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ENHANCING COMMUNICATION SKILLS THROUGH LANGUAGE & LITERATURE

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ABSTRACT

Literature is the art of discovering something extraordinary about ordinary people, and saying with ordinary words something extraordinary- Boris Pasternak.

The word communication was derived from the LATIN language *communicare*. Communication is an activity of transferring information from one person to other as well as one place to another. It is possible to send any language message in 2 ways. 1. Non-verbal 2.verbal. In today's Global World we need to communicate with outer world effectively and efficiently. Literature is a written document of the writer of the same people and culture of the society. Whether the types of Fiction or Non-Fiction, genres of Novel, Drama, Short Story, Essay, Poetry or any other form of writing. Literature reflects and influences of the races of the countries and continents. It's aim is not only provide dates and years of the incidents. It goes to the roots of the issues and shows the solutions for the problems. It is the heart and soul of the Language, Culture and Society.

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Communication with Literature; Literature is about letters, words, phrases, sentences, paragraphs, essays, stories etc. In Language acquisition we must focus on all these areas of knowledge. Communication is about ideas, opinions, feelings, information to share with others for personal as well as professional purposes. The same is with Literature. If Language is Mind, Literature is Heart. Language is a set of lexicographical, grammatical, syntactical systems. Anybody who wish to enhance one's communication ability, he or she should mainly focus on Language. Generally we have 3 types of communication.

1. Visual communication
2. Auditory communication
3. Verbal communication.

In our professional communication we require more verbal communication skills than visual and auditory communication. To improve our language we primarily focus on Literature than raw, lifeless sentences as examples of grammar. One needs to concentrate the basic concepts of that particular language. First focus on alphabet, small word lists, word groups, phrases, sentences, paragraphs of stories. Improve language through stories; mythological, magical, legendary Stories are the best medium to enhance one's thinking and analytical ability. Stories provide enough scope for creative process. Previously people used to develop command over language by listening and telling the mythological stories to others. But now a days, stories are not part of the academic curriculum as well as children are UN aware of Literature. Even

parents think that Fiction is a time pass activity. It is of no use. Really it is a misconception. By reading and Listening Literature only we get command English as well as Update our communication skills.

GLOBALISATION AND ENGLISH

Internet has opened up new vistas to enhance knowledge through communication. We cannot divide Internet and English. They are intermingled one another. Modern Technology has created Digital World, where there is fast communication through mails, chatting, video conferencing, mobile interviews, net banking, and online purchasing and so on. The modern man is living in Digital World. His requirements are latest advancement technologies. The two main tools to connect the entire world are Computer Technology and English Language. These are effective technical and communicative tools. Now a days Business Sector, Educational Sector and Career fields require more Technical Communication skills.. Previously everyone was different but now we are one called as a Global citizen. Now the Students are Global Students, Their Careers are Global Careers. These days, if any educated person is not known to English and Computer, that person is called as an illiterate man.

INTRODUCTION

The primary purpose of a Language is spoken, not written. The written Language is the most precious to recap the Cultures, Societies and Life styles of the previous People and their Races. We still remind the great Legends like Julius causer, John of Arc by studying their achievements in Written Literature only. So Literature is as equal importance as Oral Language. English Language is not static but exploring to new areas as well as new concepts. Anglo-Saxon English was different from Chaucer's English; The Present English is quite different from the previous. The same is any Language like Old Latin with New Latin, Old French with New French, and Old Hindi with New Hindi Language. The Anglo-Saxon Language had a little vocabulary about 20,000 words. The modern Oxford Dictionary has around 4, 00,000 words. The Anglo-Saxons brought most of their words from their ancestors Germans. Actually the original language of the Britain was Celtic bit not English. A few of the

words, structures, concepts entered in to English Language. Any living Language is like English which has a wide vocabulary, exploring to new concepts and all the people as well as areas easily.

COMMUNICATION NEED OF AN HOUR

When Chinese invented paper, the new World was originated. The old world was lost it's identity. The written word got its identity. So much of prose came into existence like Print books, literature, magazines, and newspapers occupied the world. The printing press united the world through its written literature. People shared their information, knowledge through Newspapers, books for centuries. The new invention from the man's natural mind created an artificial mind that is Computer. Computer is the second invention made the entire world as like a ball. This happened through Internet. The new ready made world has existed on this Planet. When the huge world became a tiny world, the needs and the requirements are new ones. Internet is a knowledge tool via communication. The Global communication is possible Only with English Language. In place of written communication oral communication. The modern English Language learner not only focuses on Grammar, comprehension, written language skills he need to emphasis on oral fluency with accuracy of the English Language. The Global job market whether it is e-commerce, software industry, call centers, professional teachers Spoken English language skills are must. The best method to enhance once communication is to expose to the outer world with proper vision.

MOTHER TONGUE INFLUENCE

English is a Foreign Language for us. It was introduced during the reign of British Government. We have our own Languages. Telugu People speak and write Telugu as well as other State people have their own languages, actually our Country was divided based upon Linguistic Differences. Our Mother Language is for our daily conversation purpose. We share our feelings, ideas, and expressions through our own language only. So the Mother tongue influence dominates us to communicate English fluently and effectively. There is a gap between our own Native language and the second or third language like English. Spoken

Language acquisition comes automatically by its own culture. We fail to speak English like English man because we are not born to that country or its culture. Instead of wasting energy and time to imitate English Nation and English accent, try to express and communicate flawless English for mutual understanding and communicate to the outer world.

ROLE OF ENGLISH GRAMMAR TO ENHANCE COMMUNICATION

Grammar is an essential ingredient to learn English effectively. Grammar plays a vital role in Written Communication. To write flawless English one should know the rules and regulations of grammar. Professional Graduate Students need to write effective English for their career perspective. The World has changed drastically so English grammar is also need to change its structure. Indian students feel difficult to follow various rules and regulations of Language. English Lexicon and its Structure were originated from The Classical Languages of Greek and Latin. The rules of the British English Language haven't changed yet. So the Global Student searches for other options. The new inventions like Internet, e-mail, show him a new path to get proficiency in English. A new trend spread the entire world that is American English. It's Lexicon; Structure is easy, clear and logically arranged Grammar. Technology, Science, book Publishing Houses, and all other areas update their English by American English. Still English Teacher and English Text book remain with Age old English Spelling Rules, Word order, Punctuation and conventional Grammatical Rules.

Teaching Traditional English Grammar for Engineering, Management, Science Students are very difficult for English Teacher. The Students who belong to Technology are search for reality and ready to grasp information easily. Because of their IQ levels are high. So it is time to Revise English Grammar according to Latest Technology otherwise Grammar remains only in English Text Books and English Teacher's Sur names. Our Ancient Civilization has given a wonderful gift. It is Sanskrit Language. Due to its Conventional Grammatical Rules it has submerged in the Global World. There is a big threat to British English Language not with People but with

Latest Communication Technology. The three Classical Languages of the world, Sanskrit, Greek and Latin has vanished because of its Conventional Lexicon, Grammar. In this HI-TECH World there is no place for Traditional Rules, King's English, Queen's English, Traditional English but only one English, it is Logic based Technical English.

Think like a wise man but communicate in the language of the people- William Butler Yeats
NEED OF ENGLISH LANGUAGE

English was introduced by Macaulay in our Educational system during the British rule. From that day onwards English has been part and parcel in our Country. For Business, Commerce, Education and Job marked it is the essential commodity. Even British Empire has fallen in India; the English Empire has been blooming. At the time of Independence, leaders and people raised slogans against English as, it should be banned. But still it remains strongly not because of its Structure but its Flexibility.

We cannot divide these two words, they come jointly. The new World has originated with Globalization. The two main parts to connect the entire world is Computer Technology and English Language. These are effective technical and communicative tools. Now the Students are Global Students, Their Careers are Global Careers. These days if any educated person is not known to English and Computer, that person is called as an Illiterate man.

4 TYPES OF ENGLISH LANGUAGE SKILLS:

1. Listening Skills
Spoken communication
2. Speaking Skills
3. Reading Skill
Written communication
4. Writing Skills

Listening Skills: "Listen more, and speak less". Listening is the most important skill. Unfortunately, it is the most neglected one. In our day-to-day life, we show interest to hear to people than listen to them. There is a huge difference between hearing and listening. Hearing is a physical activity and listening is related to mind activity.

When we listen to others, we show interest in other person's body language and his opinions and ideas. When we listen to someone we should

maintain our eye contact with other person and we should not disturb that person while he is speaking to us. Listening is a powerful tool to get the exact information and also learn more things quickly and effectively. The best leaders and the best people all over the world are the best listeners. In effective communication point of view, 90% listening and 10% speaking is considered as the best communication.

Speaking Skills: Speech is an ancient form of communication. Ancient man invented speech to share his feelings, ideas, opinions and knowledge with other people. Speech is an effective tool to share our information with others and get the response of the receiver immediately. It is an instant communication process. We speak to others in various ways. Among all, the best one is face-to-face speech. In face-to-face conversation, we get quick response from the receiver. The second mode of communication is to speak more than two people. It is called a group talk or a role-play or group dynamism. At a time we share our information to a group with this process. In face-to-face conversation, in group conversation we get the immediate response from the listeners. Another way of speech is called "Public Speaking". In public speaking, a speaker speaks to a large number of people on a particular topic. In this process the speaker and the information of the speaker are highest priority. One more way of communication is called electronic communication. Communicating with cell phones, voice mails, e-mails, chatting comes under this process. Any form of speech is only to share something with other persons. It is the most living process and effective communication than other communicative areas

Reading Skills: "Reading makes a man perfect". It is a popular sentence to tell the importance of reading skills. Why do we read? The main purpose of reading is to know the meaning of each and every paragraph of a book. We collect information and knowledge by reading books only. So, books are the treasures of ancient man's knowledge to the future generations. Books are of different types. Academic books, general knowledge books, personality development books, business books and other literature books. Reading is possible in different ways, like word-to-word reading, skimming and scanning. These are the

ways to read a book. The more you read, the better you become. If you know more, you fear less. In word-to-word reading, we read each and every word of a paragraph to know the meaning of the sentences. Word to word reading is a difficult activity to read and understand the whole paragraph immediately. The next type of reading is called skimming. Where the main point and the complete meaning of a whole paragraph is identified. It is the best method to get the information quickly. The third one is scanning. In this method, we look at a paragraph what information or idea we are looking for. It is purely search for something in the book instead of knowing everything in that book. These are the ways to read a book. Try to read at least a paragraph daily to improve your thought provoking skills. One more advantage with reading is to improve your vocabulary as well as language proficiency. Reading improves thoughts, clarity and the meaning of individuals.

Writing Skills: "Writing makes an exact man". Writing is the most difficult skill among listening, speaking and reading skills. It is an intellectual activity. It is permanent document forever. Ancient man used to write on stones. It was called Lithography. Later they started to write on animal skins. Later paper was invented by Chinese. After some years Gut ten Burg invented printing machine it changed the way of writing system. Newspapers, magazines and all kinds of printing books came into existence. More than 100 years written literature dominated other areas. Second revolution in writing is called computing. Digital technology, Internet, e-mails change the complete format of printing system. Now books are available through computers. By browsing net, we can download e-books, magazines, journals and all kinds of books are available in digital form. This is the order of writing system.

If Language is mind, Literature is heart

The Role of Literature to enhance Communication

This is a short story by O. Henry in his collection The Trimmed Lamp and other Stories.

A woman nicknamed Johnsy has come down with pneumonia, and is now close to death. Outside the window of her room, the leaves fall from a vine. Johnsy decides that when the last leaf drops, she too will die, while her best friend Sue

who stays with her, tries to tell her to stop thinking so pessimistically.

In the same apartment building, an elderly, frustrated artist named Behrman lives below Johnsy and Sue. Behrman has been claiming that he will paint a masterpiece, even though he has never even attempted to start. Sue visits Behrman, telling him that Johnsy, who is dying of pneumonia, is losing her will to live. Sue tells Behrman that Johnsy claims that she will die when the last leaf falls off of the vine outside her window. Behrman scoffs at this as foolishness, but as he is protective of the two young artists he decides to visit Johnsy and see the vine from her window.

In the night, a very bad storm comes and wind is howling and rain is splattering against the window. Sue closes the curtains and tells Johnsy to go to sleep, even though there is still one leaf left on the vine. Johnsy protests against having the curtains closed, but Sue insists on doing so because she doesn't want Johnsy to see the last leaf fall. In the morning, Johnsy wants to see the vine to be sure that all the leaves are gone, but to their surprise, there is still one leaf left.

While Johnsy is surprised that it is still there, she insists it will fall that day. But it doesn't, nor does it fall through the night nor the next day. Johnsy believes that the leaf stayed there to show how wicked she was, and that she sinned in wanting to die. She regains her will to live, and makes a full recovery throughout the day.

In the afternoon, a doctor talks to Sue. The doctor says that Mr. Behrman has come down with pneumonia and, as there is nothing to be done for him, he is being taken to the hospital to be made comfortable in his final hours. A janitor had found him helpless with pain, and his shoes and clothing were wet and icy cold. The janitor couldn't figure out where he had been on that stormy night, though she had found a lantern that was still lit, a ladder that had been moved, some scattered brushes, and a palette with green and yellow colors mixed on it. "Look out the window, dear, at the last ivy leaf on the wall. Didn't you wonder why it never fluttered or moved when the wind blew? Ah, darling, it's Behrman's masterpiece he painted it there the night that the last leaf fell."

This is another genre of prose, verse poem of Martin Niemöller, Germany.

First they came for the Socialists, and I did not speak out

Because I was not a Socialist.

Then they came for the Trade Unionists, and I did not speak out

Because I was not a Trade Unionist.

Then they came for the Jews, and I did not speak out
Because I was not a Jew.

Then they came for me and there was no one left to speak for me.

How simple and thought provoking the is poem is. The beauty of any language lies in it's literature only. The only way we can understand the language, essence hidden in the Literature.

Now we look at a piece of Literature by an Indian Poet as well as The first Nobel Prize Winner for Literature, Rabindranath Tagore's Geetanjali. Where the mind is without fear and the head is held high

Where knowledge is free

Where the world has not been broken up into fragments

By narrow domestic walls

Where words come out from the depth of truth

Where tireless striving stretches its arms towards perfection

Where the clear stream of reason has not lost its way

Into the dreary desert sand of dead habit

Where the mind is led forward by thee

Into ever-widening thought and action

Into that heaven of freedom, my Father, let my country awake.

We don't bother about to demonstrate each and every word, sentence. All, we teachers Explain the students the purpose of literature in Language acquisition.

GRAMMAR THROUGH PROSE LESSIONS

Prose is the best tool to acquire English Language skills. Grammar is inbuilt with prose. So by teaching Prose Topics to the Students easily. Prose is composed of Words, Punctuation, Nouns, Verbs, Phrases and Sentences. Instead of teaching Grammar separately, it should be taught with Prose Paragraphs. Automatically Students learn the

Grammatical Structures very effectively. Now days, Prose teaching is mechanical and having no purpose. But its purpose is more than explaining & translating it. Into One's Mother Tongue. The English Language Prose is like Mathematical Applications. Every word and every Sentence is real and correct. So it should not be wasted by Translating. If a Student gets command over Prose, he will be automatically getting command over English Communication Skills.

PROFESSIONAL STUDENTS REQUIREMENTS

Professional Students like Computer Science, Batch, Medicine, Pharmacy, Agricultural, M.C.A, M.B.A, and Science Graduates need more English Language Skills Than their Subject Knowledge. These Students require more expertise in English to get Global Jobs.

The present day Job Market looks for the Professionals who are good at English. To get command over English, one should learn the four areas of English. The four branches of English Language are; Listening, Speaking, Reading, and Writing. These four are called Communication Skills.

In language acquisition, Speech is more important than Writing. Regularly we express our views in Spoken Language. Students should learn basic Grammar Rules to speak effectively. For example, to say about book, a book, my book on the table, where is my book? It shows that Grammar rules are important to speak and Write good English. Grammar should not be taught individually, while teaching language it should be interpreted.

Grammar is included with correct spellings, punctuation and Sentence structure. Technical Communication is mainly to write to Business people Technical experts. So the purpose of writing differs from ordinary Communication.

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