



CHAPTER 7
DEVELOPING COMMUNICATION SKILLS

NOTES

The ability to communicate effectively is an essential skill in today's world. Conversation is a talk, especially an informal one, between two or more people, in which news and ideas are exchanged. One should try to achieve a balance between talking and listening in any conversation. The leading features of a conversation are the "tone", "role" and "function". If only one person talks then it is monologue. Conversation is an effective tool of communication.

The conversation may be informal or formal depending upon the following factors.

A great way to improve your English Conversation Skills is to write your own conversations.

Guidelines for writing dialogues \conversation:

1. The students should understand the topic being discussed.
2. Tense of the dialogue should be used according to the situation.
3. It should appear to be natural.
4. The words used should be to the point so that they convey the idea clearly.

Modes of conversation:

1. Face to face
2. Telephone.

Engagement is higher during face to face conversation than telephonic conversation. When you speak to someone directly, you are less likely to get distracted. Direct communication makes people concentrate on the conversation and prevents them from being distracted. But telephone conversation is more useful when there is no practical means of face to face conversation. A telephone conversation requires a detailed description of the object or things through telephone whereas the face to face conversation can keep the things in view and render maximum service with minimum effort.
