

EFFECTIVE COMMUNICATION METHODOLOGY

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In order to ensure an effective communication process, one has to search for words, the right words to express in relation to his thoughts. Communicating the intended message clearly and effectively is an important skill. It is one of the important attributes that highlight one's personality which is often a key factor in deciding the changes of success. Communication is successful only when both the sender and the receiver understand the same information. In today's highly informational and technological environment, many individuals still continue to struggle because of their lack of communication skills, which hold them back not only in their careers, but in social and personal relationships.

Characteristics of Effective Communicator

Completeness

In order to evaluate the content, solve a problem or make a decision the recipient needs all information. So Complete Communication improves the quality of the overall communication process reducing the need for follow-up questions and answers.

Conciseness

To make our speeches to have more impact, it is essential to say in as few words as possible. For being concise, one has to keep sentences short avoiding unnecessary words. Revising what we plan to say or write will help us to convey the message with fewer words. It will also help him discover more specific words.

Consideration

A Sender should always consider and value the recipient's needs, moods and point of view. The contents and style of the messages should be based on the target audience and the sender should strengthen the key points using arguments and examples, catering for a more thorough understanding of the message.

Concreteness

Concreteness refers to being more specific, definite, and vivid rather than general and repetitive. Concreteness comprises using specific facts and figures, selection of more vivid and image-building words, and avoiding uncertainty.

Courtesy

The courtesy involves being aware not only of the perspective of others but also their feeling. In order to add courtesy in our communication we should be sincerely tactful, thoughtful, appreciative, respectful and by choosing nondiscriminatory expressions.

Clarity

Clarity is the key to successful Communication, helping to convey the message accurately. When clarity is the backbone of communications, audience understanding and user experience is improved, leading to better communication results.

Correctness

During the Communications process, the correctness of the approach can determine our effectiveness. We have to switch our style of communication to suit the circumstances otherwise our message may get lost. If we take few moments to choose how to craft, it will greatly increase our influence. With effective communication we can get positive temperament, emotion, bondage, relationship, friendship etc. In the life process, perfection can be attained at every level based on their emotional intelligence and perfect understudy. To obtain all those things, one needs to pay attention in choosing words, clarity, voice and modulation. Choosing words:

Often we want to embellish things. We try to make our sentences more special, more beautiful than the simple truth. But fancy and complicated words can muddle the meaning of our content. So it is better to choose simple words. To convey the message effectively, we need to pick exactly the right words, with connection. The most powerful words are sensory words. because they make us see, hear, smell, taste or feel something sensing words like-bland or Sickly sweet , dazzling or Silky Smooth- make our conversation more memorable and persuasive, because they require more brain processing power than ordinary words.

Voice

Our voice has the ability of revealing much about our personal history. The sound of voice and the content of speech can provide clues to an individual's emotional state. For instance, if self-esteem is low, it may be reflected by hesitancy in voice, a shy person may have a quiet voice, but someone who is confident in themselves will be more likely to have command of their voice and clarity of speech. when talking to a group or meeting , it is important to never aim the talk to the front row or just to the people nearest you, but to consciously project to those furthest away. Our speech will be seen as positive, by developing a strong voice as opposed to a loud voice.

Modulation

Voice modulation helps the audience clearly hear and understand the speech. By mastering the art of voice modulation, we can make our oral presentation or speech more interesting, understandable and memorable. One has to give much importance to match the thoughts, ideas, and feelings they convey. With the pitch of the voice, continuous practice and experience will help us to gain the confidence and power. Above all one has to take effort to develop their communication skill by effective planning on the following lines.

- What to Communicate.
- Why to Communicate.
- When to Communicate.
- Where to Communicate.
- How to Communicate.
- Whom to Communicate.

Let us think in the above parameters for effective communication. The majority can succeed when the communication as a process is structured in the above parameters.