

# Communication skills

Communication skills are usually composed of two types of skills:

- Productive skills
- Receptive skills

## Receptive skills

In studying a Language or communication Receptive skills are one of the most important skills you need to develop. **Meaning of receptive skills is the skills that we use to receive language. These are the skills that we use to understand what others tell or write to us. Receptive skills are a means of measuring a person's proficiency in language this includes listening and reading.** Listening and reading are called receptive skills because learners do not need to produce language to do these, they receive and understand it.

## Listening

Listening is the ability to accurately receive and interpret messages in the communication process.

Listening is a key to all effective communication. Without the ability to listen effectively, messages are easily misunderstood. As a result, communication breaks down and the sender of the message can easily become frustrated or irritated. If there is one communication skill we will aim to master, then listening is it. **Listening is not the same as hearing.** Hearing refers to the sounds that enter in our ears. It is a physical process that provided we do not have any hearing problems, happens automatically. Listening, however, requires more than that: it requires focus and concentrated effort, both mental and sometimes physical as well. Listening means paying attention not only to the story, but how it is told, the use of language and voice, and how the other person uses his or her body. In other words, it means being aware of both verbal and non-verbal messages. Our ability to listen effectively depends on the degree to which we perceive and understand these messages.

Listening is not a passive process. The listener can, and should, be at least as engaged in the process as the speaker. The phrase '**active listening**' is used to describe this process of being fully involved. It requires the construction of meaning during the entire listening act.

- **Reciprocal listening:**

Reciprocal listening involves dialogues where the role of the student changes from listener to speaker. We say that talking is reciprocal because it takes the form of an exchange between two or more participants with each participant taking turns to say something. It takes place in face-to-face conversation.

- **Non-reciprocal listening:**

Non-reciprocal listening involves listening to monologue, or dialogue between other people with the listener not taking part in the conversation. Non-reciprocal listening is listening to recorded

texts or messages. Here we usually have a well-defined goal. This kind of listening is more relevant to teaching contexts. When we listen to a speech or a lecture, for example, do not say anything: communication is non-reciprocal.

## **Lesson planning for Listening:**

Listening is a very important skill. It is the queen of the four skills of language learning as it helps students to speak, communicate with others, and learn vocabulary and grammar. It is the first receptive language skill.

## **Stages of teaching a listening activity**

A typical lesson has three parts.

- Before listening
- During listening
- Post listening

### **Before Listening:**

Prepare students for the listening activity by:

- Making them interested with an interesting introduction to the topic.
- Giving them a reason for listening, asking them a question to answer.
- Explaining the new words.
- Explaining the new structures.

### **During Listening:**

- Students listen to the text for the first time.
- Helping them guess what will happen next after listening to a part of the text.
- They compare their predictions after their first listening.
- Ask some questions to answer before they listen a second time.
- The student listen a second time.
- They do some activities e.g. filling in a table while listening to the second time.

### **Post listening:**

- Check students' understanding of the whole listening text by asking more questions on details.
- The teacher reads aloud the text from the audio script with five or six mistakes. Students correct these mistakes either immediately or by making a list of these mistakes and telling the teacher of them after listening.

## Productive skills

Productive skills are skills that we use to produce a language. It is what we use to put together the language into something that other people would understand. In short, they are our means of communication properly with others. Productive skills include writing and speaking skills.

## Speaking skills

The ability to speak confidently and fluently is something which children will develop during their time at school, and something that will help them throughout their life. **Speaking skills are defined as the skills which allow us to communicate effectively. They give us the ability to convey information verbally and in a way that the listener can understand.**

## Lesson planning for Speaking skills

Speaking problem and their solution

### Problems:

- Some students are afraid of making mistakes.
- Some students don't get a chance to take part in speaking.
- Passive students don't participate in speaking.
- The topic is not interesting to students.
- Some of our students speak very quietly.

### Solution:

- Be patient and encourage group work. Correct only serious mistakes.
- Speak to them after the lesson.
- They need help and attention from the teacher.
- Move on to a different topic.
- Encourage them to speak loudly

## Strategies of improve speaking skills

Speaking confidently is very important. Often, we hesitate because we are afraid of making mistakes or embarrassing ourselves in front of others. Sometimes mistakes are unavoidable. But like any other skill, you can improve your spoken skills. If you practice regularly and follow these simple techniques we will enhance our speaking skills.

- **Listen**

The first step in improving your speaking skills is working on your listening. Listening has several benefits; it allows us to pick up new words, phrases, and ways to respond in conversations. Secondly, listening provides opportunities to understand pronunciation, how some words are omitted when speaking, how some are joined together, the rhythm, the intonation, and the sounds of language.

- **Imitate**

Imitating or copying someone is an effective to practice speaking skills. Imitation will help us to become more accurate in English without having to learn grammar rules. With lots of practice, we will begin to remember chunks of words and phrases. This helps in remembering word patterns in a sentence and how certain words go with others.

- **Read**

It is a good idea to read aloud. This will not only help us to practice unfamiliar words but also help us to improve our pronunciation and fluency.

- **Reflect**

It is useful for improving your speaking skills. Reflection is nothing but asking questions to think about what we learned, how we learned, what progress we see, what could be done differently, and how to change the way we learn to allow progress.

- **Prepare**

A lot of us hesitate to speak or take part in conversations in English because we are nervous about what to say. We are anxious that what we say may not be appropriate or we may make mistakes. We can easily fix this problem by preparing ahead.

- **Practice With Music and Movies**

Most people like to relax and unwind with some music or entertainment in the form of movies. You can choose to watch movies in English, or instead, watch them in your native language with English subtitles that you can read

- **Dialogue making:**

Creating pairs, choosing a relevant topic, practicing some model dialogues, challenging and creating dialogues based on real life.

- **Communication gap activities:**

Create pairs and groups, use pictures to describe, use descriptive skills etc.

- **Guessing missing information and words**

- **Role-playing**

## **The factor which affects the speaking skills**

- Age
- Culture
- Restraints

