

WAYS TO IMPROVE COMMUNICATION SKILLS IN ENGLISH LANGUAGE

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ANNOTATSIYA: *Shaxsiy va professional sohalarda muvaffaqiyatga erishish uchun muloqot qobiliyatlarini oshirish juda muhimdir. Samarali muloqot ma'lumotni aniq va to'g'ri ifodalash qobiliyatini, shuningdek, tinglash va to'g'ri javob berish qobiliyatini o'z ichiga oladi. Ushbu maqola yaqinda o'tkazilgan tadqiqot natijalari va ekspert maslahatlaridan foydalangan holda muloqot qobiliyatlarini yaxshilash usullarini o'rganadi. Diqqatning asosiy yo'nalishlari orasida diqqat bilan tinglash, og'zaki va yozma muloqotda aniqlik va qisqalik, og'zaki bo'lmagan o'zaro ta'sirning ahamiyati va teskari aloqa funktsiyasi kiradi. Ushbu taktikalarni qo'llash orqali odamlar o'zlarining malakali muloqot qilish qobiliyatini sezilarli darajada oshirishlari mumkin, shu bilan mustahkam aloqalarni rag'batlantiradilar va o'z maqsadlarida yuqori muvaffaqiyatlarga erishadilar. Brownell (2012) tadqiqotlari faol tinglashning ahamiyatini ta'kidlaydi, Strunk va White (2000) esa aniq va lo'nda tildan foydalanish muhimligini ta'kidlaydi. Mehrabian (1971) tomonidan og'zaki bo'lmagan muloqot bo'yicha olib borilgan tadqiqot va Xetti va Timperlining (2007) teskari aloqa bo'yicha tadqiqoti samarali muloqotning murakkab va xilma-xil jihatlariga urg'u beradi.*

Kalit so'zlar: *faol tinglash, aniqlik va ixchamlik, og'zaki bo'lmagan muloqot, qayta aloqa mexanizmi.*

ANNOTATION: *Enhancing one's communication abilities is crucial for achieving success in both personal and professional domains. Effective communication encompasses both the skill to express information clearly and properly, as well as the ability to listen and reply appropriately. This article explores techniques for improving communication abilities, utilizing findings from recent research and*

expert advice. The main areas of emphasis include attentive listening, precision and brevity in spoken and written communication, the significance of non-verbal interaction, and the function of feedback. By implementing these tactics, individuals can greatly enhance their capacity to communicate proficiently, thereby promoting stronger connections and attaining higher levels of accomplishment in their pursuits. Brownell's (2012) studies underscore the value of active listening, while Strunk and White (2000) stress the significance of using clear and succinct language. The research conducted by Mehrabian (1971) on non-verbal communication and Hattie and Timperley's (2007) study on feedback emphasize the complex and diverse aspects of effective communication.

Kalit so'zlar: *active listening, clarity and conciseness, non-verbal communication, feedback mechanism.*

АННОТАЦИЯ: Развитие коммуникативных способностей имеет решающее значение для достижения успеха как в личной, так и в профессиональной сфере. Эффективное общение включает в себя как умение ясно и правильно выразить информацию, так и умение слушать и адекватно отвечать. В этой статье рассматриваются методы улучшения коммуникативных способностей, используя результаты недавних исследований и советы экспертов. Основные области внимания включают внимательное слушание, точность и краткость в устной и письменной речи, значимость невербального взаимодействия и функцию обратной связи. Применяя эту тактику, люди могут значительно повысить свою способность умело общаться, тем самым способствуя более прочным связям и достигая более высокого уровня достижений в своих занятиях. Исследования Браунелла (2012) подчеркивают ценность активного слушания, а Странк и Уайт (2000) подчеркивают важность использования ясного и краткого языка. Исследование невербального общения, проведенное Мехрабианом (1971), а также исследование обратной связи Хэтти и Тимперли (2007) подчеркивают сложные и разнообразные аспекты эффективного общения.

Ключевые слова: активное слушание, ясность и краткость, невербальное общение, механизм обратной связи.

INTRODUCTION

Efficient communication is a fundamental aspect of prosperous interactions in both personal and professional contexts. Effective communication encompasses the capacity to express ideas clearly, attentively comprehend others, decipher non-verbal signals, and offer valuable criticism. Despite its significance, numerous persons encounter difficulties in communication, resulting in misunderstandings and disputes. This study examines practical techniques for improving communication skills, with a specific emphasis on active listening, clear and concise verbal and written communication, the importance of non-verbal cues, and the function of feedback in promoting effective communication. By employing these tactics, individuals can enhance their capacity to communicate information, cultivate more robust connections, and attain higher levels of accomplishment in their personal and professional endeavors. Based on current research and professional recommendations, this analysis offers a thorough manual for cultivating communication abilities that are crucial in today's interconnected society.

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In the present age, where each day commences with a communication to our cherished individuals, English has become an indispensable requirement in all aspects of life. It is essential to possess a strong foundation in the English language while talking with others.

To improve your conversational English, actively participate in numerous English discussions and immerse yourself in English-language media. View English-language news programs. If the news articles are too fast-paced for you, consider accessing news programs from BBC Learning English, which provides news content specifically designed for different levels of English language skill. Engage in listening to podcasts or radio shows that narrate stories on diverse subjects.[6]

English is rapidly becoming the predominant language worldwide, and it is essential for us to stay up to date in order to stay in sync with the rest of the world. Verbal expression does not come readily. Despite dedicating many hours to remembering vocabulary, idioms, and syntax, the knowledge fails to come to fruition, resulting in stuttering when speaking in front of a large audience.[6]

Proficiency in English communication is highly coveted, as it has become indispensable for thriving in any occupation in the contemporary world. However, it is undeniable that mastering crucial English communication skills can only be achieved via consistent practice and continuous exposure. Proficiency in English communication is crucial since it has the potential to influence nearly every aspect of your existence. Proficiency in English is essential for success in both personal and professional dealings, and can only be achieved by consistent practice.

Moreover, residing in a country that ranks third in terms of the highest number of English speakers, it requires significant effort to meet the societal standards. Enhancing one's communication abilities is crucial for achieving productive relationships in both personal and professional contexts. Below are several essential tactics to improve communication skills, backed by extensive research and professional advice:

1. **Active Listening-** Active listening is an essential element of successful communication. Active listening entails complete focus on the speaker, comprehending their message, providing insightful responses, and retaining the

information conveyed. Brownell (2012) suggests that active listening can be enhanced by engaging in eye contact, demonstrating comprehension through nodding, and seeking clarification through the use of probing questions. By doing this, not only does it demonstrate respect for the speaker, but it also guarantees that the listener completely understands the message.[1]

2. **Clarity and Conciseness-** Effective and succinct communication helps avoid misconceptions. Strunk and White (2000) stress the significance of meticulous word selection and the avoidance of superfluous jargon. Proficient communicators employ concise language and structure their thoughts in a coherent manner.[2] Clarity is especially crucial in written communication, as the lack of instant feedback can cause confusion if the message is not explicit.
3. **Non-Verbal Communication-** Non-verbal cues, including body language, facial emotions, and gestures, have a substantial impact on communication. In his study conducted in 1971, Mehrabian discovered that a significant proportion of communication is conveyed through non-verbal means. Enhancing non-verbal communication is being conscious of one's body language and ensuring that it corresponds with the spoken word.[3] For instance, adopting an open posture might enhance the engagement and positivity of encounters.
4. **Feedback Mechanism-** Engaging in the process of seeking and offering feedback is crucial for enhancing one's communication abilities. Constructive feedback assists individuals in identifying areas for enhancement and honing their communication style. Feedback that is effective should be precise, prompt, and centered on actions rather than individual characteristics.[4]
5. **Cultivate empathy Empathy-** is the ability to comprehend and participate in the emotions of others. Engaging in empathetic communication fosters stronger interpersonal bonds and improves mutual comprehension. One can accomplish this by attentively listening to others, displaying authentic curiosity in their worries, and reacting with empathy.

6. **Enhance your emotional intelligence.** Emotional intelligence (EI) refers to the capacity to identify and regulate one's own emotions, while also comprehending and exerting control over the emotions of others. Having a high emotional intelligence (EI) helps enhance communication skills by enabling individuals to effectively handle social intricacies, regulate their behavior, and make informed decisions that lead to favorable outcomes.
7. **Enhance proficiency** in delivering speeches and presentations to a large audience. Public speaking is a prevalent obstacle, yet enhancing this talent can significantly improve general communication capabilities. Effective strategies encompass consistent practice, meticulous organization of ideas, utilization of visual aids, and active audience involvement through eye contact and interactive questioning.

CONCLUSION

Enhancing communication abilities is an ongoing endeavor that involves regular practice and a keen sense of self-awareness. To boost their capacity to communicate effectively, individuals can improve by emphasizing active listening, clarity, non-verbal communication, and feedback mechanisms. These enhancements not only enable improved personal connections but also contribute to professional achievement. Enhancing communication skills directly correlates with the capacity to establish more robust relationships and accomplish objectives with greater efficiency. By incorporating these tactics, individuals can greatly improve their ability to communicate, resulting in more robust relationships and more success in different areas of life. Enhancing communication skills enhances the capacity to establish connections with others, resolve problems, and accomplish personal and professional objectives.

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