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Communication in Our Life

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It's nearly impossible to go through a day without the use of communication. Before the days of tweeting and texting, people communicated with one another a little differently. So, what is communication? Communication is sending and receiving information between two or more people. The person sending the message is referred to as the sender, the person receiving the information is called the receiver. We build our lives around our personal and professional relationships. A key element to having successful relationship is the ability to communicate, especially if you are looking for professional success. Successful people are always able to get their point across clearly and people listen to them [1].

Methods of communication vary, and you are almost certainly familiar with all of them. Let's take a look at some of the primary methods.

1. *Conversing* Conversation is one of the most basic forms of communication. Learn to speak in an approachable, friendly way that you can apply to any situation.

2. *Writing* Written communication is sending a message by the use of symbols that are understood by both the sender and receiver of the message.

3. *Body Language* Body language is a form of nonverbal communication that can be used to send a message.

4. *Presenting* You may be presenting company financials to your top employees or investors. You may present your

business' services to an interested buyer. In all these cases, clarity, confidence and poise are all key.

5. **Negotiating** Negotiating effectively is more than just using the right words; it is a knowledge of the right facts and the ability to remain confident throughout the process.

6. **Mediating** Though your role as a mediator will be less often necessary than your role as a converser, but there will be times when you have to resolve a conflict.

7. **Debating** Your job in a debate is to present your case and opinions clearly.

8. **Leading** Your responsibilities as a leader are multifaceted, but from a communications perspective, your biggest responsibilities are instilling confidence and trust in your team.

9. **Cross-platforming** Today's field of communication is much wider than the fields available to generations past. Phone calls, texts, emails, video chats and other mediums are all commonplace.

10. **Listening** Listening might be the most important communication skill of all, since it ties into so many applications and situations. Active listening can help you converse, debate, lead, negotiate and mediate, and it makes you seem more thoughtful, empathetic and invested in the people around you [2].

Communication can be tricky at times. There are many ways communication can be made ineffective and it's all too easy to let effective communication skills slip through the cracks. However, if you really want to make the most of your life and you want to improve your relationships with others, you must stay on top of your communicating game. Pay attention to how you communicate with others and also pay attention to how others communicate with you.

Be trustworthy and honest. If you remain open, honest, and worth of trust, you'll have a much easier time

communicating with others and others will be a lot more willing to communicate with you.

Don't rush communication. Often when we're in a rush, we forget things or misplace things and the same goes for when we're rushing through any type of communication.

Pay attention to non-verbal cues. This is essential when it comes to effective communication.

Intend to understand. Too often we're not really trying to understand what others are saying but instead are trying to find a way to jump from their points to our own. Next time you're communicating, do what you can to really work on understanding what others are saying.

Be patient and open-minded. Recognize that you might not necessarily be communicating as effectively as you'd like and remember to also be patient with yourself.

Follow up after communicating. If you're communicating with someone make sure that you follow up after you've communicated [3].

Most people want to avoid conflict and stressful situations – this is human nature. By following some simple guidelines and using some skills communicating in difficult situations becomes easier. Recommended skills include:

Information Gathering Make sure you have your facts straight before you begin, know what you are going to say and why you are going to say it.

Being Empathic Put yourself in the other person's shoes and think about how they will feel about what you are telling them.

Being Prepared to Negotiate Often a difficult situation requires a certain amount of negotiation, be prepared for this.

Using Appropriate Language Speak clearly avoiding any jargon that other parties may not understand, give eye contact and try to sit or stand in a relaxed way.

Staying Calm and Focused Communication becomes easier when we are calm, take some deep breaths and try to maintain an air of calmness. Keep focused on what you want to say [4].

To draw the conclusion, one can say that communication plays a vital role in human life. It not only helps to facilitate the process of sharing information and knowledge, but also helps people to develop relationships with others. Every day, we communicate with a lot of people including our families, our friends, our colleagues, or even strangers. We should learn how to communicate effectively to make our lives better [5].

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