

ENGLISH LANGUAGE COMMUNICATION SKILLS

CHAPTER No.1

ESSAY TYPE QUESTIONS

Mali'le
V.R. Dan

Q.No.1. What is communication? Write a detailed note.

Ans. The word communication has been derived from Latin word, "Communico" or "Communicare" which means to share. Some suggest that it has been derived from "Communis" meaning common. It stands for a natural activity of all human beings to convey facts, thoughts, feelings, information and ideas to others, through words (written or spoken), body language, signs and gestures etc.

There are so many definitions of communication. Every author gives his own definition. The most agreed and common are following three.

1. Communication is exchange of information.

People in a society have different levels of education, experience and information. Exchange of information can create better understanding of one another among them. Through the exchange of information our learning becomes faster and knowledge is enriched. We convey our ideas, agreement and disagreement. Debates, discussion, conferences, meetings and correspondence are the main sources for the exchange of information.

2. Communication is any behaviour that results in an exchange of meanings.

Behaviour is the way in which we act and expect others to react. For example we expect answer as reaction of our question and fear as reaction of our anger. Same remarks have different meanings for different people and in different situation. So we should give more importance to the content of the message than the person.

3. Communication is a mutual exchange of facts, thoughts, experiences or emotions.

Fact means information that does not present conflicting views about things, situation or objects.

A thought means an opinion which may be accepted or rejected by others.

Exchange of thoughts is necessary for the activity and growth of human mind.

Experience means knowledge of a man gained over a period of time by direct relation to life or through reading. Different people may have different experiences. Exchange of experiences may enrich our individual experience.

Emotions are the feelings which affect our behaviour. We communicate our emotional states to other people through our facial or other expressions.

So we come to a common and comprehensive definition of communication through our discussion.

Communication is the mutual exchange of information in the form of facts, thoughts, experiences or emotions, expressed through our behaviour, by using various media.

Q.No.2. Write a note on communication as an exchange of thoughts. (20 marks)