

St. Xavier's Institute of Education (Autonomous)

Library Organizes Workshop on Effective Communication Skills

Session I: Speaking Skills

Guest Trainer: Mr. Robert Clements

Introduction:

The theme for the Academic Year 2023-2024 is 'Transforming Teaching and Learning to Achieve Quality Education for All'. In our endeavour to provide Effective Communication Skills in English, the SXIE Library had organised capacity-building session for our young Student-Teachers.

Objective of the Workshop:

The institution had invited, Mr. Robert Clements, who is an expert in English Communication for the professional development of our young Student-Teachers. He had conducted his first session for his series on communication skills: "**Speaking Skills**" on 22nd February 2024 from 1.10 pm to 3.10 pm. Ms. Janice Lobo welcomed the speaker. He was introduced by Principal Dr. Andrea Coutinho before the session. Dr. Meena, the librarian introduced, Mr. Robert Clements.

About the session:

Mr. Robert Clements started his session after the welcome and introduction. Mr. Clements explained the communication with the help of a bicycle. The 'Bicycle Model' was used to explain good communication skills for student teachers.

In brief, he explained how communication skills are essential for students to succeed academically, socially and professionally. He explained that why communication skills are important for students. The communication skills are important for students for Academic success, Career readiness, Social and emotional development, Critical thinking and Cultural competence. Effective communication is the foundation of success in any profession. It is essential for building relationships, developing trust and creating understanding among colleagues. With effective communication skills, professionals can express their ideas clearly and effectively to their peers, superiors. As educators, teachers can use a variety of strategies to help their students become better communicators. From providing feedback on written assignments to encouraging active listening during conversations, there are many ways that teachers can help their students hone their communication skills. By learning these skills early, teachers can ensure that their students have the tools they need to succeed in both academic and professional settings. One of the most important skills of a good teacher is good communication skills. Communicating effectively with students creates a positive learning environment and fosters student success. Good communication skills also enable teachers to build strong relationships with students, parents, and colleagues.

On speaking skills, he said Speaking skills are one of the most important skills we learn, as they allow us to communicate with others and express our thoughts and feelings. Speaking

skills can be divided into formal and informal speaking skills. We use both types of speaking skills in a variety of contexts throughout life. Speaking skills are defined as the skills which allow us to communicate effectively. They give us the ability to convey information verbally and in a way that the listener can understand.

Speaking skills are important in student-teacher life as - Public Speaking not only takes away anxiety and nervousness, but also boosts self-esteem and builds up confidence levels. It is important for students because these values are respected and desired as a part of workplace skills and are certain to augment their career paths as they progress in life. If you are interested in public speaking, then you have to give attention to Prepare, Practice and Perform. Types of public speaking can be based on how you share the information with your audience. Simply put, public speaking can be classified into speaking to inform, speaking to persuade, speaking to entertain, speaking to actuate, and speaking to demonstrate. In business, for success, you have to focus on people, process, and product. Elements in the communication process that apply to speech are: speaker, listener, message, channel, interference, feedback, and situation. The speaker is the source of information and communication and is the individual who delivers or expresses their idea on a topic.

He had focused on some Tips and Techniques of speaking skills such as: Nervousness Is Normal. Practice and Prepare. Know Your Audience and know your place where you are going to speech. Your Speech Is About Them (audience). Organize Your Material in the Most Effective Manner to Attain Your Purpose. Improving reading skills actually makes people better speakers. It makes sense. Reading increases vocabulary and teaches person how to use new words in context. You see how a word is used and learn how to use it yourself. It is much easier to give a speech if you thoroughly know the subject matter and are skilled in speaking techniques. Lack of knowledge can result in anxiety and embarrassment. The audience responds better to a knowledgeable speaker. Keep the focus on the audience. Gauge their reactions, adjust your message, and stay flexible.

Be yourself, don't become a talking head — in any type of communication. You will establish better credibility if your personality shines through, and your audience will trust what you have to say if they can see you as a real person. Use Humour, Tell Stories, and Use Effective Language. Don't Read Unless You Have to, reading from a script or slide fractures the interpersonal connection. By maintaining eye contact with the audience, you keep the focus on yourself and your message. Use Audio-visual Aids Wisely. Too many can break the direct connection to the audience, so use them sparingly. They should enhance or clarify your content, or capture and maintain your audience's attention. Use Your Voice and Hands Effectively. Omit Nervous Gestures. Grab Attention at the Beginning, and Close with a Dynamic End.

Vote of Thanks:

Vote of gratitude and conclusion of the workshop session were proposed by Ms. Zainab Shaikh.

Dr. Meena Suryavanshi
Librarian

Photos of the Workshop:



