



SIGNIFICANCE OF COMMUNICATION SKILLS FOR DEVELOPING TEACHER

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Abstract

Communication is a process of exchanging verbal and non verbal messages. It is a continuous process. Pre-requisite of communication is a message. This message must be conveyed through some medium to the recipient. It is essential that this message must be understood by the recipient in same terms as intended by the sender. The art of communication involves listening and speaking as well as reading and writing. Teachers need to be highly skilled in all these areas to excel in their profession.

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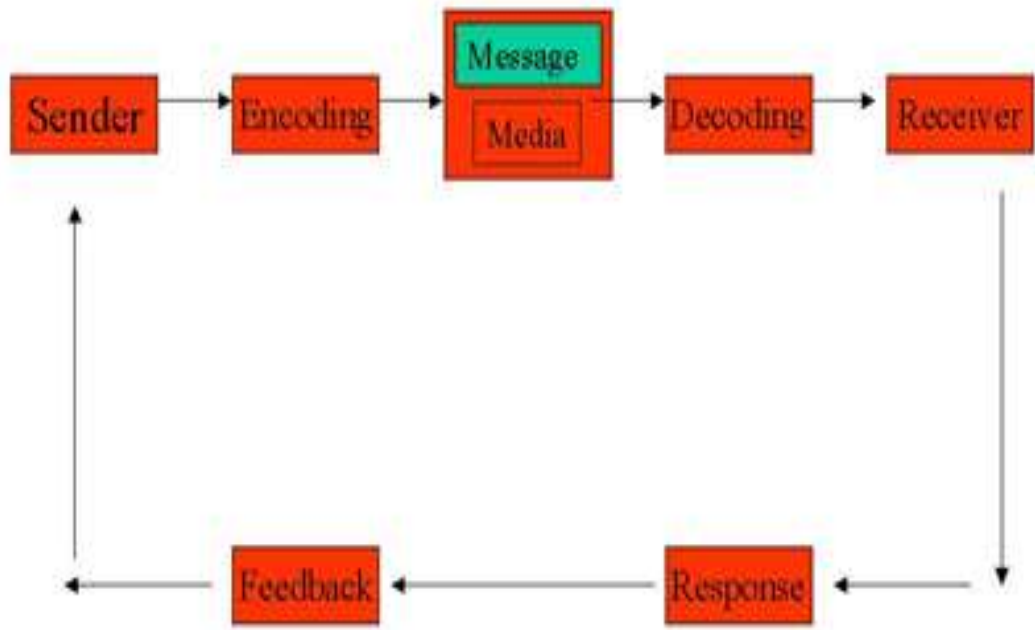


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INTRODUCTION:

Communication is a process of exchanging verbal and non verbal messages. It is a continuous process. Pre-requisite of communication is a message. This message must be conveyed through some medium to the recipient. It is essential that this message must be understood by the recipient in same terms as intended by the sender. He must respond within a time frame. Thus, communication is a two way process and is incomplete without a feedback from the recipient to the sender on how well the message is understood by him.

The art of communication involves listening and speaking as well as reading and writing. Teachers need to be highly skilled in all these areas to excel in their profession. Proficient communicators receive information, understand and synthesize it and express themselves at a high level. They make excellent teachers because they are able to transmit knowledge, skills and values at the same time they communicate their caring for the students entrusted to their care. They help motivate students



The main **components of communication process** are as follows:

1. **Context** - Communication is affected by the context in which it takes place. This context may be physical, social, chronological or cultural. Every communication proceeds with context. The sender chooses the message to communicate within a context.
2. **Sender / Encoder** - Sender / Encoder is a person who sends the message. A sender makes use of symbols (words or graphic or visual aids) to convey the message and produce the required response. For instance - a training manager conducting training for new batch of employees. Sender may be an individual or a group or an organization. The views, background, approach, skills, competencies, and knowledge of the sender have a great impact on the message. The verbal and non verbal symbols chosen are essential in ascertaining interpretation of the message by the recipient in the same terms as intended by the sender.
3. **Message** - Message is a key idea that the sender wants to communicate. It is a sign that elicits the response of recipient. Communication process begins with deciding about the message to be conveyed. It must be ensured that the main objective of the message is clear.
4. **Medium** - Medium is a means used to exchange / transmit the message. The sender must choose an appropriate medium for transmitting the message else the message might not be conveyed to the desired recipients. The choice of appropriate medium of communication is essential for making the message effective and correctly interpreted by the recipient. This choice of communication medium varies depending upon the features of communication. For instance - Written medium is chosen when a message has to be

conveyed to a small group of people, while an oral medium is chosen when spontaneous feedback is required from the recipient as misunderstandings are cleared then and there.

5. **Recipient / Decoder** - Recipient / Decoder is a person for whom the message is intended / aimed / targeted. The degree to which the decoder understands the message is dependent upon various factors such as knowledge of recipient, their responsiveness to the message, and the reliance of encoder on decoder.
6. **Feedback** - Feedback is the main component of communication process as it permits the sender to analyze the efficacy of the message. It helps the sender in confirming the correct interpretation of message by the decoder. Feedback may be verbal (through words) or non-verbal (in form of smiles, sighs, etc.). It may take written form also in form of memos, reports, etc

2. OBJECTIVE OF THE STUDY:

To study the significance of communication skills for developing teacher.

3.STATEMENT OF THE PROBLEM:

To study the significance of communication skills for developing teacher.

4.SIGNIFICANCE OF COMMUNICATION SKILLS FOR DEVELOPING TEACHER:

Teaching is generally considered as only fifty percent knowledge and fifty percent interpersonal or communication skills. For a teacher, it is not just important to give a quality lecture but it is more important for the presentation of a lesson or lecture in class.

Communication skills for teachers are thus as important as their in-depth knowledge of the particular subject which they teach.

Teachers should be aware of the importance of communication skills in teaching. They must also realize that all students have different levels of strengths and weaknesses. It is only through communication skills that a teacher can introduce creative and effective solutions to the problems of the students. Thus, a teacher can enhance the learning process.

Following are some of the communication skills that a teacher must possess so that they interact properly with the students –

1. **Positive Motivation** this is one of the important things that a teacher must possess.

In a class, students always have different kinds of taste and preferences over subjects. So it is the job of the teacher to create enthusiasm and interest in the minds of the studentstowards a subject. It is also a teacher's role to remove any fear and inhibitions that a student may have towards a subject.

2. **Effective Body Language** This is the most powerful communication skill that a teacher must possess. Good presentation skills include a powerful body language supported by verbal skills. This can create a long lasting impression in the minds of the students. Thus, a teacher's lectures will inevitably become more interactive and interesting for the students. Besides, a teacher should maintain the volume, tone and rhythm of their voice during a lecture.
3. **Sense of Humor** The importance of this factor has been regularly underestimated. A good sense of humor keeps the students active and interested in the teacher's class. A teacher who is dour and lacks humor doesn't contribute to the overall well being of the students.
4. **Understanding the Students** Teachers should encourage students to communicate openly. There should be emphasis on cultivating a dialogue rather than a monologue. So while solving any kind of problems in the classroom, it is always wise to hear the opinions of the students also.
5. **Team Formation** this is a good method where you can divide the classroom into small teams and ask them to solve different problems or complete assignments. This practice will increase not only the interaction among the students but also among the teacher and students.
6. **Technical Skills** It is also important that teachers should be up to date with all the latest teaching aids like computers, videoconferencing and especially the use of internet. This will also help the students to keep up their interest in the learning process. Students are the future of every nation. That is why the role of teachers is so important to the society. It is through a teacher that generations of youngsters are deeply influenced. Overall improvement in a student can be expected when communication skills for teachers is given due importance. Thus, it is important that communication skills become an important ingredient of a teacher's professional competency.
7. **Communicating With Parent** :A great educator does not only need to communicate with students, but should know the art of communicating with students' parents as well. They need to be perfect in expressing themselves to parents to collectively

work on the students' progress. Teachers are required to make sure that parents understand their kids' learning strengths, patterns, problems or behavior. If you are new into teaching profession, here, are some effective tips on communicating with parents.

8. **Clarity in Communication** Communication is both expressive and receptive. Educators should be skilled in listening and understanding in thoughts and ideas of their students and elaborating things clearly. Educators need clarity in communication while talking to their students. They should be able to break down complex things into simple steps. Educators must be able to "read" their students mind. Effective communication also includes converting a boring conversation into interesting using good presentation and communication skills.
9. **Personalizing Communication with Emotions**; A good educator conveys honest affection and commitment to their students. They keep a deep concern about their students' progress. A teacher, who is keen to know about their students, learns their name and addresses them with their name. They always try to understand their students' dream, their biggest fear, hopes and preferences; all this is possible with effective and continuous communication. Teachers must celebrate their student's success and recognize them for their work; and this is a great way to highlight student's strengths and create impact on their learning.
10. **Interacting with Colleagues and Supervisors**: Although teaching is often done in the isolation of a classroom without the presence of other adults, good teaching involves consultation with colleagues. Schools that see themselves as professional learning communities encourage teachers to plan lessons together and learn from one another. They take a team approach when problem-solving, especially for difficult students. This all requires excellent communication. Teachers stay abreast of new developments in education by reading journals, listening to new ideas from their administrators and school board consultants, and sharing and discussing these ideas with colleagues.

5. CONCLUSION:

The art of communication involves listening and speaking as well as reading and writing. Teachers need to be highly skilled in all these areas to excel in their profession. Proficient

communicators receive information, understand and synthesize it and express themselves at a high level. They make excellent teachers because they are able to transmit knowledge, skills and values at the same time they communicate their caring for the students entrusted to their care. They help motivate students to learn.

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