuals as well as groups at all levels, higher, lower and equal. Communication is, in fact, the most important of all activities as it has helped us organize ourselves as a civilized society. In a civilized society there are well-defined roles for each one. The only way to play these roles is through communication. All communication is based on, and is guided by role-relationships, only we understand and appreciate these role-relationships we can successfully communicate. In the words of John Adair "Communication is essentially the ability of one person to make contact with another and to make himself or herself understood. If you prefer a slightly more formal version, communication is the process by which meanings are exchanged between people through the use of a common set of symbols. The ability to speak is based on the structure of the human brain. The cerebral cortex in the human brain is instrumental in giving us the ability to communicate. Man's ability to talk is based on the specialized language, correlated functions in the human brain. That is why, human beings talk but not the animals. When they talk, they use language for communication.

The word communication has become popular. It is used currently to label relationship problems between labor and management, among countries, among people generally.

Some uses of the communication label refer to a different way of viewing these problems. Communication has become popular with the university as well educational institutions. Some educational institutions have initiated a communication department or college to administer the new kind of interdisciplinary approach that has been described. Others have simply put the new label on existing departments and traditional ways of viewing things. Communication is not a new subject. You have to learn. It is what we have been performing among friends, relatives and in limited social groups. From experience, we know that we do not always succeed in the intended communication. There are times we have observed our communicative behavior to find out what went wrong and effect the necessary modifications or adjustments.

The communication process involves four things: (a) sending a message, (b) receiving a message, (c) understanding a message (d) accepting a message. There are two types of communication in language. One is oral communication and another one is written communication. According to the oral communication, without grammar usage method is useful to them. But written communication, the rules and regulations of the grammar usage is very important to our communication skills.

Another group of professionals is responsible for assessing the impact of effectiveness of various kinds of communication. Opinion and attitude researchers, marketing researchers the pollsters, the surveyor all play roles in what be called the communication industry. It is easy to point out the differences among on advertising copy-writer, an audio-visual expert, etc. At the same time, one basic process underlines the work of all such professionals and binds them together in a significant way. Each is responsible for the creation, delivery or assessment of impact of messages that are intended to have an effect on one or more audiences.

The effective communication depends primarily on the efficient encoding and decoding of the message. Since two persons are involved in a normal communication act, the essential prerequisites of effective communication are the shared knowledge of the sender and the receiver of the message, proper perception and understanding attitude and motivation, unprejudiced experience, authority and responsibility. The stimulus, perception and interpretation of the message become very important part of the communication process.

Communication is used in different senses by different people. It can be formal or informal, interpersonal or mass, and verbal or non verbal. Interpersonal communication could be either oral or written it is two way traffic. But the speaker or the sender has to

work within the established parameter of communication: content, time, person and manner. In other words, he should know what to say, when to say, who to say and how to say. Similarly the listener should be serious enough to receive the message in the proper context. In other words, both the sender and the receiver are responsible for the effectiveness of communications.

The concept of a teacher, particularly an English Language Teacher, has changed tremendously over the years. The teacher should state the aim of each class activity and ensure that the students participate in the activities as effectively as possible. He or she should provide explanations and additional information, where necessary, but the students must be used as the most important students in the class do the tasks is a tough job for the teacher. To make sure the teacher may have to move around the class to check whether everybody is doing the tasks assigned.

Motivation is the key to success. It is the teacher's job to motivate the students to learn and practice communication skills. The strongest motivation for the teachers is, of course, satisfaction in doing his or her job well. He or she has to achieve the best results ensuring that communication skills develop in the students. With English becoming the global language of communication, the teacher has to bring about a real understanding, in the students, of the need to use English in their life.

With the rapid industrialization and economic growth in the country there has been an enormous increase in the number and size of professional organizations. As communication plays a vital role in the smooth functioning of an organization, the need to impart communication skills has assumed greater importance. A realization of this need by some universities has led to the introduction of courses such as oral and written communication, executive communication, management communication, technical communication, etc. One can also observe a growing tendency to include communication skills as part of the training schemes for young managers and the executive development programmes run by reputed institutions. It is however found that adequate and relevant instructional materials are not available for guidance and practice.

In recent years the importance of communication has greatly increased as a result of the growing complexity in organizational and individual behavior under the impact of rapid industrialization and modern technology. In the fast changing world of today it is clear that today's communication systems will not meet the demands of tomorrow. There is a need for constant review and modification.

Communication skills are one of the most required twenty first century employability skills. Employability is the combination of factors and processes that enable people to get a job and move on in the workplace. When one considers availing a job or a promotion, one is confident of getting it only if one possesses excellent communication skills without it all doors seem locked. Besides, one also needs to be socially skilled in the complex world of twenty first century. A person is said to be socially skilled to the extent to which he or she can communicate with others in accordance with the norms and expectations of the society. In social as well as professional interactions, soft skills or communication skills give the advantage of winning others. Communicative skills can be learned, acquired and enhanced through the study of communicative English.

Communicative English, However, is not a magic that can transform you overnight or enable you to speak and write native speakers of English. However, it can help you improve your personality and understand people around you better. Communicative English can make you speak more fluently, accurately and eloquently and write to perform a range of communicative functions more effectively. But learning the communication skills is not so easy. Similarly, in communication you have to understand the process of communication, perform and learn from experience of your own and that of others. You learn communication by observing others as well as yourself. No doubt, it is better to learn from and with an expert. The communicative English for the twenty first century hopes to be the guide you need. We hope the students of technical subjects like Engineering, Management and Medical will find it is an essential companion, a self – help guide to improve their communication skills.

With the advent of globalization and the emergence of information and communication technologies, communication has assumed a significant place. Nations and people across the world want to communicate for business, commerce, academic and diplomatic purposes. In this context, communication skills in English are an essential need for students and professionals. They need communication skills to put across ideas and information, for research in human as well as natural sciences. These skills are necessary before and after they join their jobs. Communication skills are not limited to language only. A person may be efficient in his or her subject but they are required to be equally efficient in communicating their ideas in an effective manner.

Now a days, we come across exceptionally brilliant students specialized in science and technology, commerce and management and in other disciplines, but they are inadequate when it comes to their communication skills. Hence, they fail to create an impact on their

prospective employers and customers. This problem needs to be addressed through creating awareness among the learners and providing study materials well-suited to their immediate needs.

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