Communication Skills Essay Essay, Research Paper

Communication Skills Essay

Communication skills are all around us, from the day we are born until the rest of our lives. How many times have you seen communication skills required for a job in the classifieds and wonder what it actually means. A communication skill is some type of skill used in communication, From talking, body language to even listening. Many things can effect the way one can convey his or her communication skills to others. All of these skills are very personnel to one another. Everyone has different ways of expressing some kind of communication skill within them.

One communication skill is speaking, by far one of the most important skill we posses. To be a good speaker one must be able to convey ideas clearly and briefly. One must also have a clear and pleasant tone to his or her voice. This makes the person you are talking to more attentive, thus, more interested. The speaker must also be aware of his environment and the people he is speaking to. Environment plays a lot with what you say and try to convey to people. If you hear a bird chirping, you might incorporate it to what you where just about to say. This makes the person you?re talking to even more comfortable with what you are trying to convey with your thoughts and ideas. This is how different things can effect one’s communication skill, speaking.

A second communication skill is body language, a very personal way of expressing yourself without words. One’s body language can carry a whole conversation without even saying a word. Sign language is an excellent example of this, one can spend there whole life communicating only with there body. Still one can be able to understand exactly how a person is trying to express themselves. Speaking and body language goes hand to hand, without gestures when talking one cannot truly explain certain things to someone. Also there is no visual effect for the person listening. When there is sound as well as some kind of visual movement one is more interested in what someone is trying to say. Through body language one can tell if a person is sad or happy, glad or mad. Body language conveys a lot of expression to are inner feelings and thoughts. Body language can show many things about you and the way you think. It can also show the way a person reacts to what you try to convey to them. If the listener isn?t responding one must try and change the topic without losing the listeners focus. One can only know this threw the listener’s body language. Body language is essential to a good way of showing and conveying ones’ ideas.

A third and final major communication skill is listening, one of the most useful communication skills. A good listener is someone who can concentrate and not loose focus on a subject. When someone listens to someone sometimes they might start daydreaming or think of something else and loose focus on a speaker’s subject. Listening is what connects people together. One “cannot speak if no one is listening,” without a listener there would be no need for a speaker. Listening is a skill that takes a long time to develop and to really understand how to listen. One can hear but are they really listening to what is said?. One way to make a listener’s job easier is to have a speaker who is clear and brief. This way the listener won?t drift away and the speaker has stated his or her point. This way the listener has understood what has been said and can make his or her own interpretations. An active listener is a listener who is involved with what the speaker is trying to say. He or She for example may nod, lean forward or make eye contact and Also may take notes. This shows that the speaker has done his job successfully and the listener is responding and being active to what has been said. A listener can be biased and not even listen this does not effect the speaker cause he or she maybe responding to others. These effects show how important listening is to everyone and what an important communication skill it really is.

Communication skills will be around us forever and will continue to thrive and develop as time goes by. These effects on communication skills showed that one can interpret different things threw one’s communication skills. As one improves their communication skills it shows us how to talk, listen and communicate better with one another. As the world progresses we will see more people taking more time to develop this skill to there fullest. One will understand to control the effect’s communication skills causes and how to handle them.