GETTING THE MESSAGE ACROSS

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ABSTRACT

Our research paper deals about getting the message across in communication. The communication is what we do to give and get understanding; it is a process of sending and receiving messages. Successful communication occurs when there is an understanding of what the sender has to convey. Communication can be verbal, using oral language that is, speaking to the person or the audience you want to convey the message to or nonverbal, including signs, facial expressions, body language, and text or written based language. Many people face this problem that when they want to convey a message to someone, sometimes the message’s original meaning gets lost in the translation between the thought and the words. The youth should know how to communicate effectively so as to maintain healthy relationships, resolve conflicts, excel in school, and get good jobs and eventually keep them. This brief research article analyses how to convey a full-fledged meaning through the text. Word that we speak are not the only aspect of communication, it is also about who we are and how we portray ourselves verbally and non-verbally express ourselves and relate to the world. Generally, in communication, we seek to reduce uncertainty. Communication with strangers involves relatively greater degrees of uncertainty, due to the difficulty in predicting a stranger’s responses. Through this paper one can compile a message with all sorts of linguistic essentialities and can be sure of whether its meaning reaches the listener as desired and thereafter how it enables the listener to send desired feedback.

Keywords: Perception, analogous, diversified, congruency, WIFM, WIFO, integrity, culmination, hindrances.
INTRODUCTION

Communication is the ultimate expression of the people we are. Portrayal and presentation of oneself is exceptionally important in today’s world. It affects the way people judge and perceives us. This intensely affects the relationships that exist or develop between people. Ineffective communication can have disastrous consequences on a number of issues. It is of utmost importance that people communicate effectively. Most of the issues that people face on a daily basis arise due to ineffective communication. Effective communication in extension means the concept that transmitted message is received and understood by the person being communicated to in the way it was intended. It means that the communicators and the person being communicated to should have the same perception of the message. No matter how intelligent a person is and no matter how brilliant his ideas are, it is useless if we cannot share it or convey the ideas to the world around us. Therefore we can say that, effective communication is of utmost importance at each and every level of an organization and even at a very personal level. However, communicating effectively is not everyone’s cup of tea, many people struggle to express their thoughts and therefore it’s a skill that is to be acquired over time and it has to be perfected over time which requires practice.

Communication is a two-way process as it requires the active participation of both parties. If we keep trying to make it a one-way thing, then all that we are actually doing is that we are preventing this exchange and we will eventually annoy and frustrate the other party. We ourselves might get frustrated due to the disinterest of the other person. A significant mark of proper effective communication is the coherent verbal projection of our ideas, so that the person being communicated to receive the same message we are trying to convey. By communicating effectively we can reduce miscommunication and misunderstandings that lead to a lot of problems in today’s world. The following methods can be employed to effectively communicate.

1. COMMUNICATE UNAMBIGUOUSLY

The result of our communication should be that the organization or the person being communicated to should understand the concept or the message you want to convey. Many times we spend more time talking about superficial matters rather than addressing the significant underlying ideas. You need to have inner clarity of thoughts and thorough communication with yourself to convey your message to the other person or organization. Just like you can’t make a request if you do not know what you want, the same way you cannot convey you message to the other person unless you don’t know what you actually have in mind.

2. HAVE SELF-WORTH AND DIVERSIFY

Self-worth is analogous to self-confidence. Have self-worth, that is, the better you feel about yourself, the more confident you’re going to be while communicating to others which will eventually improve your
communication skills and therefore, you can get what you want out of every conversation you make with the person or the organization you are communicating to. You must make the person you are communicating to feel that you are worthy of their time and effort, in order to get what you want out of the communication, otherwise you will always be stuck in small talk. Don’t be afraid of failure or rejection, take risks, ask for what you want and if you are confident enough in conveying your message, you will eventually get what you want, as your worth is immeasurable and nothing can change your worth if you believe in yourself.

People are attracted to the one who is highly diversified and is well-informed about what is going on in the world and has a lot to talk about. Our experience becomes unparalleled rich and deep with diversity. Learn about sports, culture, television, etc. this will give you more subjects to talk about with others, thereby making you knowledgeable and diversified and will make your conversations interesting and people will appreciate you. Being diversified is an essential commodity for people to have and it makes you confident and hence, improves the way you communicate.

3. BE PRECISE AND KNOW YOUR PERSPECTIVE

Several times we do not speak the proper terms while communicating instead we use vague and sometimes even disrespectful words. This may offend the person or the organization you are in conversation with. Even if you think that you are using the right terms and expressing your word clearly, those on the receiving end of the conversation may take it in the wrong sense and disapprove your way of communicating and you may lose a very good friend or maybe even a job. It is very important to choose your words precisely so as to express yourself fully and clearly. When we don’t communicate clearly the concepts and feelings do not come to life and we do not get the expected outcome. To communicate effectively we need to use proper words that express our feelings, desires, disappointment - words that reflect and express our experience and perception and dreams.

Therefore, people will understand you better if the words you choose, when you are communicating with them, are accurate, precise and give them a feeling of respect to them. Also the perspective for which you speak is also important. Since everyone has their own perspectives in life, you need to understand the perspective for which you speak and listen.

4. ALIGN YOUR IDEAS

You need to have a focused mind in order to have a decent, intellectual and interesting conversation with a person. This will help you to assemble your thoughts and ideas together while you speak and make the person understand your point of view better. So you need to align the ideas before you speak. When your actions are aligned, there is a better understanding of your ideas and the expected outcome is achieved. People may interpret your ideas in a very different way and may react to them differently and can come to a conclusion totally different than the expected, without actually knowing what you want to say which may lead to a totally different outcome. Therefore, confusion and conflict can arise due to lack of properly
managed and aligned ideas, and the result can be unexpected and maybe hazardous sometimes. You can align the ideas within your head and check whether your intentions are aligned within your head while you are communicating with someone. Even if you do not use any big words when you are speaking but what you speak, you speak clearly and your ideas are aligned and you know when to speak what, you can make a good communication, which a person with very big words in his talk may not be able to make. Therefore, congruency within the ideas is very important for communicating properly especially when you are in conversation with your seniors or a big multi-national company and also when you are communicating to the masses, that is, giving a speech, debating or even making announcements. A confused person can only confuse the receiver of his ideas. Even if he is very intelligent but his thoughts and ideas are not managed, he will not be able to make a decent conversation with anyone and hence will make a fool of himself in front of other people.

5. SILENCE

Communication is not only what we speak and discuss but also about the topics that we don’t talk about. This not only happens in a personal or intimate relationship but also in professional relationships. This can affect the relationship in a good way because; by not discussing the topics which can create conflict and misunderstandings can actually prevent the misunderstanding. This is called silence in communication.

6. LISTEN MORE THAN YOU TALK

A good communicator is not the one who only speaks and speaks about himself. This will make people feel bored and they will lose interest in your conversation. You should not keep speaking but also should give others chance to speak and give their ideas. Most people like talking about themselves, you can flatter them by giving them a chance to talk about themselves and listening to them. This will make the other person feel good, and you were the one who made them feel good about themselves, they would want to do something good for you and you will get the expected result. You can do this by ask in the other person some questions about himself/herself like How their day was? What are their hobbies? Which city/country they belong to? This really gets the other person talking and he gets interested in making more conversations with you. Ask questions that make them think. Don’t limit yourself talk about the weather, sports, culture, this will make them feel interested and they will continue the conversation with you. But, don’t keep asking questions one after the other without telling something about you. This will make the other person feel that you are interrogating him and he will start feeling uncomfortable.

Listening to others and paying attention to what they have to say make them feel that you are listening you can do this by adding a few questions, and will also increase the length of your conversation. You can ask about their interests and give your opinion about that particular hobby. This will make the other person feel interested in talking to you.

You can also compliment them about their dress or their hair. Don’t just say that you are very pretty; be a little more specific while complimenting them, the color of your dress compliments your skin tone, etc.
knowing the person’s name you are talking is an important aspect of communication. Ask their names in the first meeting and then address them by their names. Being on first name basis with someone will really help you in making a good conversation with him. Always remember to smile while making a casual conversation and also when you are addressing a big crowd. A smile always attracts other’s attention and they would want to listen to you if you present yourself properly. Don’t just go and talk to a person like a robot, be a little animated and add expressions and depth to your talk. Humor is also a very important aspect of a good conversation. People like those with a good sense of humor. Try to slip a little humor and jokes in your conversation. This will impress the other person and will also make them feel contented and light, as in this hectic life of today a little humor can do great in making people feel happy and light.

Not just listening to others is necessary but also making sure that the other person has perceived your message correctly is also important for a good and intelligent communication. It is your responsibility to make sure that your message has been conveyed properly and the one on the receiver’s end has heard and understood your messages. Being heard is an important aspect of communication and by making sure that you are heard properly only makes you a good communicator. You cannot blame others that they did not hear you properly is not what you are supposed to do but making sure that your message is conveyed properly is the task for you. Don’t just stick to the conventional method but also experiment with the way you speak and play with the words. Make interesting comments and also add a little humor in between. You may need to re set your ideas if necessary do that and then speak. This will certainly make your conversation more effective and will make others interested in listening to you.

7. GET INTERESTED IN PEOPLE

There are only two main reasons to which people listen to, WIFM meaning what’s in it for me and the other WIFO meaning what’s in it for others. For most people WIFM is pretty boring to listen to. As people are mostly self-centered and want to benefit them only. People like to be flattered and complimented. By talking about the other person, you make the other person feel good about them. This will help you to build an effective communication with the other person.

8. TACT AND GOOD MANNERS

Being good mannered is always a good thing but don't ever let good manners stop you from speaking the truth. Relationships tend to suffer a lot if the communication between the people involved is not honest; the integrity of the relationship is lost. Tact is equally important as much as honesty! Develop tact and compassion for others in your truthfulness. Be honest but tactfully honest so as to not hurt the feelings of others that much but at the same time communicating truthfully.

9. READING BETWEEN THE LINES

Communication consists of not only the word we speak but also the perspective (context) and the subtext which is the meaning and the emotions behind what we speak. The culmination of all these aspects is
communication. Therefore, for communicating effectively we not only require good speaking skills but also a good comprehending sense and an open mind.

CONCLUSION

Therefore we can conclude that one need to have good communications kills but also awareness about various topics, flexibility, an open mind and also the power to listen to others and also make others interested in your word. In today’s world it is of utmost importance that we learn to communicate effectively. Everything is a competition, in a world which runs on the survival of the fittest theory effective communication can give us the edge that we need over the others. It might seem like a big deal when you learn about it but it is something we face on a day-to-day basis and still don’t quite understand.

Effective communications will us in each and every aspect of our life, be it relationship with parents, children, spouses, elders; or for workplace etiquettes or to talk our way out of a life threatening situation. It’s a skill that will come handy at each and every moment our life. An effective and efficient communication process needs managerial proficiency in the delivery and receiving of messages. We must discover various barriers that hinder our communication and try to analyze the reasons for why they occur and we should take steps to prevent such hindrances in the future communications. Every communicator must know the importance of communication which is very important for effective communication. Our life is nothing without effective communication. Hence effective communication is a vital part or you can call it the life line of organizations and relationship’s.

So we should realize the place that effective communication occupies in our life and try our very best to practice the steps given to improve our communication skills as it benefit us and make our lives easier and better in each and every aspect.

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