



21 CENTURY ANALYSIS ENGLISH LANGUAGE SKILLS AND COMMUNICATIONS

Dr.Dharm Veer Singh

Assistant Professor and Head of the Department of ENGLISH Government Degree College Tanakpur,
Champawat, Uttarakhand, India ,pin code 262309

Mob.No.9411842408

Tomardharmveersingh428@gmial.com

Abstract

We find that analytical skills will allow you to efficiently process information and arrive at a solution or conclusion but, without being an eloquent, effective speaker, these findings won't be of any value to you. That's why it's necessary to hone your communication skills to be able to take full advantage of your potential in both your professional and personal life. The following communication skills are in high demand at the present moment and are especially critical in our technology-based world where communication is more pervasive and central than it has ever been, and when you often have only a few seconds to grab someone's attention.

We present that Specialization helps you improve your professional communication in English for successful business interactions. Each course focuses on a particular area of communication in English: writing emails, speaking at meetings and interviews, giving presentations, and networking online. Whether you want to communicate to potential employers, employees, partners or clients, better English communication can help you achieve your language and professional goals. The Capstone course will focus especially on making those important connections to take your career or business to the next level. Make yourself more competitive by improving your English through this Specialization: Improve Your English.

Keywords : British counsell /library : writing, listening, skills and communication

Introduction: We Think of some phrases that show up repeatedly on job postings. Your list probably includes something like, "Candidate must have strong verbal and written skills," or "Excellent communication skills a must!" With quickly changing technology and expanding globalization, it seems we are living in an increasingly communications-driven world. There are very few professions where employees can thrive without sharp English communication skills.

The advent of the Internet caused some observers to mourn the imminent death of personal written correspondence, but the reality couldn't be further from the prediction. Communication with others through texts, social media, and email is increasingly important. With that, more messages means more potential for misunderstandings. Just think of the amplifying effect of social media. Something you used to say to only a few people can now be declared to thousands or millions with a few clicks. Technology has knit together the

world in ways we wouldn't have imagined just a few decades ago, but this interconnectivity also requires proficient language skills.

Methods of communication skills: This article, we talk about why communication skills in English are so important; we'll also give you tips for meeting today's communication demands, whether English is your first language or whether you are learning it as an additional language skill. You'll also learn about how National University can help you improve your English skills in our ESOL (English speakers of other languages) programs or with our offerings for English and communication major. English is a lingua franca, meaning it is a "bridge" language: When two people who speak different non-English languages meet, very often the common language they use to connect is English. This is why English is taught in many schools around the globe and why many international corporations are officially mandating English communication for employees in all global locations.

English is the common language of navigation, such as for air traffic controllers and airline pilots, and it is the most common language used on the worldwide web. It is one of the six official languages of the 193-member United Nations. It is also the language of scientific research, with some 96 percent of science journals publishing in English. Some researchers report that learning English communication is as important to obtaining their PhD as their thesis. English is spoken by about 2 billion people today. As a native language, English ranks third, but it is the number one language learned by speakers of other languages. In fact, more people use English communication as a second language than they do their own native language. Regardless of whether you started learning English communication in infancy or much later, being able to use English language skills effectively is a big advantage, especially in the workplace.

For both native speakers and ESOL speakers, effective communication in English involves four modes: reading, writing, speaking, and listening. Different people have naturally differing aptitudes for these skills. You probably know someone who has terrific English conversation skills, responding to your points with keen insights and offering up witty observations seemingly without effort. This person might also be someone who never cracks a book and who panics when faced with writing a simple cover letter. You also know that person's opposite: the introvert who seems tongue-tied in social settings or whose mind seems to wander when others are talking, but who reads a couple novels per week or repeatedly churns out well-crafted stories and articles.

The more well-rounded you are in all the modes of English communication, the better equipped you are to thrive personally, socially, and professionally. Whatever skill you struggle with, the best prescription for improving it is practice. Reading comprehension increases when you read often, especially if you read a variety of material. So, if you shrink in fear at a school or work reading assignment, commit to reading a little every day. Pick up a magazine, read a novel a few pages at a time — no pressure to finish it quickly — or take a few minutes to actually read one of the articles a friend has linked on social media. The same goes for writing. Do a little every day. It doesn't have to be anything anyone ever reads, though occasionally it's helpful to have someone read your writing and offer feedback. As a runner becomes strong and fast through regularly logging miles, a writer becomes concise and articulate by logging immediate.

Illustration of communication skills: communication skills language to focus your listening also takes practice. If you are the kind of person who is always planning what you'll have for dinner while someone else is talking to you, it helps to simply catch your own mind in the act of wandering and gently bring it back to the present situation. Many experts recommend establishing a meditation , even if only a few minutes a day, to hone the skill of noticing when your thoughts stray and bringing them back to the point of focus. If you have trouble speaking, whether in social groups or before audiences, try to assess exactly why; if you're too anxious to get your point across, sometimes acknowledging your anxiety can help dispel it. Try not to be too hard on yourself if, looking back, you cringe at something you've said in a public speaking situation. For one thing, we tend to be our own harshest judge, so it's likely no one else thought it was that bad. Also, ask yourself how you would treat someone else in the same position. You would likely feel sympathy and want to encourage

that person — so do the same favor for yourself. If you can put aside some of your self-judgment, your mind is freed up to compile coherent thoughts on the fly, which is what public speaking is all about.

We all look back on conversations and regret things we didn't say or things we did say. There is no Control-Z in conversation. But there is in writing (at least if you're using Windows!), so whether you're a novelist, a blogger, or that person who writes only when desperate, use the power of rethinking. If time allows, walk away from your writing for a day or two and come back to it. You'll be amazed at how the words have rearranged themselves to better effect in your mind — and how quickly you spot errors you didn't see before. If you proofread immediately after finishing writing, you'll just read what you meant to say. But if you give yourself some distance, the mistakes reveal themselves. It's always a good idea, too, to read your writing aloud, even if you're only reading it to yourself or your cats. When you hear the words, you'll catch mistakes and awkward phrases. If you have a helpful partner or friend to read your writing back at you, all the better. Another effective technique is to use the read-aloud feature in your word processing software. You might not see a subtle error like a doubled or missing "the," but you'll hear it if the robot says it.

Discussion of communication skills : Communication skills are a number of online programs that not only help you with proofreading, but they can also help you learn to improve your English communication skills. Leading the proofing app offerings are Grammarly and ProWriting Aid, which do much more than find typos and grammar mistakes. They'll also assess overall readability and flow and give you suggestions for improvement. Paying close attention to the issues these programs flag is like taking a mini course in English communication. If you'd like to go more deeply into improving English communication skills, consider enrolling in online or local college classes like the English language programs at National University. The Bachelor of Arts In English immerses students in rigorous literary analysis, critical thinking, and communications. Students gain an understanding of literature that spans cultures and historical periods and learn to craft persuasive written and spoken arguments. Students wishing to teach college or further their English studies for other reasons can obtain a Master of Arts in English from National University.

For students whose interest in English communication is primarily in fiction and creative nonfiction, National University offers both an Associate of Arts with a major in creative writing, as well as a Master of Fine Arts in creative writing. Alternatively, the BA degree in English can be completed with a concentration in creative writing. For prospective middle and high school English teachers, National University offers a BA in English with Single Subject Matter Preparation. Completion of this degree allows California residents to become English teachers without sitting for the CSET. The CSET, also referred to as CSET English, is otherwise required for candidates to gain an English teaching credential in California. Another option for prospective California teachers is the Bachelor of Arts in English with Inspired Teaching and Learning and a Preliminary Single Subject Credential. This option intensifies candidates' English communication skills with an enhanced program of literary analysis, linguistics, and communication. It prepares teachers to engage meaningfully with students to ensure their achievement socially and emotionally as well as academically. The Bachelor of Arts In Strategic Communications sharpens students' communication expertise for settings in business, marketing, and public relations. To This program develops strategies for communicating on multiple levels, from the personal to the global. Students learn to craft effective messaging that can be applied to any career or workplace environment.

National University offers an array of journalism, film, and entertainment programs of study to prepare students to evolve in the fast-changing and diverse world of communication media. The Bachelor and Master of Digital Journalism programs provide students with a grounding in the principles of news reporting while also positioning them as future innovators of emerging communication media. Whatever level of English communication you want to pursue, National University can help. Making a strong personal commitment to practice and self-study also will be helpful. The advantages gained through confident communication — on a

personal level, in a business environment, or on the internet — will have a substantial impact on both your career and personal life. Analytical skills will allow you to efficiently process information and arrive at a solution or conclusion but, without being an eloquent, effective speaker, these findings won't be of any value to you. That's why it's necessary to hone your communication skills so as to be able to take full advantage of your potential in both your professional and personal life.

Research methodology high demand of communication skills : The following communication skills are in high demand at the present moment and are especially critical in our technology-based world where communication is more pervasive and central than it has ever been, and when you often have only a few seconds to grab someone's attention. Have you ever talked with someone and felt as if, no matter how much you tried, they just could not focus on the matter at hand? Being focused and staying relevant when discussing a topic is a learned skill. Negotiations often suffer from the lack of this skill. If you cannot understand and focus on the matter at hand, you're frustrating the person you're talking to and are more likely to reach an impasse. Give people what they're after. Understand their expectations, listen to their views, and offer solutions and viewpoints that are pertinent and useful. To achieve this, make sure you widen your own focus and move away from your own convictions, to allow room for other opinions to be expressed.

Expressing your views with clarity takes practice but, once you achieve this, your conversations will be much smoother. Speaking with clarity gets a point across easily and helps the other people in the conversation empathize with you even if they don't agree with you. What is more, clarity signifies a series of other skills, such as analytical skills and your ability to explain complex concepts in everyday terms. Clarity also shows expressiveness. Clarity makes your speech or writing convincing, giving you the upper hand in most negotiation contexts. Improving your vocabulary using software like vocab1 is a good way to gain the skill of speaking and writing with clarity. Communication skills cover a wide spectrum of abilities but it's useful to focus a bit on language itself, the heart of communication. To have remarkable communication skills you need to be a master of language. Vocabulary, word choice, syntax, and pronunciation are all things people will judge you by during the conversation. Your language ought to be engaging, context-appropriate, and effective. This can be partly achieved by varying your language. Pitch, volume and mood should be constantly changed so that you don't bore your listeners.

Facts of communication skills : A part from regularly animating your language with colorful and expressive words, you should also pay attention to the visual message you're sending out. While online communication through email, social media, and other channels doesn't always require the visual dimension, when talking face to face or through video calls it's important that your body language fully complements your words. Have you ever talked with someone who sent out confusing messages? Body language and words need to be in perfect sync. If you're mad at someone, don't smile; if you're congratulating them on an achievement, don't cross your arms as this shows defensiveness. Mixed messages can lead to misunderstandings and communication failure. Luckily, your body language, eye contact, posture, gestures, and facial expressions can all be used consciously for amplifying and enriching your verbal communication. Practicing in front of the mirror or in front of loved ones will allow you to improve your body language and make it more expressive.

Conclusion : At last, we want only saying that Communication is something that helps form the basis of a successful and growing community. Even as the media and channels of communication change and advance, the basic premise remains unvaried. Consciously working on your communication skills will allow you to be more effective in in-person negotiations, close deals more easily, and have a better professional image others will respect and admire.

Reference

National University, 2018, : Reading, writing, skills, Communication, speaking and listening

On My Mind, : Master speaking and communication skills

R P Sinha, : How to translate into English

Prerna Malhotra, Dev Dulal Halder, : communication skills theory and practice

Leo Jones and Richard Alexander, : Business English, Cambridge University press

Spears Language Lab, : Gem Government e marketplace. why is English language important for students

