

SUCCESS THROUGH SOFT SKILLS

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ABSTRACT

Ability to express one clearly and confidently is a very important personality trait and this is given the highest importance during the evaluation process in recruitment. The process of globalization is in full swing. We are communicating with the whole world through business. The use of Internet has globally connected us. So we cannot deny the fact that hard skills are least important than soft skills, they both go hand in hand. But we require proficiency in spoken English, Skill of inter- personal communication such a telephone skills, mobile etiquettes, skills of negotiations, group discussions and conducting effective meeting. In the parlance of communication these skills are called “**soft skills**” which are also very essential skills.

There is an axiom in business circle which suggests that hard skills will get a person an interview but soft skills will land that person a job. This means an applicant with years of education and experience in the field might have the hard skills necessary to fill the positions, but lack of soft skills such as leadership ability on self-motivation necessary to perform well on the job. People fail miserably in this aspect even though they have very strong technical skills. Thus communication is very important for any, professional because during one’s career, every professional has to talk to a number of people of varying backgrounds and technical knowledge’s. Communication Skills can be categorized into oral communication skills and written communication skills.

Key words : hard skills, soft skills.

INTRODUCTION

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There is an axiom in business circle which suggests that hard skills will get a person an interview but soft skills will land that person a job. This means an applicant with years of education and experience in the field might have the hard skills necessary to fill the positions, but lack of soft skills such as leadership ability on self-motivation necessary to perform well on the job. People fail miserably in this aspect even though they have very strong technical skills. Thus communication is very important for any, professional because during one’s career, every professional has to talk to a number of people of varying backgrounds and technical knowledge’s. Communication skills can be categorized into **oral communication skills and written communication skills**.

India being densely populated country. It is expected that 50 million people in India are competent in English. The demands of English speaker are increasing the use of this foreign language. Thus English as second language learners in India can be divided into broad categories.

1. **Beginners**
2. **Well versed in English**

1. **Beginners**--- Are those people who have deep desire to learn English but have no training or education background in English. Hard work is needed to be devoted both by the teacher and the learner.
2. **Well versed in English**—those who have been educated in English medium school but want to make themselves more proficient in speaking English.

Thus this paper highlights as well as explore the fact that communication skill is most important skill, without proper communication skills one cannot express his/her thoughts properly. The other skills are all co –related with Communication Skill. The ability to communicate effectively takes real skill and learning this skill never ends. The hardship starts when English becomes the prime language. The paper focuses on the drawback of teaching English in schools and colleges in rural areas. Unfortunately rural people find it difficult to learn this language. Rural people face the highest problem in getting hold of this foreign language at school as well as college level. In India Government has taken necessary steps to teach this language at both primary as well as secondary level. English is being taught to them. Recruitment of new teachers is made to teach them this most demanded language. Still rural people are facing problems. Reformation in the policy of Education is needed to master the foreign language. In government school English teaching is not compulsory and introduced in class 6. This will again create more problems in communicating with the others due to the language barriers.

We all know the importance of English—

Some major **problems** related with English language teaching are described below.

- 1) **No connection with language**--- The students come from rural background and they have a very little or almost negligible connection with English language. It is not their fault for English is introduced at 3rd or 6th standard and their usage taught at school level is more about grammatical rules rather than how to use it in communication in daily life.
- 2) **Lack of learner motivation** ---- Student skip classes and when they do show up it's likely due to fear of failure more than anything else. The message spread by seniors is regularity in classes will help you in fetching good marks. Rather than learning about the subject.
- 3) **Insufficient time resources and materials**—Student gives priority to tougher subjects than English. More over English language cannot be learned in one or two hour per week.
- 4) **Over crowded English classes**---Class room are overcrowded. Personal attention is not paid on individual students. Even at other English courses the batches consists of 15 to 20 students. So one who is of introvert nature remains shy for a long time. Even though he is paying an extra amount for learning this special language.

The problem and factors which work as hurdles in learning the language is---

- 1) Fear from English
- 2) Hesitation in Speaking
- 3) Pronunciation problem
- 4) Problem of Phonetics
- 5) Lack of Interest
- 6) No connection with language
- 7) Basics are not taught
- 8) Lack of Enthusiasm
- 9) Feelings of Inferiority
- 11) Absence of learning and teaching atmosphere
- 12) Resources are not easily available
- 13) Lack of proper Motivation
- 14) Marks of English make no difference in the student's mark sheet as they just want to get passed.

Measures to overcome

- **Speaking Practice**--- Knowledge of grammar and sentence structure provide solid base to a beginner to speak well in English.
- **Paper Reading**
- **Debates**
- **Group Discussion**
- **Conversation on light topics**
- **Mock Dialogues**
- **Mock Meetings**
- **Mock Interviews**
- **Lack of Confidence**--- To boost a student's confidence when he is trying to speak in English is very important. A student must not be stopped or corrected in the middle of a sentence, rather he should be praised for his speech should be praised for his efforts first and then faults in his speech should be told. This would go a long way in boosting his confidence while speaking English.
- Games
- Quiz
- Making video clips of Spoken presentation and showing it later to the student.

Conclusion

To improve this pathetic situation we need to work hard. Spoken English skills are not that hard to master lots of self motivation determination and hard work is needed. Proper steps would have to be taken for eradication of the problems. Like basics that is functional English and phonetics should be taught at school level in an interesting way and proper environment should be provided to boost and motivate them. So that hesitation will be removed. What I believe is that language labs and sophisticated instruments are of no use if one doesn't have the zeal and the fire to learn. If the fire is ignited and lit in the hearts of the learners then nothing else is needed.

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