

# Activities To Enhance Effective Communication Using Non-Verbal Communication Skills In Different Levels Of Students

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***ABSTRACT: This Paper enlightens many by giving perfect tasks to improve the students' communication skills differently by using Non-verbal Communication skills. It's a known thing that if a person has good communication skills, then he/she will get success in his /hers lives. But the real thing is that they are unaware of the hidden fact that they are also very good in Non-verbal communication skills. It is important to a student to understand the importance of effective communication in the present situation. Communication itself is an act of sharing or conveying meanings from one person or groups to another which includes ideas, attitudes, and emotions. Those emotions come under Non-Verbal Communication skills. It is a known thing that Verbal and Non-Verbal communication skills are interlinked and cannot be changed.***

***There are various activities to improve non-verbal communication skills. In Presentations, frequent giving of eye contact with the people gives courage and confidence to share. Dumb Charade is an act where a person has to use different gestures, body language and facial expressions to communicate. Role play is a created situation in which students act out to understand the feelings of others. It helps the students to understand different perspectives.***

***Keywords: -Non-Verbal Communication Skills.Methods, Tasks, Effective Communication, Dumb Charades, Role play, Presentations and Perception.***

## 1. INTRODUCTION:

English is an international language and many students feel it as a native language. The real fact is, it is a non-native language and we are non-native speakers. As non-native speakers everyone is trying to put all their efforts on learning this global language. Are they really successful in their efforts? An obvious answer is No, because students are trying to put all their efforts to learn this language in wrong direction. As a non-native speaker a person wants to learn this language to communicate effectively. Communication, it is a process of sharing your feelings or emotions to a person that he/she can understand properly. It may be verbally or non-Verbally. Many students do not know the difference between verbal and non-verbal communication that is the main reason they are not able to get success in their lives: student life, professional life and personal life. First, they need to understand the importance of verbal and non-verbal communication skills. Verbal and non-verbal communication skills which are

both simultaneously need to be practiced to enhance effective communication skills. There are many activities to improve them which are going to be introduced in this paper.

#### **Problems faced by the Students:**

Students of different levels, who are trying to learn this international language, are unable to learn this as they are not trying to enhance their non-verbal communication skills. Main thing is that the student should inculcate it from his/her childhood. Learning language is a process where he/she should learn it in a systematic way. If the student knows the proper synonym of verbal and nonverbal communication then he/she can understand the proper usage of that. As a non-native speaker the person will face initial hiccups in learning this global language, but these initial hiccups may not be permanent. Influencing of Mother tongue is also a big struggle to a student.

Pronunciation of different sounds in a proper way becomes a big question in students' life. This is the main reason why they are not experiencing success in their lives. Students are trying to learn the language, but not in a proper way.

#### **Importance of Communication:**

“Communication works for those who work at it.” -**John Powell**

“Communication – the human connection – is the key to personal and career success.”-**Paul J. Meyer**

It is important to communicate different levels of people in our social, personal and our professional lives. Communication is like an exposure to a person in different levels. It is also important to a person to encourage others to express their feelings and emotions. This is two ways and continuous process. It is a process where message (code) sends to receiver after receiving it receiver decode the message and give the feedback to the sender. Communication develops the basic coordination. It is important to be an effective communicator, for that a student need to understand different types of communication. Communication has different types. In those the most important skills are verbal and non-verbal communication skills. When a person enhances these skills, he/she will get success in their personal, student and professional life as well. Vigorous practice is needed to enhance these skills. Self-motivation, self-confidence these are also needed for this. In one word we can say an overall development of a student we can observe.

#### **Importance of verbal communication:**

The most important type of communication skill is verbal communication. Verbal communication is nothing but usage of words while sharing feelings and emotions. A person will share his/her feelings by choosing the words relating to their perception, and the receiver who receives the message should decode it in a proper way. Therefore, both transmitting and receiving messages verbally are equally important. Interpretation also plays a major role in communication. Verbal communication skills interlinked with many of the other skills like Interpersonal skills, Leadership skills, Presentation skills, writing skills, and so on. Presenting information clearly and effectively is an important task. It is a known thing that Verbal communication is very important to transmit a message, but many don't know that it is a part of it. Only 20-30% of verbal communication is important in transmitting messages.

#### **Importance of Non-Verbal communication skills:**

Coming to non-verbal communication skills, the skills which help a person to communicate without using a single word only, using facial expressions, body language, gestures, eye contact, firm handshake, smile and so on.

Facial expressions, body language, gestures, eye contact, smile gives them (receivers) a positive or negative perception in a situation which enables the receiver to understand and act accordingly.

**Importance of Non-Verbal Communication in Verbal communication:**

As Verbal and Non-Verbal communication skills are interlinked and cannot be changed, the student should practice them simultaneously. He/she should understand the importance of enhancing both in a systematic way. Students should overcome their fears by improving non-verbal communication skills and present themselves in front of strangers effectively.

**Methods used to improve non-verbal communication skills:**

There are many methods to improve non-verbal communication skills, during presentations frequent giving of eye contact with the people gives courage and confidence to share. By practicing dumbcharade, a student improves his/her gestures, body language and facial expressions to communicate.

By practicing role play which helps the student to understand different perspectives.

**Process of Role Play:** Role play is a created situation in which students act out to understand the feelings of others. It helps the students to understand different perspectives. In a given situation student should feel comfortable by making eye contact with the audience, feel courageous to face them, present themselves firmly and put their point forward. This method is one of the best methods to a student to practice regularly to improve his/her Non-verbal communication skills.

**Process of Dumb Charade:**

Dumb Charade is an act where a person has to use different gestures, body language and facial expressions to share their feelings in a proper way. It is a play way method with full of excitement and fun. This is also one of the best ways to improve students' eye contact, gesture, body language and facial expressions.

**Giving presentations:**

Presenting in front of the audience and grabbing attention of them in an effective way is a big task to a student. Giving presentation is also one of the best activities which a student can improve both verbal and non-verbal communication skills. He/she can also improve his/her confidence levels by giving eye contact to the large audience. Knowing your audience is one of the best ways to grab the attention. It is important to assume yourself as one of the audiences before you start your presentation. It is nothing but keeping you in their shoes and understands them better.

**Importance of using the above activities to enhance effective communication:**

“Effective communication is 20% what you know and 80% how you feel about what you know.”-

**Jim Rohn**

Effective communication is one of the most important life skills to learn. Transforming information to produce greater understanding to a receiver is nothing but effective communication. Frequent practice of the above-mentioned activities helps the students to improve themselves in different levels. Good communication skills allow a person to understand any of the messages more accurately and quickly. In the other hand, poor communication skills often lead to misunderstanding and frustration. By practicing good

body language, frequent eye contact, usage of gestures, and observation of tone modulation when conversing with others help a person to understand the perception of others. In non-verbal communication frequent giving eye contact also plays an important role – While giving eye contact it should indicate that the person is showing interested or focused on the conversation, but he/she should not stare at the person as it can make him/her feeling uneasy.

## 2. CONCLUSION:

Many activities highlighted in this paper which help many in understanding how and where the students should focus to enhance their communication skills. Verbal and non-verbal are to be simultaneously focused and practiced which help the student's overall growth not only in personal life but also in professional life which we discussed in this paper. Vigorous practice of these activities makes the student to become strong to present him/her confidently in front of an interviewer while facing interview.

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