



Importance of Communication in Classroom

DR. MANVEER SINGH

Asso. Professor, Dept. of Teacher Education,
N.M.S.N. Das (P.G.) College, Budaun

1. Introduction

Communication skill as the most important factor used in selecting their management staff. The study found that oral and written communication skills were important in predicting job success as was the ability to communicate well with others in the workplace. Even though communication skills are so important to success in the workplace, there are many individuals who find these skills to be a stumbling block to their progress they struggle to convey their thoughts and ideas in an accurate manner making it difficult to progress and nearly impossible to lead well.

2. What is communication?

When asked define communication how would you respond? Most people will relate to forms of communication - talking or listening. But communication goes beyond that communication involves getting information from one person to the other person

“Communication is the art and process of creating and sharing ideas, effective communication depends on the richness of those ideas. ”

There are many elements of communicating effectively that individuals need to consider when entering into some kind of communicative interaction. Some of these elements include. The aim of the communication, level of formality, (usually based on relationships of power and purpose for the communication). Some elements of oral, written and interpersonal communication are listed below:

3. Oral communication

- Empathy
- Use of visual aids in a presentation
- Amount of information/details in visual aide
- Provision of handouts
- Feedback from audience
- Voice modulation
- Tone of voice
- Eye contact

Witten communication

- Text type (ex report case study, essay annotated bibliography etc.)
- Appropriate length of document
- Appropriate level of detail within document (ex presentation of supporting evidence)
- Front style / size
- Adherence to reference conventions (Harvard APA, Vancouver etc)

Interpersonal communication

- Emotion intelligence

- Body language
- Posture
- Sensitivity to the audience demonstrated through appropriate behaviour
- Active listening

4. Why is teaching communication as an outcome important for academics?

The teaching of communication as an outcome, along with expert content, is important as it prepares students to better communicate through their assessment, enter into dialogue with peers academics, formulate questions to further their learning etc. It is also integral to preparing for various professional environments and develop skills that are important as graduates, and sought after by employers.

5. Why are communication skills important for student?

Effective communication skills are essential for Deakin university graduate to gain entry to, and be successful in, their future professions. Learning and developing effective written, oral and interpersonal communication skills will develop students emotion intelligence and empathy through an understanding of their audience of their audience; these skills contribute significantly toward positioning graduates as global citizens In the workplace and professions, graduates will be required to communicate with multiple individuals – these may include:

- Colleagues
- Employers and managers
- Clients
- The media
- The general public
- This communication could take multiple forms, for example:
 - Written communication
 - Application
 - Proposals
 - Application for promotion
 - Letters
 - Memos
 - Emails
 - Purchase orders
 - Publications
 - Report
 - Media releases
 - Oral communication
 - Oral presentation
 - Meetings
 - Client interviews
- Effective communication skills will be needed by graduates for tasks as:
 - Providing instructions
 - Resolving conflicts
 - Negotiating
 - Sharing ideas

6. Communication Style

Communication style refers to the choice we tend to make when communicating to others. It involves two basic dimensions: the assertiveness level of our communication and the emotiveness level of our communication. We also use different styles depending on with whom we are communicating.

Difference in communication style can lead to barriers to communication success.

7. Direct communication style

“People with direct communication style are the ‘go-getters’ in the group they will work hard and will work hard and fast and will few guest ion or distractions.”

If you are a direct style you could probably use some practice with listening skills.

7.1 Tips for communicating if you have a direct communication style

- Allow time for ‘chatting’ at the beginning of a meeting.
- Don’t use email for sensitive or complicated topics
- Allow time in your schedule for questions and feedback

7.2 Tips for communicating with people with a direct communication style

- Ask if they have time to talk before jumping in
- Do not speak in the abstract
- Only promise what you are certain you can deliver
- Don t sugar coat things – speak plainly

7.3 Spirited communication style

People with the spirited communication style love to flesh out ideas brainstorm and talk about the big picture as long as they get to do a of at the taking. Spirited people can have a hard time nailing down the details in their wonderful ideas. They may also have a hard time sticking to an agenda or to one topic.

7.4 Tips for Communicating if You Have a Spirited Communication Style

- Respect agreed-upon agendas and time limits when in meetings.
- Be certain any requests you make are clear and that you convey the reason for asking
- Communicate your appreciation for others work and input

7.5 Tips for communicating with People who have a Spirited Communication Style

- Understand that they may exaggerate
- Praise them in front of other people
- Reaffirm with them what they have agreed to do

8. Teaching Communication Skills

The substantial breadth and depth of what is meant by ‘communication skills’ means that teaching these skills requires various techniques, tools and resources. These in turn, need to modified depending on the experience of the student (e.g., a first year bachelor student compared to a masters level students). It is also important to remember that communication skills should be modelled and taught through different locations and mediums, for instance:

- Work integrated learning (e.g., work and /or site placements)
- Role-playing (e.g., scenarios of simulated learning)
- Watching videos
- Practising in a virtual environment
- Some generals points to remember when teaching communication skills in teams:
- Teaching and assessing communication skills in teams and for individuals requires different techniques.
- The dynamics of the team also need to be considered when team communication presentations are being undertaken.

- Team communication task will enable greater utilisation of interpersonal communication as the team members will need to communicate with each other as well as the audience

8. Conclusion

Communication skills are not difficult. Using them when it really matters is the difficult part. To help, there are several things you can keep in mind. When everyone understands all the information and when there are good enough relationships between people, resolution often emerges easily.

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