
Communication Skills in Teaching

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Received: 20 Jan 2023, Accepted: 28 Jan 2023, Published with Peer Reviewed on line: 31 Jan 2023

Abstract

Teaching is a pious relationship between a student and a teacher. Modern age is an age of technology. Teaching without ICT is like to row a boat without knowing its destination. Effective - Communication skills of a teacher always make a class lively. A teacher should introduce very effective, productive and creative solution to the problems of the students. Through optimistic approach, sense of humor, effective body language, team formation and Technical skills, a teacher will definitely win the goal. ICT aids can create wonders and provide wings to students to fly their own and create a new galaxy of innovations.

Key words:- Technology, ICT, Destination, Galaxy, Innovations.

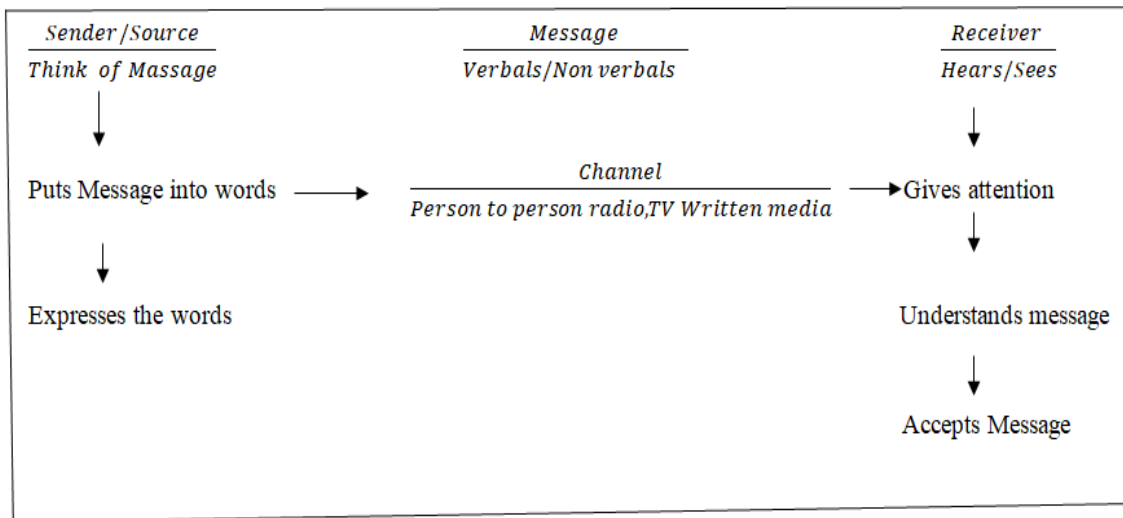
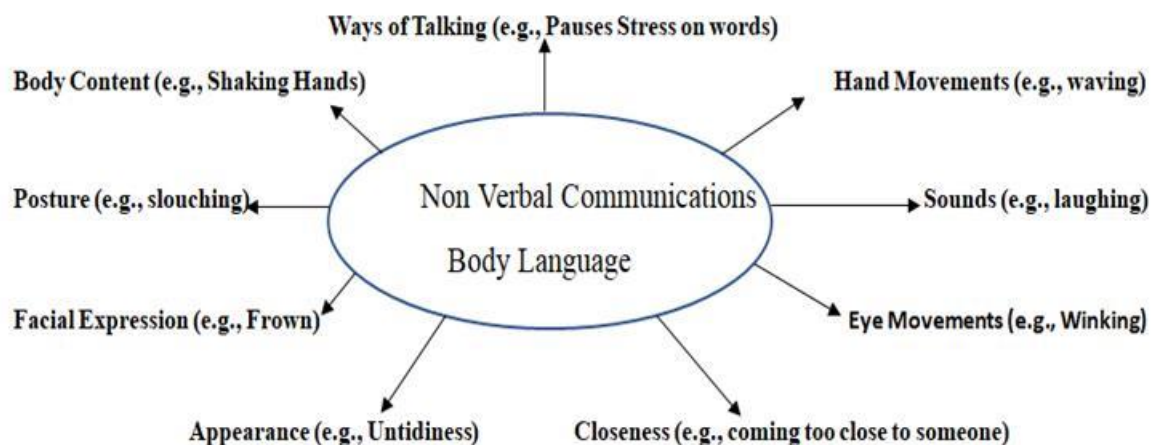
Introduction

Teaching in reality is not limited to a profession only rather it is a pious relationship between a student and a teacher. Only an Honest and Dedicated teacher knows as how to strength this relationship. Yes! Its Only through effective communication skills, a teacher lives in the heart of the student. Modern Age is an age of technology. Teaching without Modern Age is an age of technology. Teaching without ICT is like to row a Boat without knowing its destination. Importance of effective Communication skills in teaching can not be explained in words.

Hence the first and foremost important job is to know what do we mean by the term "Communication"? In Common Parley, Communication is an interactive process between speaker and listener. Oxford dictionary states that "Communication is an art of imparting, especially news or the science and practice of transmitting information. "Such definition clearly shows that there is a close link between teaching and communication. Teachers are constantly imparting new knowledge or transmitting the information. Communication Skills can be defined as the transmission of a message that involves the shared understanding between the context in which the communication takes place. Communication takes place through channels. Within the teaching profession, Communication skills are applied in the teacher class room management, pedagogy and interaction with the class (Saunders and Mills, 1999). Teachers act as role models for students. Teachers ought to assume themselves as facilitators involved in building team for academic and non-academic activities. Negotiation and conflict resolution are the skills to be developed among the educators and learners. Understanding and sharing are the keys to Communication.

There are some of the objectives which must be kept in mind at the time of teaching:

- 1- Define and understand communication and the Communication Process.
- 2- List and overcome the strain and barriers in a Communication.
- 3- Practice active listening.
- 4- Tips to improve verbal and non-verbal Communication.
- 5- Communication during teaching.
- 6- Writing good Handouts.

Communication:-**Non Verbal Communication/Body Language**

Teaching is generally considered as only fifty percent knowledge and fifty percent interpersonal or communication skills. For a teacher, presentation of a lesson or lecture in a class is more important rather than simply delivering a lecture. The following teaching techniques are tips to make perfect communication between the teacher and the learner:

1. Group Discussion
2. Power point presentation.
3. Case Studies
4. Worksheet activities
5. Panel Discussion.
6. Debates
7. Question and answer session.
8. Role Playing
9. Individual or group projects
10. .class assignments

11. Observation.
12. Out of class assignment workshops
13. Language labs
14. Participants' produced materials
15. Audio-visual aids- discussion and summarization

Through following above-mentioned tips, teacher will do their jobs in much more better way. Teachers communicate by speaking but also by writing we have so many times visualized as how but also by writing. We have so many times visualized as how we can improve the overhead projector transparencies we use, if we write them carefully. Same is the case with handouts that almost all teachers prepare for their potters. Handouts actually is not only a photocopy of a journal article, or of some pages out of a textbook. Rather it is an important document written by him/her keeping all the essential needed required element in mind.

Teachers should accept the significance of communication skills in teaching. They should teach or use different levels of strength and weakness of students. A teacher should introduce very effective, productive and creatives solutions to the problems of the students. Following are some of the communication skills that a teacher must possess so that they may interact properly with the future of nations (Students)-

1. Optimistic Approach:- This is one of the most important attitude that a teacher must possess. Positive motivation is really needed. In a class, students have different tastes and preferences over subjects. So it is the duty of a teacher to create interest and enthusiasm toward a subject in the mind of the students. In Such a manner, a teacher will be successful in removing the fear of the student regarding subject.

2. Sense of Humors:- The Importance of this factor has been regularly underestimated. A good sense of humour keeps the students active and interested in the class. A teacher who is lacking in humour doesn't contribute to the overall well-being of the students. Laughing sense of a teacher makes his/her class more lively and energetic.

3. Effective Body Language:- Effective body language is the most powerful communication skill that a teacher must possess. Good presentation skills included this can create a long lasting impression in the minds of the students. A statue in the class can never be successful. Interactive session where the entire body speaks will win the pre-determined objectives.

4. Understanding the students:- Teacher should encourage students to communicate openly. Emphasis must be on cultivation of a dialogue rather than a monologue. It is always advised to listen the views of the torch bearers of the nation at the time of solving any kind of problem in the classroom.

5. Team Formation:- To Create interest and in order to make teaching and learning process more fruitful. A teacher should divide the entire classroom into small teams and ask students to solve different problems or complete assignments. This Practice will increase interactions not only among the students but also among the teachers and students.

6. Technical Skills:- A Teacher must be well acquainted with all the innovative techniques. It will help the students to keeps up their interest in the learning process. ICT make it possible for the students to access knowledge and information through internet T.V., Satellite, Cable, Network and digital media.

Thus, it must be concluded that teaching without effective Communication Skills cannot achieve the pre-determined destination. Gone are the days when blackboard, chalk, duster and a lecture were enough. Modern technological age requires much more in teaching. A teacher well versed with effective Communication skill and ICT aids can create wonders and provide wings to students to fly their own and create a new galaxy of innovations.

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