UNIT 3: VERBAL COMMUNICATION

UNIT STRUCTURE

3.1 Learning Objectives

3.2 Introduction

3.2.1 Factors of Effective Verbal Communication

3.2.2 Importance of verbal communication

3.2.3 How to Improve your Verbal Communication Skills

3.3 Multiple Meanings

3.4 Polysemy

3.5 Types of Verbal Communication

3.6 Let Us Sum up

3.7 Further Reading

3.8 Answers to Check your Progress

3.9 Model Questions

3.1 LEARNING OBJECTIVES

After going through this unit, you will be able to –

- know the concept of verbal communication, it's significance and it's types
- know about Polysemy.

3.2 INTRODUCTION

The verbal communication is a kind of oral communication wherein the message is transmitted through the expressed words. Here the sender offers words to his/her emotions, considerations, thoughts and conclusions and communicates them as addresses, talks, presentations, and discussions.

The viability of the verbal communication relies upon the tone of the speaker, clarity of speech, volume, speed, body language and the nature of words utilized in the discussion. On account of the verbal communication, the input is prompt, since there are a synchronous transmission and receipt of the message by the sender and recipient individually.

The sender must keep his/her speech tone high and obviously discernible to all and must plan the topic remembering the intended interest group. The sender should constantly cross check with the collector to guarantee that the message is comprehended in totally a similar path as it was planned. Such communication is increasingly inclined to mistakes as now and then the words are not adequate to express the sentiments and feelings of an individual.

The accomplishment of the verbal communication depends not just on the talking capacity of an individual, but also on the listening abilities. How viably an individual listens to the topic decides the viability of the communication. The verbal communication is appropriate in both the formal and informal kind of circumstances.

3.2.1 Factors of Effective Verbal communication

This account highlights some of the factors of effective verbal communication.

- **Think before you speak**

By arranging one's thoughts ahead of time, one can dispose of a large number of the uncomfortable silences that happen when talking. It will likewise enable an individual to disseminate information all the more briefly and accurately.

- **Speak with confidence**

Talking in a sure way will assist one with building trust and order the regard of the group of spectators. There are a few variables which can affect one's capacity to talk unhesitatingly, including one's order of the topic, the pledge decision, the tone of voice, the body language, and the capacity to look at the crowd.

- **Be clear and concise**

The best method to express what is on one's mind is to make it in a reasonable and compact way. Abstain from utilizing unpredictable, tangled sentences, and attempting to express in direct language is preferred. Prior to talking, one may ask the self, "What is the clearest way I can come to my meaningful conclusion?"

- **Be aware of non-verbal communication cues**

The non-verbal communication altogether impacts the manner in which others translate what is stated. Focus must be made on the motions one makes, on one's outward appearances, and the non-verbal communication to guarantee they line up with the message one is attempting to convey.

- **Be a good listener**

Being a good listener is as significant as it is to be a good speaker, and it will improve the nature of one's verbal communications. It shows that one cares about the thoughts and sensitivities of the individuals that he/she is conversing with. This will empower one to manufacture trust and compatibility a lot faster.

- **Think about the perspective of the audience**

It must be noted that, just because one has a solid direction of a point, it does not mean the individuals who are being addressed, have similar information as the speaker. It must be considered as to how another person will comprehend what is being attempted to impart, especially on the off chance that they do not have the specialized information about a subject that the speaker has.

- **Vary the vocal tone**

Talking in a monotone voice is a sure-fire approach to exhaust the crowd. Rather, use voice enunciation to add accentuation to significant focuses, and change the pitch of voice to express feeling. This will help keep the crowd to be occupied with the message.

Solid verbal aptitudes will support fundamental talk while assuming a significant job in uniting individuals. Ask inquiries on the off chance that you are pondering about another idea so as to turn out to be increasingly educated about that theme. Clarify why you are befuddled about a specific approach to get the help required for a superior comprehension of that arrangement of guidelines.

Express what you encountered in a specific circumstance so you can work through what you are feeling. Handing-off this information will not just support yourself, but also, the individuals

who you are talking with by taking care of issues, making associations, and maintaining a strategic distance from clashes. Furthermore, be set up to fill in as a good audience consequently in light of the fact that coming up short on the capacity to give a similar degree of consideration that you anticipate from another person when you are talking is not reasonable.

Compelling verbal communication is a significant aptitude to get it. Having the courage and capacity to pass on your contemplations in a decent manner will help improve shared getting, trust, basic leadership, and critical thinking among yourself as well as other people, making the demonstration appropriate and listening in to a basic effect on how we learn and have an independent mind.

3.2.2 Importance of verbal communication

A robust verbal communication is a vital aspect for keeping up effective business connections. Powerful communication makes profitability to increase, blunders to diminish and activities to run smoother. The following account highlights the significance of verbal communication.

- The manner in which representatives speak with one another depicts an association's image and this image could be the initial introduction or the last.
- Good verbal communication abilities of the representatives of an association encourage phenomenal business associations with different associations, clients, providers, and so on.
- Good verbal communication at the work environment is basic to the organizations with a workforce from a different foundation. It lessens the obstructions delivered due to cultural and language contrasts. Numerous worldwide organizations' masterminds prepare to inculcate viable communication abilities in their workers which demonstrate to be very valuable over the long run.
- Compelling verbal communication among employers and representative likewise builds work satisfaction level.

- Representatives have a sense of safety when they are imparted successfully. Accepting the privilege and refreshed information from their bosses support their certainty and profitability.
- Incredible verbal communication abilities increment the capacity of the people to share thoughts, contemplations and concerns with one another.

3.2.3 How to Improve Verbal Communication Skills

Great verbal communication aptitudes are fundamental. On the off chance that one needs to have a flourishing profession, one has to improve the verbal communication abilities. The following account highlights the requirements to improve these aptitudes and exceed expectations at the working environment.

- **Read more :** It improves vocabulary and enables expression of thoughts all the more unmistakably. It likewise wipes out shortcomings in language abilities. It will be valuable in the event that one may like to peruse business writings, newspapers, publications, etc.
- **Prepare yourself :** On the off chance that you are foreseeing any circumstance, invest significant energy to set up the responses to the inquiries you might be posed. In the event of presentation to be made, you ought to be set up for dubious inquiries. You may need to clarify something in an alternate way.
- **Listen cautiously :** Listening more and talking less has been found to be extremely powerful. This causes individuals to confide in you and let them know that you comprehend their needs. At the point when they talk, look. It shows your enthusiasm for them. It will likewise improve compatibility you are attempting to fabricate.
- **Be mindful :** For clear, precise, and obliging communication, one should ensure that his/her words, tone, signals, outward appearances and body language go with the discussion.
- **Consider individuals' points of view :** Consider what you are stating from the audience's point of view. Figure your reactions as

needs be. Just because you comprehend what you mean, does not imply that they will comprehend it as well.

- **Build up your skills :** You should take a shot at building up your communication skill. There are numerous methods you can figure out how to help improve it. Mind mapping, workshops, and online communication courses can be exceptionally useful in such an endeavour.

3.3 MULTIPLE MEANINGS

At the point when individuals regularly characterize verbal communication, they will in general allude to communication in language. In any case, verbal communication refers to any trade that utilizes words to impart information. Along these lines, composing is likewise a type of verbal communication. Both composing and talking depend on the speaker, and the audience also must have a similar comprehension of what words and sounds mean.

Verbal communication necessitates that the speaker and the audience both communicate in a similar language. Be that as it may, even inside a similar language, there are open doors for blunders. Slang or dialect that credits various implications to words can be confusing. Also, not sharing a vocabulary can make it hard for individuals to comprehend each other through verbal communication.

Since communication is the demonstration of passing information between people, the demonstration of transmitting the data and the demonstration of accepting it are of equivalent significance. Verbal communication conveyed in speech is additionally joined by nonverbal correspondence. Composed verbal communication has non verbal signs on which to depend, so clarity is much increasingly significant for this situation. Tone and goal must be clear in the words.

3.4 POLYSEMY

Polysemy is the limit with respect to a sign, (for example, a word, expression, or image) to have numerous implications, generally related by

contiguity of significance inside a semantic field. Polysemy is along these lines unmistakable from homonymy-or homophony-which is an inadvertent similitude between two words, (for example, bear the animal, and the action word to bear); while homonymy is regularly an insignificant etymological incident, polysemy is not.

Charles Fillmore and Beryl Atkins' definition stipulates three components: (i) the different senses of a polysemous word have a focal starting point, (ii) the connections between these senses structure a system, and (iii) understanding the 'inward' one adds to comprehension of the 'external' one.

Polysemy is a significant idea inside controls, for example, media studies and linguistics. The analysis of polysemy, synonymy, and hyponymy and hypernymy is fundamental to scientific categorization and ontology in the information science senses of those terms. It has applications in pedagogy and machine learning, since they depend on word-sense disambiguation and patterns.

A polysemy is a word or expression with various, however related senses. Since the test for polysemy is the dubious idea of the relatedness, decisions of polysemy can be hard to make. Since applying previous words to new circumstances is a characteristic procedure of language change, taking a look at words' historical background is useful in deciding polysemy. Some evidently random words share a typical verifiable source, nonetheless, so historical underpinnings is not a dependable test for polysemy, and dictionary writers likewise frequently concede to speaker's instincts to pass judgment on polysemy in situations where it negates derivation. English has numerous polysemous words. For instance, the action word "to get" can signify "procure" (I will get the drinks), "become" (she got frightened), "understand" (I get it) and so on.

In linear or vertical polysemy, one feeling of a word is a subset of the other. These are instances of hyponymy and hypernymy, and are here and there called auto-hyponymy. For example, 'dog' can be utilized for 'male dog'.

Alan Cruse distinguishes four kinds of liner polysemy:

- Auto-hyponymy: Here, the essential sense prompts a particular sense (from “drinking (anything)” to “drinking (alcohol)”)
- Auto-meronymy: Here, the essential sense prompts a subpart sense (from “door (entire structure)” to “door (panel)”)
- Auto-hyperonymy or auto-superordination: Here, the essential sense prompts a more extensive sense (from “(female)cow” to “cow (of either sex)”)
- Auto-holonymy: Here, the essential sense prompts a bigger sense (from “leg (thigh and calf)” to “leg (thigh, calf, knee and foot)”)

  In non-linear polysemy, the first feeling of a word is utilized allegorically to give an alternate method for taking a look at the new subject. Alan Cruse recognizes three kinds of non-liner polysemy:
- Metonymy: Here, one sense “represents” another (from “hands (body part)” to “hands (unskilled workers)”
- Metaphor: Here, there is a likeness between senses (from “swallowing (a pill)” to “swallowing (a contention)”
- Different translations (for instance, from “month (of the year)” to “month (four weeks)”

3.5 TYPES OF VERBAL COMMUNICATION

Verbal communication incorporate sounds, words, language, and speech. Talking is a successful method for imparting messages, and aides in communicating our feelings in words. This type of communication is additionally grouped into four kinds, which are explained below.

- **Intrapersonal Communication**

  This type of communication is very private and limited to us. It incorporates the quiet discussions we have with ourselves, wherein we shuffle jobs between the sender and recipient who are preparing our considerations and activities. This procedure of communication, when analysed, can either be passed on verbally to somebody or remain kept as contemplations.

- **Interpersonal Communication**

  This type of communication happens between two people and is along these lines, a one-on-one discussion. Here, the two people included will swap their jobs of sender and collector so as to convey in a more clear way.

- **Small Group Communication**

  This kind of communication can happen when there are multiple individuals included. Here the quantity of individuals will be little, and it enables every member to communicate with the rest. Public interviews, board meetings, and team meetings are examples of group communication. Except if a particular issue is being talked about, small group discussions can get hard to be translated by everyone. This difficulty in understanding data totally can bring about miscommunication.

- **Public Communication**

  This kind of communication happens when one individual attends to a huge social event. Political campaigns and public speeches are examples of this kind of communication. In such cases, there is normally a solitary sender of data and a few beneficiaries who are being tended to.



CHECK YOUR PROGRESS

Q1. What is interpersonal communication?

.....

.....

Q2. What is small group communication?

.....

.....

Q3. What is public communication?

.....

.....



3.6 LET US SUM UP

- The verbal communication is a kind of oral communication wherein the message is transmitted through the expressed words. Here the sender offers words to his/her emotions, considerations, thoughts and conclusions and communicates them as addresses, talks, presentations, and discussions.
- The viability of the verbal communication relies upon the tone of the speaker, clarity of speech, volume, speed, body language and the nature of words utilized in the discussion. On account of the verbal communication, the input is prompt since there are a synchronous transmission and receipt of the message by the sender and recipient individually.
- Great verbal communication aptitudes are fundamental. On the off chance that you need to have a flourishing profession, you have to improve your verbal communication abilities.
- Incredible verbal communication abilities increment the capacity of the people to share thoughts, contemplations and concerns with one another.
- At the point when individuals regularly characterize verbal communication, they will in general allude to communicate in language. In any case, verbal communication refers to any trade that utilizes words to impart information. Along these lines, composing is likewise a type of verbal communication. Both composing and talking depend on the speaker, and the audience has a similar comprehension of what words and sounds mean.
- Verbal communication necessitates that the speaker and the audience both communicate in a similar language. Be that as it may, even inside a similar language, there are open doors for blunders. Slang or dialect that credits various implications to words can be confusing. Also, not sharing a vocabulary can make it hard for individuals to comprehend each other through verbal communication.