

Good Communication skills a must for success in any field...

Communication Means-Conveying your message /ideas/thoughts to someone and also understanding what is being conveyed. Thus Communication is a two way process, there is a sender as well as a receiver. The onus lies always on the sender's shoulder so that his message is received or perceived the way he intends to convey. In our day to day life we indulge into **Informal** and **Formal** communications. We have informal communications with our Spouse, Children, Parents, Friends, Siblings, relatives etc. Formally we communicate with our Boss, Subordinates and Professionals like Doctors, lawyers, teachers etc.

Different channels of communications are Speaking, Writing, Reading, Listening and body language. Proper communication means there should not be any scope for ambiguity or perceptions. When any such situation arises, the things should be clarified then and there, instead of brooding over the matter and taking things as perceived or understood , because you can never get away by saying 'I never meant this' or 'I understood this way, so I reacted'.

Miscommunication or communication gap between the two individuals can happen due to ambiguity, listener not attentive, grammatical errors/punctuation errors, ego/self-obsession, Generation gap/cultural gap/gender disparity etc.

For effective communication you need to have Confidence, Clarity of speech, awareness of the subject matter, awareness of the audience, readiness to listen and understand, eye contact with the audience and correct body language.

So work on your communication skills, be an effective communicator and lead a successful life....

A very happy Diwali and a prosperous new year to all the readers of Navi Mumbai City Line.

For organizing group workshop for teenagers on the topic '**Improving communication skills**' contact **Arti Bhatia**(Counsellor and language trainer)**9892131357, ZENITH Counselling and Conversational English training Centre** (Maitri Icon, plot no. 35-36, shop no. 11, Kharghar Sector 19).

