

Importance of Communication Skill in Engineering Field.

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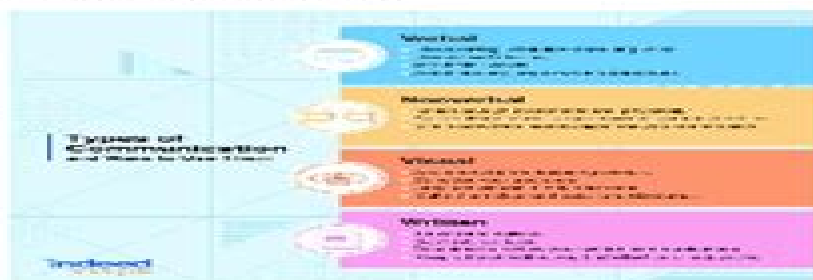
Abstract – Communication skill is an essential in each and every field. Communication may be written or spoken, verbal or non-verbal, pictorial or graphic. By using many technologies we can make the communication simpler, faster, effective and convenient. Communication is a continuous process.

Key Words: Communication-Sharing ideas and information, Skill- Ability to do something, Engineering-Study for being engineer, Field- Area.

1. INTRODUCTION

Communication skills are very important to an engineer. It allows people to understand information quickly. Good communication skills give confidence; in contrast poor communication leads to misunderstanding. Engineers can deliver information about their company through communication. Communication plays a vital role in our life. Without communication it is difficult to complete any task. communication improves the knowledge of the person. Communication solves all the problems. Communication is sharing the information to the group.

TYPES OF COMMUNICATION



1.1 Verbal communication

Verbal communication where we use spoken or written words to convey our message or ideas. Effective verbal communication builds good relationships with the customers and it also helps to improve our business. Each and every engineer should know the importance of communication skills in their field. Without

communication it is impossible to create a good image in the company. Engineers have to improve their verbal communication skills.

1.2 Tips to enhance verbal communication skills

By using the following tips we can enhance our communication skills.

- **voice tone-** The same tone during the whole communication can make the communication boring. We should change our tone according to the words and feelings. It increases the interest of the listener and keeps the listener busy and attentive.
- **Clear and valid information-** Understand the content as a listener and give the clear and valid information to the listener.
- **Attitude-** Keep a positive attitude while communicating with people. A positive attitude helps to build a good and strong team.
- **Think** - If we speak without thinking it can hurt the people. Organize your information in advance. Before speaking, take some time to think and then speak.
- **Patience** - Having patience signifies that a person can listen and understand the speaker carefully. It helps us to avoid being irritated at any point during communication. It also helps to avoid making selfish decisions.
- **Feedback-** Communication is a two-way process. After the communication immediate feedback should be given.

2.1 Non verbal communication-

Non verbal communication is the transmission of messages or signals through a nonverbal platform such as eye contact, facial expressions, gestures, posture, and body language. It includes the use of social cues, kinesics, distance and physical environments, appearance, of voice and of touch.

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