



COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT

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ABSTRACT Glowing smile is your first thing that enables people to connect with you. A smile of confidence can prepare the platform of a better personality reflecting uniqueness and attraction. The way you communicate with others, your word choice, your physical movement, your capacity to cope up with unpleasant situation mark the standard of your personality. My present study in this paper deals with the development of personality through communication skills. The author also tries to highlight the effectiveness of communication skills on the development of personality, and various tips for improving our personality as well as skills of communication at the same time. A good personality helps us to create a harmonious family, society, country, and the world. A good person, having knowledge of maintaining social, economical, religious and political diversities, can give a sweet smile and say goodbye to bitter circumstances, and thus, establishes his or her dynamic personality.

KEYWORDS : Communication, Personality, Effective, Development, Skill.

INTRODUCTION

Character alludes to a person's attributes, style, conduct, mentality, disposition, his own one kind of method for understanding things and seeing the world. Genetic factors, family backgrounds, several cultures, environment, current situations play a vital role in shaping one's personality. The way you behave with others reverberates your personality. An individual with a candid personality is appreciated and respected by all. Effective Communication skills play a vital role in honing one's personality. Communication helps individuals to clearly express themselves in the most convincing way. Your considerations, feelings and knowledges are to be passed on in the most attractive way, so that successful relational abilities should be progressed. A person should speak indisputably to make a mark of his/her own. Remember, no one would take you seriously if you do not master the art of revealing yourself clearly and in the most convincing way.

Not all individuals are satisfied with phenomenal relational abilities; they secure the equivalent with time and practice. Individuals with extraordinary relational abilities, in general, have a superior and greater characteristics than the individuals who have not the abilities related to communicating with others. Individuals with active communication skills can simply interact with other people around them like their colleagues, peers, family and so on. Effective communication skills strengthen the relation among individuals, additionally it helps to improve the relational associations with others.

Communication skills: -

Communication is the process by which information is interchanged between individuals. It necessitates a communal understanding of symbol systems, such as linguistic and mathematics. Correspondence is significantly more than words moving between different individual's mouths and ears. In addition, messages are shifted by the tone and quality of voice, eye contact, physical closeness, visual cues, and overall body languages.

Perusing, composing, talking, and listening are rudimentary communication skills fundamental for successful correspondence in any condition, especially in the working environment. Communication skills are the capacities you use when giving and getting various kinds of informations. It involves listening, speaking, observing and so on. Linguistic and written communication skills are basic skills to convey and comprehend data rapidly and precisely.

Factors affecting to enhance effective communication:

- Active listening.
- Simplicity.
- Knowledge of the receiver.
- Speaking clearly/articulation.
- Relationship between the sender and the receiver.
- Straight forwardness.
- Feedback.

How to improve communication skills:

With experience and practice, you can learn and enhance your communication skills. Start by identifying your strengths, weakness and then practice and develop those areas.

1. **Make communication a priority.** Take classes, read books, magazine articles or gain from effective communicators around you. Look for a tutor or mentor.
2. **Take time to respond.** After you've listened and understood take time to "draft" in your head what you want to say.
3. **Make sure you are understood.** Don't blame the other persons for not understanding. Rather, search for approaches to explain what you are attempting to state so that it tends to be comprehensible.
4. **Develop your listening skills, too.** The best communicators are almost always the best listeners. Listening without judgment one should not be unfocussed and then rationally think about what you want to say. Then, respond, not react.
5. **Body language is important.** Studies show that 60-65% of all communication is non-verbal. Watch for visual signs so that your audience comprehends, help not contradicting your message. One should be categorically aware that his or her body is sending signals, as well.
6. **Maintain eye contact.** One should be very careful about his eye contact with the audiences to maintain credibility and to keep the audience into one's own periphery.
7. **Respect your audience.** Perceiving your message isn't just about you or what you need. You should sincerely care about the needs and the unique perspectives of those to whom you are communicating. Perhaps the most ideal approaches to show your regard is essentially by focusing on what they state.

Personality and Personality Development - An Overview:

"Personality is the dynamic organisation within the individual of those psychophysical systems that determine his unique adjustment to his environment". (Allport, 1948)

Each individual has his very own trademark method for acting, reacting to feelings, seeing things and looking at the world. No two individuals are similar. For example, you might like going out for parties but your friend might prefer staying back at home reading his/her favourite book. It is very surprising to think equally for a person in your own way. Here comes the role of personality. Confidently Speaking is very much helpful to maintain balance with an impressive and great personality. Do not show signs of nervousness while interacting with others. There is no point of being nervous unless and until you yourself are not sure of what you are speaking and interacting with others. Develop proper eye contact with the other person, do not look around while interacting with the other person and keep focus your audience.

Personality is the total combination of recollections of entire episodes and events in a person's whole life. Ecological factors, family background, financial conditions, hereditary factors, situations and circumstances also contribute to an individual's personality. Personality also effects what we think, we belief, our values in life and expectations, and also our life styles.

Some good personality development tips at a glance:

- Keep a smart head and keep cool.
- Don't Copy anyone.

- Create your own personal style
- Don't doubt yourself
- Be an Active Listener
- Learn to have calmness and focus on your communication skills.
- Be executive in dress
- Don't shout or be aggressive.
- Be more sensual about your work and be upbeat.
- Accept and Recognize Your Weak Points
- Learn to appreciate others. It causes similar characteristics to be developed in us as well.

Improvement of personality through communication skills in ease way:

Personality involves a person's characteristics, behaviour, posture, way of life style, attitude, dressing, facial expression and the path through which see the world of different things. It also involves your mindset as well. Different factors contribute in forming one's character for example, family foundation, hereditary qualities, fluctuated societies, current circumstance, environmental conditions etc. Your personality is also reflected by how you interact with other people. If you have a glamorous personality then you will be respected and appreciated by all. Thus, communication plays a vital role in personality development in effective way.

Have effective communication for Personality development:

A significant perspective that makes your personality is effective communication. Communication helps you to express yourself in the most constructed and convincing way. With the help of communication, you can express your feelings and knowledge in the most charming and fruitful manner. It's very important for a person to speak really well so as to keep a mark. If you do not cultivate the art of expressing, people will not take you seriously and you cannot convince other people to listen to your thoughts.

Do constant Practice to develop effective communication for personality development:

People are not born with good communication skills but they acquire it with regular practices. The people who have a superior correspondence capability, in general, have amazing characteristics, and for them connecting and speaking with others is certainly not a serious deal. The individuals who have good communication skills can easily converse with others, be their peers and colleagues. You should learn to speak properly and should also learn pronunciation of different words which will help you in speaking fluently.

Selection of proper words for effective communication to develop personality:

The bondage between two individuals is strengthened with the help of effective communication. Proper selection of the words can create a better communication which will not hurt others and will be effective in convincing others and expressing your feelings. Words have different meanings in different contexts. A word can turn the heaven into hell and vice versa. So, a communicator should always be very careful while choosing words. Unhesitatingly speaking with proper order of words can give you a different dimensional standard that helps to promote your perspectives in a successful manner and it likewise helps in improving your character.

Always speaking with confidently:

Speaking confidently is the key if you want to impress others. Signs of nervousness, while interacting with others, add negativity to your personality. You need not feel anxiety and you need to feel confident internally to establish your standpoint. Keep focus on your gestures while conversing with others and be very particular about the pronunciation of words. Do not fraud your audience and acknowledge your limitations if necessary. To show off your better communication skills you need not present fake an accent. You should have your own unique stand of connecting with others and that uniqueness will make your own personality.

Make sure not to play with words while interacting for improving personality:

Make sure that you are not playing with words while trying to improve your personality because it can hamper the communication and can create a trap for you also. If you want to say something then say it straightly as it will help you get more attention and it will help you make your point clearer. The most significant piece of good communication is to be a decent and persistent audience. Observe what others trying to state and what they are delivering and then react accordingly.

CONCLUSION:

Thus, we can conclude that effective communication leads to a better personality and a dynamic personality makes communicates effectively. Both these factors are circuitously inter-dependent. These factors prepare us to be a better persona with charisma and social skills. Communication can help us grasping any kind of hard circumstances and any kind of person. Developing our own personality helps us to gain our acceptance and attain a better position in life. Both these factors help us in leading a victorious and stress-free life.

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