

Implementing Communication Skills are the Key to Lead to Up-gradation of one's Living Conditions

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How To Cite:

Kapur , D. R. . (2021). Maintaining
Effective Work Habits:
Fundamental in Leading to
Enrichment of one's Career
Prospects. *The Journal of Social
Sciences Studies and Research*,
1(03), Page: 40–49. Retrieved
from

<http://tjsssr.com/index.php/tjsssr/article/view/16>

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Article Received: **12 May 2021**,
Accepted: **22 June 2021**,
Publication: **28 June 2021**

Abstract

From the stage of early childhood, throughout the lives of the individuals, one needs to focus upon leading to up-gradation of communication skills. In putting into operation the communication processes in an effective manner, there are various types of measures, approaches and strategies that need to be acknowledged by the individuals. The communication processes takes place in a verbal as well as in a written form. Hence, it is necessary for the individuals to be well-equipped in terms of technical skills. In both personal and professional lives of the individuals, when they are communicating in an effective manner with others, they will be able to make provision of solutions to various types of problems. Furthermore, one is able to augment one's knowledge in terms of various aspects. In order to lead to enrichment of one's overall quality of lives, it is of utmost significance for the individuals to put into operation communication processes in an effective manner. This is within as well as outside the homes. Therefore, one is able to understand in a well-ordered manner that implementing communication skills are the key to lead to up-gradation of one's living conditions. The main concepts that are taken into account in this research paper are, understanding the meaning and significance of communication skills, ways of implementing communication skills satisfactorily, types of communication skills and effective communication processes leads to up-gradation of professionalism.

Keywords: Aims, Communication Skills, Improvements, Information, Living Conditions, Professionalism, Up-gradation

Introduction

An aimless life is the meaningless life. Hence, it is apparently understood that all individuals have aims and objectives to achieve (Top 5 Communication Skills and How to Improve them, 2020). The primary aims of the individuals are, pursuing good-quality education, getting engaged in well-paid employment opportunities, forming an effective social circle, sustaining one's living conditions in an appropriate manner and bringing about improvements in one's overall quality of lives. In order to achieve these goals and objectives in an effective manner, it is of utmost significance for the individuals to implement

communication skills in a satisfactory manner. The reason being, one cannot carry out their job duties and lead to up-gradation of their overall standards of living by residing in seclusion. Hence, to achieve one's goals and objectives in personal and professional spheres, and lead to up-gradation of one's overall standards of living, it is indispensable for the individuals to hone communication skills. From the stage of early childhood, the individuals are taught that within as well as outside the homes, one needs to communicate with others in an effective manner. Therefore, throughout the lives of the individuals,

it is necessary for them to lead to up-gradation of communication skills.

As the individuals grow, they need to focus upon bringing about improvements in communication skills (Communication, 2021). Bringing about improvements is not a difficult task. For this purpose, it is necessary for the individuals to be determined. The determination needs to be strong in terms of achievement of goals and objectives. Within households, when the individuals are to generate awareness in terms of putting into operation various tasks or activities, they need to communicate with their family members, helpers or service providers. Within the course of pursuance of education or when the individuals are engaged in employment opportunities, then also they are required to communicate in an effective manner with others. The reason being, when they are to put into operation their job duties in a satisfactory manner and enhance their career prospects, they need to put into practice the communication processes in an effective manner. These take place with instructors, classmates, supervisors, employers, colleagues and other members. In bringing about improvements in communication skills, one is either putting in efforts on their own or are obtaining help and support from others. In educational institutions, there are courses, which are related to communication. Therefore, when the individuals are wholeheartedly focused upon bringing about improvements in communication skills, they get enrolled in these programs.

Communication takes place in a verbal as well as in a written form (Communication Skills – Start Here, 2021). Verbal communication takes place face to face as well as over the phone. Whereas, written communication takes place through messages, emails, letters, notices and so forth. When the individuals are communicating with each other, there are various aspects that needs to be taken into account, i.e. making use of polite language and decent words; treating each other with respect and courtesy; developing technical skills; maintaining eye contact, particularly when communicating face to face; making provision of factual and accurate information; implementing

the traits of morality and ethics; forming positive viewpoints in terms of various aspects as well as individuals; possessing an approachable nature and an amiable attitude; inculcating the traits of diligence, resourcefulness and conscientiousness and ensuring communication skills render a significant contribution in reinforcing cordial and amiable terms and relationships with each other. Throughout the lives of the individuals, irrespective of their communities, categories and backgrounds, when they are well-equipped in terms of these aspects and implement them, they will be able to contribute significantly in honing communication skills. Therefore, it is essential for the individuals to be informative in terms of these factors.

Understanding the Meaning and Significance of Communication Skills

Throughout the lives of the individuals, they need to be aware in terms of meaning and significance of communication skills. When the individuals get enrolled in educational institutions or when they are in jobs or when they meet their friends and neighbours, they communicate with them. Through putting into operation communication processes in an effective manner, one is able to benefit to a major extent. They are able to generate information in terms of various areas, augment their knowledge and understanding regarding various subjects and concepts, obtain ideas and suggestions, acquire help to provide solutions to various types of problems and so forth. When one forms the viewpoint that through putting into operation the communication processes in an effective manner, one is able to put into operation their job duties in a well-ordered manner, achieve the desired goals and objectives and lead to up-gradation of one's overall living conditions, one will be able to understand the meaning and significance of communication skills. Therefore, communication skills are important and beneficial to the individuals in all spheres.

It is comprehensively understood that all individuals, irrespective of their communities, categories and backgrounds have the primary aim of enhancing their career prospects. The career

prospects can be enriched through pursuance of education and through getting engaged in employment opportunities. In these areas, one needs to put into operation the communication processes in an effective manner. There are number of individuals, who make provision of support and assistance to the individuals to enable them to achieve professional goals and lead to enrichment of career prospects. When the individuals feel that the communication processes are rendering an important contribution in enabling them to enhance their career prospects, they recognize their meaning and significance. In educational institutions of all levels and in various types of employment settings, when the instructors, supervisors and employers are making provision of information to the individuals, they need to ensure, it is beneficial to them. Therefore, one is able to acquire an efficient understanding of the meaning and significance of communication skills, when one is able to utilize them in achieving professional goals and leading to enhancement of career prospects.

In the present existence, with advancements taking place and with the advent of technologies, the individuals are utilizing technologies to a major extent. The technologies are made use of not only to prepare assignments, reports and projects, and internet is not only utilized to generate information in terms of various aspects, but they are made use of for communication purposes. One of the important aspects that needs to be taken into account is, when communication processes are facilitated through the utilization of technologies, one is able to carry them out in a less time consuming and efficient manner. Through generating awareness and getting engaged in regular practice, one will be able to render an important contribution in leading to up-gradation of technical skills. Technical skills are utilized in both personal and professional spheres. When the individuals are implementing household responsibilities, pursuing education, are in jobs or are carrying out other tasks and activities, they are required to hone not only their communication skills, but

technical skills as well. Therefore, one is able to acquire an efficient understanding of the meaning and significance of communication skills, when one is able to make use of technologies.

Ways of Implementing Communication Skills Satisfactorily

Throughout the lives of the individuals, irrespective of their age groups, gender, educational qualifications, occupations, personality traits, communities, categories and backgrounds need to be well-equipped in terms of ways of implementing communication skills satisfactorily. In some cases, the individuals are of introvert nature, they do not take pleasure in communicating with others (Communication Skills, 2021). Still, they need to generate awareness and augment their knowledge in terms of ways of implementing communication skills in a satisfactory manner. It is comprehensively understood that all individuals, irrespective of their communities, categories and backgrounds aim to sustain their living conditions in an effective manner. In the fulfilment of this aim, one needs to put into operation the communication processes in an effective manner. When the individuals are to make decisions, they need to ensure, they are wise and productive. Hence, in the implementation of the decision making processes as well, one usually is required to communicate with others, when they communicate with others, they are able to generate information and augment their knowledge and understanding in terms of various aspects. Therefore, when the individuals generate information in terms of ways of implementing communication skills in a satisfactory manner, they are able to contribute significantly in achieving the desired goals and bringing about improvements in their overall quality of lives. These ways are stated as follows:

Being Well-Aware regarding Goals and Objectives

The primary aims of the individuals are, pursuing good-quality education, getting engaged in well-paid employment opportunities, forming an effective social circle, sustaining one's living conditions in an appropriate manner and bringing

about improvements in one's overall quality of lives. In order to achieve these goals and objectives in an effective manner, it is of utmost significance for the individuals to implement communication skills in a satisfactory manner. Hence, in all spheres, one will be able to promote well-being, if they communicate in an effective manner with others. The reason being, one cannot carry out their job duties and lead to up-gradation of their overall standards of living by residing in isolation. Hence, to achieve one's goals and objectives in personal and professional spheres, and lead to up-gradation of one's overall standards of living, it is indispensable for the individuals to hone communication skills. From the stage of early childhood, the individuals are taught that within as well as outside the homes, one needs to communicate with others in an effective manner. Hence, throughout the lives of the individuals, it is necessary for them to lead to up-gradation of communication skills. Therefore, being well-aware regarding goals and objectives is a way of implementing communication skills satisfactorily, which has been acknowledged by the individuals on a large scale.

Making use of Polite Language and Decent Words

Within households, when the individuals are to generate awareness in terms of putting into operation various tasks or activities, they need to communicate with their family members, helpers or service providers. Within the course of pursuance of education or when the individuals are engaged in employment opportunities, then also they are required to communicate in an effective manner with others. The reason being, when they are to put into operation their job duties in an effective manner and enhance their career prospects, they need to put into practice the communication processes in an appropriate manner. These take place with instructors, classmates, supervisors, employers, colleagues and other members. Apart from these, there are neighbours and community members as well. Communication processes needs to be put into operation with these individuals as well. When the individuals are communicating with each

other, they need to make use of polite language and decent words. Hence, throughout the lives of the individuals, it is necessary for them to be well-versed in terms of this factor. It is regarded as efficacious and worthwhile in leading to up-gradation of communication skills. Therefore, making use of polite language and decent words is a way of implementing communication skills satisfactorily, which has been recognized by the individuals to a major extent.

Treating each other with Respect and Courtesy

When the individuals are communicating with each other, they need to treat each other with respect and courtesy. When the individuals are communicating with each other in a written manner, they need to ensure, they address each other appropriately and provide accurate information. On the other hand, when they are communicating verbally, maintaining eye contact is necessary, particularly when communicating face to face. Furthermore, the individuals need to ensure, they make provision of factual and accurate information, implement the traits of morality and ethics, and possess an approachable nature and an amiable attitude. When the individuals are communicating with each other in a respectful manner, within as well as outside the homes in educational institutions of all levels and in various types of employment settings, they will be able to put into operation their tasks and activities in a well-organized manner and incur the feelings of pleasure and contentment. Hence, throughout the lives of the individuals, in all places, it is necessary for them to be well-versed in terms of this factor. It is regarded as valuable in leading to up-gradation of communication skills. Therefore, treating each other with respect and courtesy is a way of implementing communication skills satisfactorily, which needs to be put into operation by the individuals in all spheres.

Developing Technical Skills

When the individuals are communicating with each other, they need to be well-equipped in terms of technical skills. Written communication takes place through messages, emails, letters, notices and so forth. When the individuals are

preparing letters and notices, then too they are making use of technologies. Hence, the individuals need to be well-equipped in terms of usage of various types of technologies. In some cases, the individuals do not feel comfortable with the usage of technologies. But through getting engaged in regular practice, they are able to overcome the feelings of apprehensiveness and vulnerability. Hence, when the individuals need to generate information in terms of various areas, they need to focus upon up-gradation of technical skills. Technical skills will not only contribute significantly in facilitating the communication processes in a written form, but the individuals will be able to achieve the desired goals and lead to up-gradation of their overall living conditions. Hence, it is necessary for the individuals to put emphasis upon development of technical skills, particularly when they are focused upon enhancement of their career prospects. In educational institutions of all levels and in various types of employment settings, tasks and activities are carried out through utilization of technologies to a major extent. Therefore, developing technical skills is a vital way of implementing communication skills satisfactorily.

Making provision of Factual and Accurate Information

When the individuals are communicating with each other, they need to make provision of factual and accurate information. This factor will not only contribute significantly in facilitating the communication processes, but the individuals will be able to achieve the desired goals and lead to up-gradation of their overall living conditions. Hence, it is necessary for the individuals to make provision of factual and accurate information. In educational institutions of all levels and in various types of employment settings, when the instructors, supervisors and employers are making provision of information to the individuals, they need to ensure, it is accurate. When the superiors, subordinates and colleagues provide factual and accurate information, they will be able to contribute significantly in forming cordial and amiable terms and relationships with

each other; acquiring appreciation; putting into operation job duties in a well-ordered manner; achieving the desired goals and leading to up-gradation of the overall structure of the organization. Hence, it is necessary for the individuals to reinforce the traits of honesty and righteousness. Therefore, making provision of factual and accurate information is a way of implementing communication skills satisfactorily, which needs to be put into operation by the individuals in not only professional but personal lives as well.

Implementing the Traits of Morality and Ethics

From the stage of early childhood, the individuals are taught that within as well as outside the homes, when they are putting into operation various tasks or functions or are dealing with others, they need to implement the traits of morality and ethics. The traits of morality and ethics prove to be beneficial to the individuals in not only facilitating the communication processes in an effective manner, but in other aspects as well. These are, differentiating between appropriate and inappropriate; depicting efficiency; acknowledging the traits of honesty, righteousness and truthfulness; forming cordial and amiable terms and relationships with each other; acquiring appreciation; putting into operation job duties in a well-ordered manner; achieving the desired goals; leading to up-gradation of the overall structure of the organization; incurring the feelings of pleasure and contentment and retaining one's job. When the individuals are well-equipped in terms of these aspects, they will reinforce the traits of morality and ethics. Hence, throughout the lives of the individuals, it is necessary for them to reinforce these traits. Furthermore, they will contribute significantly in leading to up-gradation of communication skills. Therefore, implementing the traits of morality and ethics is regarded as one of the efficacious ways of implementing communication skills satisfactorily. This has been acknowledged by the individuals, irrespective of their communities, categories and backgrounds.

Possessing an Approachable Nature and an Amiable Attitude

In one's lives, it is indispensable for the individuals to focus upon various aspects. These are, leading to up-gradation of communication skills; augmenting skills and abilities; generating information in terms of various aspects; pursuing good-quality education; getting engaged in well-paid employment opportunities; forming an effective social circle; enhancing career prospects; doing well in one's jobs; sustaining one's living conditions in an appropriate manner and bringing about improvements in one's overall quality of lives. In order to achieve these goals and objectives, it is indispensable for the individuals to possess an approachable nature and an amiable attitude. When one pays attention towards reinforcing this attitude, one will be able to benefit to a major extent. Throughout the lives of the individuals, irrespective of their communities, categories and backgrounds, when they are well-equipped in terms of these aspects and implement them, they will be able to contribute significantly in leading to up-gradation of communication skills. Hence, it is essential for the individuals to recognise the meaning and significance of approachable nature and an amiable attitude. Therefore, possessing an approachable nature and an amiable attitude is regarded as one of the efficacious ways of implementing communication skills satisfactorily. The individuals need to be well-equipped in terms of approaches to reinforce these traits.

Inculcating the Traits of Diligence, Resourcefulness and Conscientiousness

In one's lives, it is indispensable for the individuals to focus upon pursuing good-quality education; getting engaged in well-paid employment opportunities; forming an effective social circle; enhancing career prospects; doing well in one's jobs; sustaining one's living conditions in an appropriate manner and bringing about improvements in one's overall quality of lives. In order to achieve these goals and objectives, it is indispensable for the individuals to inculcate the traits of diligence, resourcefulness and conscientiousness. Furthermore, when meaning and significance of these traits is acknowledged, one will be able to

render an important contribution in leading to up-gradation of communication skills. In educational institutions of all levels and in various types of employment settings, when the individuals are putting into operation job duties and responsibilities, the inculcation of these traits will contribute significantly in doing well in their jobs and in generating the desired outcomes. Hence, throughout the lives of the individuals, it is necessary for them to reinforce these traits. When one pays attention towards reinforcing these traits, one will be able to benefit to a major extent. Throughout the lives of the individuals, irrespective of their communities, categories and backgrounds, when they are well-equipped in terms of these traits and implement them, they will be able to benefit to a major extent. Therefore, inculcating the traits of diligence, resourcefulness and conscientiousness is a crucial way of implementing communication skills satisfactorily.

Reinforcing Cordial and Amiable Terms and Relationships with each other

To achieve one's goals in personal and professional spheres, and lead to up-gradation of one's overall standards of living, it is indispensable for the individuals to hone communication skills. From the stage of early childhood, the individuals are required to understand that within as well as outside the homes, they need to put emphasis upon reinforcing cordial and amiable terms and relationships with each other. In order to achieve the desired goals and objectives and lead to up-gradation of one's living standards, it is indispensable for the individuals to reinforce cordial and amiable terms and relationships with each other. When one pays attention towards strengthening this attitude, one will be able to benefit to a major extent. Throughout the lives of the individuals, irrespective of their communities, categories and backgrounds, when they are well-equipped in terms of these aspects and implement them, they will be able to contribute significantly in leading to up-gradation of communication skills. When there are occurrence of various types of problems and barriers, in such

cases, it is necessary for the individuals to put into operation communication processes in an effective manner. The reason being, one has to acquire help and support from others. Therefore, reinforcing cordial and amiable terms and relationships with each other is regarded as one of the significant ways of implementing communication skills satisfactorily.

Preventing the Occurrence of Communication Barriers

Within the course of putting into operation communication processes in an effective manner, it is apparently understood that there are occurrence of communication barriers. The various types of communication barriers are, unawareness in terms of methods and approaches; inability to see each other face to face; technical problems; lack of information in terms of various aspects; occurrence of noise in the background; language barriers; health problems and illnesses; possession of ill feelings in terms of various aspects; busy schedules; shortage of time and lack of skills and abilities. Hence, it is of utmost significance for the individuals to be well-equipped in terms of measures and approaches to prevent the occurrence of communication barriers. When the individuals are communicating with each other in an appropriate manner, within as well as outside the homes in educational institutions of all levels and in various types of employment settings without the occurrence of any types of communication barriers, they will be able to put into operation their tasks and activities in a well-organized manner and incur the feelings of pleasure and contentment. Hence, throughout the lives of the individuals, in all places, it is necessary for them to be well-versed in terms of strategies to prevent the occurrence of communication barriers. Therefore, preventing the occurrence of communication barriers is regarded as one of the effectual ways of implementing communication skills satisfactorily.

Types of Communication Skills

The various types of communication skills that are put into operation in the personal and professional lives of the individuals are, verbal

communication, written communication, non-verbal communication, presentation skills, listening skills and writing skills. These are stated as follows: (Five Types of Communication, 2018).

Verbal Communication

Verbal communication is the type of communication skill that takes place face to face and over the phone. Apart from phone, there are other types of technologies as well, i.e. I pads, lap-tops, computers and so forth. In the present existence, with advancements taking place in technologies, the individuals are making use of technologies to communicate face to face. In implementing verbal communication in an effective manner, one needs to take into account various aspects. These are, making use of common language; speaking clearly and fluently; making use of polite language and decent words; treating each other with respect and courtesy; maintaining eye contact, particularly when communicating face to face; making provision of truthful information; implementing the traits of morality and ethics; forming positive viewpoints in terms of various aspects as well as individuals; possessing an approachable nature and an amiable attitude and listening and responding in an adequate manner. When one puts into practice verbal communication in an appropriate manner, one will be able to generate awareness in a less time consuming and efficient manner. Therefore, verbal communication is the type of communication, which is regarded as efficacious and worthwhile to a major extent.

Written Communication

Written communication is the type of communication skill that takes place in a written form. Written communication takes place through messages, emails, letters, notices and so forth. When the individuals are communicating with each other in a written form, they need to be well-equipped in terms of technical skills. Furthermore, the individuals need to ensure, they make use of polite language and decent words. Implementing the traits of morality and ethics will enable the individuals to depict the characters of honesty, righteousness and truthfulness. In addition, one is able to differentiate between the

appropriate and the inappropriate aspects. In this type of communication, the addressing of the individuals need to be done in an appropriate manner. When one puts into practice written communication in an appropriate manner, one will be able to interact with others, even when they are situated at a distance. Furthermore, through technologies and internet, one is able to send pictures, images, charts, graphs, articles, letters, reports and other documents. Therefore, written communication is the type of communication, through which the individuals are able to send various types of information.

Non-verbal Communication

Non-verbal communication is the communication that takes place without the use of spoken words. It takes place through body language, gestures and facial expressions. This type of communication takes place among two or more individuals. In one's lives, in both personal and professional spheres, the individuals in some cases are required to communicate with others in a non-verbal form. The messages are sent without the use of words. The various ways through which non verbal communication takes place are, body movements, paralanguage, eye contacts, personal space, personal appearance, physical environmental conditions and time. In some cases, the messages conveyed through this form of communication are not understandable to the individuals in a simple and straightforward manner. In other words, one of the limitations is, when the individuals are not able to understand the messages, they will experience problems within the course of putting into operation job duties. One of the important aspects that needs to be taken into account is, it should reflect positivity and not any negativity. Therefore, non-verbal communication is the type of communication that is common among individuals.

Presentation Skills

It is necessary for the individuals to hone their presentation skills, particularly when they are pursuing education or when they are engaged in employment opportunities. In leading to up-gradation of presentation skills, there are various

aspects that need to be taken into account i.e., being well-equipped in terms of subjects and concepts; making use of the common language; speaking clearly and fluently; developing technical skills; maintaining eye contact; making provision of factual and accurate information; providing clear answers to the questions put forward by audience; implementing the traits of morality and ethics; forming positive viewpoints in terms of various aspects as well as individuals; possessing an approachable nature and an amiable attitude; inculcating the traits of diligence, resourcefulness and conscientiousness and dressing neatly. One of the important aspects that needs to be taken into account is, these skills should enable the individuals to achieve the desired goals and objectives. Therefore, when the individuals are wholeheartedly focused upon enhancing their career prospects, they will put emphasis upon leading to up-gradation of presentation skills.

Listening Skills

When the individuals are putting into operation communication processes in an effective manner, they need to focus upon enhancing their listening skills. When individuals are pursuing education or when they are engaged in employment opportunities, they need to augment listening skills. Listening skills are regarded as the key that render an important contribution in leading to up-gradation of the communication processes. When the individuals are listening to their instructors, supervisors and employers, they are able to benefit to a major extent. One of the major benefits is, they are able to put into operation their job duties and responsibilities in a well-ordered manner and generate the desired outcomes. The listeners should maintain eye contact with the speakers. In most cases, particularly within training and development programs and classroom settings, the individuals listen as well as take down notes. Within households and communities as well, when the individuals implement skills in an effective manner, they will be able to acquire an efficient understanding of the aspects. Therefore, throughout the lives of the individuals, they need

to put emphasis upon up-gradation of listening skills.

Writing Skills

When the individuals are wholeheartedly focused upon putting into operation their job duties and responsibilities in a well-ordered manner, generating the desired outcomes and enhancing their career prospects, they need to focus upon up-gradation of writing skills. When they are pursuing education or when they are engaged in employment opportunities, they are required to prepare assignments, projects and other documents. Hence, they need to focus upon up-gradation of writing skills. When the individuals are good at writing, they will be able to put into operation the communication processes in an effective manner. One of the important aspects that needs to be taken into account is, these skills should enable the individuals to depict their ideas and viewpoints in a well-ordered and clear manner. When the individuals are sending messages or emails, they will be able to do well in their job duties in an appropriate manner. In the implementation of communication processes in a written form in an effective manner, one needs to make use of polite language and decent words. Therefore, it can be stated, through up-gradation of writing skills, the communication processes can be facilitated in an efficacious manner.

Effective Communication Processes leads to Up-gradation of Professionalism

When the individuals are well-equipped in terms of ways of putting into operation the communication processes in an effective manner. In other words, when the individuals are communicating with others in an appropriate manner, one will be able to contribute in a significant manner in leading to up-gradation of professionalism. In honing professionalism and implementing communication processes in an effectual manner, one needs to be well-versed in terms of various aspects, i.e., being well-aware regarding goals and objectives, making use of polite language and decent words, treating each other with respect and courtesy, developing technical skills, making provision of factual and accurate information, implementing the traits of

morality and ethics, possessing an approachable nature and an amiable attitude, inculcating the traits of diligence, resourcefulness and conscientiousness, forming pleasant and sociable terms and relationships with others, forming positive viewpoints in terms of various aspects and learning to cope with various types of problems in an effectual manner. When these factors are implemented, one will be able to lead to up-gradation of communication skills and professionalism. Therefore, one is able to understand that effective communication processes leads to up-gradation of professionalism.

It is necessary for the individuals to possess an approachable nature and an amiable attitude, irrespective of their age groups, gender, communities, categories and backgrounds. When one pays attention towards reinforcing this attitude, one will be able to benefit to a major extent. Throughout the lives of the individuals, when they are well-equipped in terms of these aspects and put them into operation in an effectual and satisfactory manner, they will be able to contribute significantly in leading to up-gradation of communication skills. Furthermore, one will be able to lead to enrichment of professionalism. Hence, it is essential for the individuals to recognise the meaning and significance of effective communication processes and professionalism. Therefore, it is apparently understood by all individuals that effective communication processes leads to up-gradation of professionalism.

Conclusion

To achieve one's goals in personal and professional spheres, and lead to up-gradation of one's overall standards of living, it is indispensable for the individuals to hone communication skills. From the stage of early childhood, the individuals are required to understand within as well as outside the homes, one needs to communicate with others in an effective manner. Hence, throughout the lives of the individuals, it is necessary for them to lead to up-gradation of communication skills. Ways of implementing communication skills satisfactorily

are, being well-aware regarding goals and objectives, making use of polite language and decent words, treating each other with respect and courtesy, developing technical skills, making provision of factual and accurate information, implementing the traits of morality and ethics, possessing an approachable nature and an amiable attitude, inculcating the traits of diligence, resourcefulness and conscientiousness, reinforcing cordial and amiable terms and relationships with each other and preventing the occurrence of communication barriers. Types of communication skills are, verbal communication, written communication, non-verbal communication, presentation skills, listening skills and writing skills. Effective communication processes leads to up-gradation of professionalism. Finally, it can be stated, when the individuals are well-equipped in terms of ways of implementing communication skills satisfactorily, they will be able to contribute significantly achieving the desired goals and leading to up-gradation of their living conditions.

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