

A Thought on Role and Importance of Communication Skills for Engineering Students

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Abstract: *Effective communication is crucial in all fields. Written or spoken, spoken or unspoken, visual or graphic, can all be used to communicate. We can make communication easier, quicker, more efficient, and more convenient by utilizing a variety of technologies. The process of communication is ongoing.*

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

I. INTRODUCTION

An engineer's ability to communicate is crucial. It enables rapid comprehension of information. Confidence is boosted by effective communication, while miscommunication results from ineffective communication. Engineers are able to communicate facts about their organization. In our daily lives, communication is essential. It is challenging to finish any activity without communication. A person's knowledge is improved through communication. All issues are resolved through communication. Sharing information with the group is called communication.

II. TYPES OF COMMUNICATION

2.1 Verbal communication

Verbal communication is the exchange of ideas or messages through written or spoken words. Good verbal communication enhances our business and fosters positive relationships with our clients. Every engineer should understand the value of effective communication in their line of work. It is impossible to build a positive company image without communication. Engineers need to get better at communicating verbally.

2.2 Tips to enhance verbal communication skills

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

- **Voice tone-** If you use the same tone throughout the conversation, it may get monotonous. Depending on the words and emotions, we should adjust our tone. It keeps the listener occupied and focused while piquing their curiosity.
- **Clear and valid information-** As a listener, comprehend the information and provide the listener with accurate and understandable information
- **Attitude-** Maintain a cheerful disposition when speaking with others. A good and powerful team is facilitated by an optimistic outlook.
- **Think** Speaking carelessly might cause harm to others. Arrange your data ahead of time. Give yourself some time to reflect before speaking.
- **Patience** - -Having patience shows that one can pay close attention to and comprehend what is being said. It assists us in avoiding irritation throughout any conversation. It also aids in avoiding self-centered choices.
- **Feedback-** -The process of communication is reciprocal. Feedback ought to be provided right away following the conversation..

2.3 Non verbalcommunication

The transmission of signals or messages via nonverbal cues like body language, posture, gestures, facial expressions, and eye contact is known as nonverbal communication. It encompasses the use of kinesics, distance and physical surroundings, appearance, voice, and social cues.

2.4 Tips to improve Non-Verbal Communication-

1. Listen carefully to what they have to say. Being a helpful listener requires paying close attention to what the other person is saying. It will be useful to repeat several of the things they told you in the same language after you have responded. You just care, as evidenced by this attention to detail.
2. Keep eye contact that feels good. Don't avoid eye contact, but do avoid staring. It's important to fulfill someone's gaze. It shows you're interested in what your focus is on them – quite literally!
3. Make sure your body stays open. Avoid crossing your arms over your body – it should appear defensive. When your body position is open, it conveys that you simply are hospitable listening.
4. Regardless of whether the individual is standing, take a seat. Being on the identical level as someone appears less threatening and might make them feel easier, while avoiding feelings of tension or nervousness when having personal conversations.
5. Sit alongside and tilted towards the person, rather than immediately opposite them. This makes the talk feel amicable and non-confrontational. Nobody likes to be interviewed.
6. Avoid fidgeting. It will be tempting to fidget during a sensitive conversation, but doing so will distract the person speaking. It could also give the impression that you are simply uncomfortable, apprehensive, or bored.

III. VISUAL COMMUNICATION

In this communication visual elements are used to communicate. Animated GIFs, screenshots, videos, pie charts, infographics, and slide deck presentations are included in visual communication.

3.1 TIPS TO IMPROVE VISUAL COMMUNICATION-

- 1 Make advantage of eye-catching images to make people take notice.
2. Since white is the most amiable hue, it will produce a clear visual when used to fill in the spaces between pictures.
3. Discover how to create powerful images and when and how to use them..
4. Always look for inspiration.

IV. WRITTEN COMMUNICATION

A 'Written Communication' is any written message, directive, or instruction sent by letter, circular, manual, report, telegram, office memo, bulletin, etc. It's a more appropriate and less flexible way to communicate. The process of communicating a message via written symbols is known as written language.

4.1 TIPS TO IMPROVE WRITTEN COMMUNICATION

1. The message which you write that should be clear
2. There should be a connection between previous and current sentences. Connection gap should not be there.
3. Style of writing should be proper. Make your writing simple down to earth.
4. Write the message in good handwriting so reader can read it easily,

V. IMPORTANCE OF COMMUNICATION

Communication skills are necessary for delivering presentations, and they are crucial when presenting concepts to clients. The most crucial kind of communication is verbal. When providing clients with information about their business and goods, engineers should be able to communicate effectively both orally and in writing. Written communication is necessary for job applications. We get more confident when we communicate. Writing a letter to any business requires textual communication. To maintain a cordial environment at work, good

VI. CONCLUSION

We need to communicate at every stage of our lives. It is impossible to exist without communication. Effective communication is essential for developing strong business abilities. Healthy relationships with customers are cultivated through effective communication. It boosts profit and aids in business expansion. This study covers a wide range of communication styles. I have mostly concentrated on four forms of communication and relationship maintenance advice.

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