



Assignment:

Importance of communication skills

Submitted to:

Mam Latiba khanam

Written by:

Muhammad Ejaz (Roll No.101) and

LLB Section 'C' (2nd Semester)

Department of Law

Islamia University Bahawalpur

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Introduction

As we are people when we move outside of our society we have talk to other or also held some inquires or conversation with the other or necessary talking moreover whenever we face a dialogue we have to speak up in own point of view . Therefore a person has a strong communication skills has a greater command over the other. Communication skills make a whole world difference in how we show up in world and how satisfied with our life or in life. I do not say this lightly, every day, we have to communicate with other human being around us and that includes our family, our colleagues, and friend's co-workers, partners and peers groups. Now that are the whole lot of people that we interact with the others. In order to gain attention of the individual's one must have the communication skills. Likewise in a circus, in a public conferences, in a seminars etc. Speaker or orator of these sites having the strong communication skills that is why people of these site listening them carefully and actively to him this is because of the paragon of the communication skills.

Importance of communication skills

If we do not know how to communicate and interact with them that are mutually satisfying each other then our life become restricted just a little bit each time our conversation break down . Just think about it if our communication skills are effective and our conversation are productive , what would it mean ? would we are able to get promotion or a raise ? How about more and fewer responsibilities? What would be speech and conversation of speech is like in meeting or finding a business partners? How to improve our relation with the individuals?

“To write well, express yourself like common people, but think like a wise man. Or, think as wise men do, but speak as common people do.”

—Aristotle, Greek philosopher

As a result of learning how to master our communication and conversation skills, in fact without emphasis on proper communication and effective communication skills, our relation with those individuals surround our life just a little bit less valued perhaps without it individuals may ignored them easily .so if we wanted to improve our relations with these sort of people we must have to develop a strong communication skills. Then may our relation filled with trust and precious valued, it is worth to improve our communication skills. A lot of

us, when we think about communication, we also know that there is verbal component and as well as non-verbal component also. The verbal component is quite obvious is not it because in many cases it is not obvious. According to the research done communication has been categorized into speech acts. One of the ideas of speech act is that anything we say in any language falls into one of six different classes of speech acts.

According to Wikipedia,

“Utterance that have performative function in language and communication”

That is a fancy way of saying that speech acts are the way of saying in which we get things done. Speech act is like a linguist kung-fu. There are the only a few moves or speech act that when we talking together as a whole , understood and practised can unleash a giant can of Whoop-azz.

Speech acts are as following

- Request
- Offers
- Promises
- Assertion
- Assessments
- Declaration

These speech acts helps us in order to become a master of successful communicator. These speech acts required a lot of daily practises. For the proper understanding of communication skills demanded the proper way of concentration and focus on the study. It also needed our brain and our intelligence. Because it is the way to describ the human emotions. Through communication we share knowledge, massages, services, emotions etc., Moreover it is the only way of describing the physical disposition to the doctor physician. It is important to develop a variety of skills for both communicating to others and learning how to interpret the information received from others. Knowing our audience and understanding how they need to receive information is equally important as knowing ourselves. Whether we are writing, listening, speaking, or attending meetings, communication skills are critical to your success in the workplace.

FACTS

- **“An estimated 85 percent of our success in business is determined by our communication skills.”**
- **When writing a work memo, be sure to have a clear purpose and state that purpose as quickly as possible.**

Corbis

- **A recent survey by Beta Research Corp., on behalf of the New York Times, asked several hundred hiring managers to name the most**

important behaviours that job seekers should demonstrate during an interview. “Effective communication skills” and “confidence in their abilities” topped the managers’ lists.

To an employer, good communication skills are essential. In fact, employers consistently rank good communication skills at the top of the list for potential employees. For example, employers are impressed by a job candidate who answers questions with more than one-word answers, demonstrates that he or she is listening, and shares information and ideas. The interview can be an indication to employers of how the candidate or employee will interact with supervisors, co-workers, and customers or resolve conflicts when they arise. Remember, non-verbal communication is also critical in an interview. Employers expect good eye contact, good posture, and active listening.

One of the challenges in the workplace is learning the specific communication styles of others and how and when to share your ideas or concerns. Though some supervisors may specifically ask for your opinion, others may assume if there is something important they need to know, you will bring it to their attention – or if there is something you are unsure about, you will ask. Knowing how to listen carefully and when to ask for help is important. If an employee and a supervisor learn to communicate well, there is a greater likelihood of job retention and promotion.

The activities in this section will not only help participants practice and recognize how they provide information to others, but also help them consider how others may prefer to receive information. It is important to reinforce with participants that communication skills involve give and take and they can, indeed, be learned and strengthened over time ,Listening, writing,and speaking are all skills we use in meetings and most important among them is communication skills.

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