



Communication Process- An Amalgamation

KEYWORDS

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ABSTRACT *Good communication skills are key to success in life, work and relationships. Without effective communication a message can turn into error, misunderstanding, frustration or even disaster by being misinterpreted or poorly delivered. Communication is a process by which we exchange information between individuals or group of people. Here I discussed 4 skills of communication as RWLS including explanation of it as just more than a process of exchange of thoughts and ideas.*

THOUGHTS + EMOTION + INTENTION + INFORMATION + CREATION + ACTION = COMMUNICATION

Speaker → Receiver
Message

Information and communication are 2 words often used interchangeably but both signify different meanings as information is giving out and communication is getting through. This diagram shows the process between a speaker and receiver which needs idea to be shared by encoding and decoding it. In a broad sense it can be studied as process of meaningful interaction among group. It is a process by which meanings are perceived and understandings are reached among human beings

The process of communication itself includes the speakers' thoughts mingled with emotions and his/her own creation which results into the action of communication. It is the way of expression which determines speaker as commonly uncommon individual one. It is called that,

"Education is never ending process and teaching is twice learning"

I hereby believe that like education the process of communication is also the process of learns, unlearn and relearn .it is the art not the science made up of equations and experiments. It is the way of flow which contributes in building of speakers' attitude and personality.

Theoretically speaking (writing) it includes speaker, listener along with a message and feedback. These 2 parties with a way/ medium passes or actually exchanges a message and for that a medium is needed, be it a body language or signs (as non verbal skills) or words and language (as verbal skills) etc...

For the process of communication receiving the message is important from the part of receiver same as feedback is also important as to know if the message is received (in the same way it is sent) or not. As no process of communication is complete without feedback. For this sender must know whether receiver has got the message and understood it in the way it was intended or not. He can find out this by observing the reactions and responses of speaker. The feedback is may be in words (spoken or written), signs or behavior (conscious or unconscious).

This autonomous process needs an artistic touch with creation in the exchange of message and ideas not only creation but when I said artistic touch it needs emotional up-bringing also which makes the process more interesting to be conveyed and to be received.

If this process has equal contribution of all these ingredients it will be a best recipe to be shared with. This gives an immense pleasure to both the host and the guest.

In modern technological world where we live in the flow of information it's hard to find out wisdom and knowledge as it can't come in form of school syllabus. The cultural moral values can create it through boundaries which are made up of rituals and traditions of specific area. The communication process also cannot be apart from this change. There are cross cultural barriers like language with which a good communicator has to deal with. For this we need to believe in strong culture which is a shared system of symbols, beliefs, attitudes, values, rituals and traditions, expectations and norms for behavior.

'Man is a social animal' so he cannot live on an island aloof from society and his culture as he is nurturing and groomed up depends largely on the culture that he/she has been brought up in so he/she has to act accordingly with society and social values, his role and status, decision-making capacity along with the concept of time and personal space also comes as we live in such world where social behavior and mannerisms are mostly first thing to be considered.

The ability to communicate effectively is important in relationships, education and work. In the information age, we have to send, receive, and process huge numbers of messages every day. But effective communication is about more than just exchanging information; it also about understands the emotion behind the information. Effective communication can improve relationships at home, work, and in social situations by deepening your connections to others and improving teamwork, decision-making, and problem solving. It enables you to communicate even negative or difficult messages without creating conflict or destroying trust. Effective communication combines a set of skills including nonverbal communication, attentive listening, the ability to manage stress in the moment, and the capacity to recognize and understand your own emotions and those of the person you're communicating with.

While effective communication is a learned skill, it is more effective when it's spontaneous rather than formulaic. A speech that is read, for example, rarely has the same impact as a speech that's delivered (or appears to be delivered) spontaneously. Of course, it takes time and effort to develop these skills and become an effective communicator. The more effort and practice you put in, the more instinctive and spontaneous your communication skills will become.

Emotions play an important role in the way we communicate at home and work. It's the way you feel, more than the way you think, that motivates you to communicate or to make decisions. The way you react to emotional clues affects both how you understand other people and how they understand you. If you are out of touch with your feelings, and don't understand how you feel or why you feel that way, you'll have a hard time communicating your feelings and needs to others. This can result in frustration, misunderstandings, and conflict.

Emotional awareness provides you the tools needed for understanding both yourself and other people, and the real messages they are communicating to you. Although knowing your own feelings may seem simple, many people ignore or try to sedate strong emotions like anger, sadness, and fear. But your ability to communicate depends on being connected to these feelings. If you're afraid of strong emotions or if you insist on communicating only on a rational level, it will harm your ability to fully understand others.

Communication is the process of transferring signals/messages between a sender and a receiver through various methods (written words, nonverbal cues, spoken words). It is also the mechanism we use to establish and modify relationships.

The art of communication needs a speaker and listener. Along with it this process needs speaker's authentic touch with four very well understood skills

RWLS

R- Reading

"Some books are to be tasted, some are to be chewed and some are to be digested...."

- Sir Frances Bacon

Reading makes a man perfect. The good habit of reading any "good" literature is good for a conversationalist, because it gives us the advantages of development of thinking and analytical faculties. It improves our vocabularies to think, argue, discuss and debate; books are treasures of knowledge to be utilized fully at their best. Reading makes us up to date with the world of language. It is said that every language has its own beauty and reading can make us feel the beauty.

W- Writing

It is said that creativity has no language as it can be felt by us without any barriers of languages. A painting or a poem or any literary piece of art needs no language to be felt the art. The habit of writing gives birth to creativity as those who have the quality of good thinking, they can express their thoughts very well and can have career out of it as good writer. The writing skill needs genuine and true interest and authentic personal touch with psycho – sociological factors like emotions, status and authority, close or open mindedness, social health, relations and attachment etc.

L- Listening

"A good listener can only be a good speaker"

The activity of listening needs attention as it becomes listeners' responsibility to be attentive with full mental present and open mindset without any prejudices. Its observed that an unhappy or tensed person only needs someone to at least listen him, to be with him on his emotional journey to give condolence so listening requires patience, concern, concentration, correct interpretation, proper observation of body language, evaluation and at last his action or response through which speaker gets the idea about his message as how well or poorly he/ she has sent information or message

Listening is one of the most important aspects of effective communication. Successful listening means not just understanding the words or the information being communicated, but also understanding how the speaker feels about what they're communicating.

S- Speaking

The activity of speaking needs art may be that is the reason why everyone cannot be a good speaker. Speaking skills need voice clarity, punch, pitch of sound, moderate voice, consciousness, courtesy, correctness, completeness, consideration, co- ordination etc.

Use of idioms and phrases, satire and story element, use of proverbs and examples, touch of cultural words, proper pronunciations, along with personal care and touch can make a commonly uncommon speaker with best of speaking skills. A person who is loved to be listens by audience.

History has many examples of the greatest of the orators whom still today we love to listen frequently.

Abraham Lincoln
Winston Churchill
Nelson Mandela
Martin Luther king Jr.
Ronald Reagan and many more.....

It is said that if a man wants to be a great orator, he needs to become a student of the great orators who have changed the world through their speeches amalgamated with their emotions and souls

Words cannot be as quick as signs so they are effective when instant decisions have to be taken. Visuals and images can more attract attentions or objects as research have proved that human mind can think according to images as whenever he/she can be told anything they start imaging as human brain works on images.

Academic survey said that with the help of audio- visual aids like projector and pictures or graphs and charts more attention of students can be captured in the classes.

All symbols have their own importance to be used at time of speaking as they can be understood easily by an illiterate or less educated person also.

Moreover use of technology and media can also be considered powerful tool for the process of communication. They add newly invented flavors and tastes to the process with a newly invented change which is liked by listeners also.

Thus we should remember that not only should one be able to speak effectively, one must listen to the other person's words and engage in communication on what the other person is speaking about. Avoid the impulse to listen only for the end of their sentence so that you can blurt out the ideas or memories your mind while the other person is speaking because communication is more than just exchanging information. It's about understanding emotion and intention behind information. Effective communication is how you convey a message.

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