

DEVELOPING COMMUNICATIVE SKILLS THROUGH EXTRA LINGUISTIC SOURCES

Turayeva Dilafruz Maxammadjonovna

Master student FSU

ABSTRACT

Communication is an integral feature of human activities. It is a pillar which maintains the structure of peaceful co-existence and mutual understanding. It can be described as the process of transmitting and receiving ideas, information and method. Communication is a process of sharing information through speech, writing, gesture or symbols between two or more people. It is a vital aspect of our daily lives, and being able to express ourselves effectively is essential. Communicative skills are not limited to just language; there are various extra-linguistic tools that we can use to enhance our communication abilities. In this article, we will discuss how these tools can help us develop our communicative skills.

Key word: communication, body language, communication and personality, extra linguistic sources, gesture, non verbal cues, empathy, context, intention, tension, empathy.

Introduction

The ever-growing need for good communication skills in English has created a huge demand for English teaching around the world. Millions of people today want to improve their command of English or to ensure that their children achieve a good command of English. And opportunities to learn English are provided in many different ways such as through formal instruction, travel, study abroad, as well as through the media and the Internet. The worldwide demand for English has created an enormous demand for quality language teaching and language teaching materials and resources. Learners set themselves demanding goals. Communicative language teaching is one of the best and popular methods of learning a second language throughout the 20th century. Global communication is increasing day by day and in some cases rapidly. Language plays a vital role in global communication, especially the English language. Developing communicative skills involves improving one's ability to effectively and appropriately convey information and ideas to others, and to understand and interpret the messages of others. Effective communication involves several key skills, including:

1. Listening: The ability to actively listen and understand the messages of others.
2. Speaking: The ability to clearly and confidently express one's thoughts and ideas.

3. Nonverbal communication: The ability to use and interpret nonverbal cues, such as facial expressions, gestures, and body language.

4. Writing: The ability to write clearly and effectively in a variety of formats .

Generally, the language learners find themselves with multiple demands, as they learn to communicate and meet the need for learning that language. Their demands are always focused on *accuracy, fluency, appropriacy, and flexibility*. The four skills of language – listening, speaking, reading and writing – are interdependent to each other and it is felt that there is an inadequacy of a four-skill model of language. But within the last quarter century, communicative language teaching has been put around the world as the ‘new’ or ‘innovative’ approach to teach English as a second language. Broadly speaking, the best approach to teach people to use a language is to *move from communication to language and then from language to communication*. Communication is an important part of the goal of language teaching.

Extra linguistic sources.

In today's world, being able to communicate effectively is more important than ever. Whether it be in the workplace or in our personal lives, the ability to express ourselves clearly and concisely is a vital skill. While language is undoubtedly the most important tool we have for communication, there are also many other tools that can help us to get our message across .Developing communicative skills through extra-linguistic sources can be an effective way to improve overall communication abilities. Extra-linguistic sources refer to non-verbal and non-textual methods of communication that help convey meaning and context. Here are some ways which we can enhance our communicative skills using extra-linguistic source:

1. Body language
2. Tone of voice
3. Visual aids
4. Active listening
5. Context
6. Empathy
7. Storytelling
8. Humor
9. Non-verbal cues
10. Practice

Body Language:

Body language is the non-verbal communication we use to express ourselves. It includes gestures, facial expressions, posture, and eye contact. The way we carry

ourselves speaks volumes about our personality and mood. Understanding body language can help us better understand others' emotions and intentions, allowing us to communicate more effectively. Our facial expressions, gestures, and posture all play a role in how we communicate with others. Learning to read and interpret body language can help us to understand others better and to adapt our own communication style accordingly. It can be a powerful tool in understanding others, as well as being understood ourselves. Whether it's a simple smile or a complex gesture, body language can reveal a lot about what we are really thinking and feeling. Body language refers to the nonverbal signals that people use to communicate their thoughts, feelings, and intentions. These signals can include facial expressions, gestures, posture, and even the tone and pitch of one's voice. Body language is an important aspect of communication, as it can convey information that words alone cannot. For example, a smile can indicate happiness or friendliness, while a frown can indicate sadness or disapproval. Similarly, crossed arms can indicate defensiveness or resistance, while open, relaxed body language can indicate receptiveness and engagement. Understanding and interpreting body language can be especially helpful in social situations, such as job interviews, negotiations, and dating.

Tone of voice refers to the way in which someone speaks, including the pitch, volume, and intonation of their voice. It is an important aspect of communication, as it can convey emotions, attitudes, and intentions that may not be explicitly stated in words. For example, a sarcastic tone of voice might indicate that the speaker is not being sincere, while a cheerful tone of voice might indicate that the speaker is in a good mood. Tone of voice can also affect how a message is perceived by the listener, with a harsh or aggressive tone potentially making a message seem more confrontational or negative, while a calm and measured tone might make the same message seem more reasonable or persuasive. Understanding and using tone of voice effectively can be an important skill in many interpersonal and professional situations.

Visual aids are any kind of visual elements that are used to enhance a presentation or communicate information. Common examples of visual aids include slides, charts, graphs, diagrams, photographs, and videos. Visual aids can be especially useful in presentations and speeches, as they can help to engage the audience, clarify complex information, and make a presentation more memorable. When using visual aids, it is important to ensure that they are clear, well-designed, and relevant to the topic at hand. They should also be used strategically and sparingly, so as not to overwhelm the audience or detract from the main message of the presentation. By using visual aids effectively, presenters can create more

engaging and effective presentations that are more likely to resonate with their audience.

Active listening is a communication technique that involves fully focusing on and understanding the speaker's message. It requires paying attention to both verbal and nonverbal cues, and responding with appropriate feedback. Active listening involves several key skills, including:

1. Paying full attention: This means avoiding distractions and focusing solely on the speaker.

2. Clarifying: This means asking questions or restating what the speaker has said to ensure full understanding.

3. Paraphrasing: This means summarizing what the speaker has said in your own words to demonstrate understanding and to ensure that you have interpreted the message correctly.

4. Reflecting: This means responding with empathy and understanding to the speaker's thoughts and feelings.

5. Providing feedback: This means responding appropriately to the speaker's message, such as providing encouragement or offering solutions.

Active listening is an important skill in many interpersonal and professional situations, as it can help to build stronger relationships, resolve conflicts, and improve communication. By actively listening to others, we can better understand their perspectives and needs, and respond in a more effective and respectful manner.

Context refers to the circumstances or surroundings in which something occurs or is understood. It can include a wide range of factors, such as the time, place, social and cultural norms, history, and personal experiences of the people involved. Understanding the context of a situation is important for interpreting meaning and making sense of information. For example, a word or phrase may have different meanings depending on the context in which it is used. Similarly, a behavior or action may be interpreted differently depending on the cultural or social context in which it occurs. In many cases, context can provide important clues or cues that help us to understand and interpret information more accurately. By considering the context of a situation, we can gain a more complete and nuanced understanding of what is happening and why.

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Empathy is perhaps the most important tool we have for communication. By putting ourselves in someone else's shoes and trying to understand their perspective, we can build stronger relationships and avoid misunderstandings. Empathy allows us to connect with others on a deeper level and to communicate with them more effectively.

Storytelling is the act of conveying a narrative or series of events through words, images, or other mediums. It is a fundamental aspect of human communication, and has been used for thousands of years to entertain, educate, and inspire. Stories can take many forms, from traditional folk tales and myths to modern novels, movies, and television shows. What all stories have in common is the ability to engage the listener's imagination and emotions, and to convey important themes, messages, and values. Storytelling can be a powerful tool in many contexts, such as in marketing and advertising, teaching and education, and even in personal relationships. By crafting compelling narratives, storytellers can capture their audience's attention, convey complex information more effectively, and create a deeper sense of connection and understanding between themselves and their listeners.

Humor is a form of communication that is intended to be funny, amusing, or entertaining. It can take many forms, such as jokes, puns, satire, irony, and sarcasm. Humor is a universal aspect of human experience, and is found in every culture and language. Humor can serve many functions, such as providing social commentary, relieving tension, and enhancing social connections. When used appropriately, humor can also be an effective tool in areas such as public speaking, teaching, and marketing, as it can engage the audience, make a message more memorable, and create a positive emotional connection with the listener. However, it is important to use humor carefully and with sensitivity, as what is funny to one person may not be funny to another, and inappropriate or offensive humor can have negative consequences.

Nonverbal cues refer to any form of communication that relies on gestures, facial expressions, body language, and other nonverbal signals, rather than spoken or written words. Nonverbal cues can convey a wide range of information, such as emotions, attitudes, intentions, and social status. Examples of nonverbal cues include smiling, frowning, nodding, shaking one's head, crossing one's arms, leaning forward, and making eye contact. Nonverbal cues are an important aspect of

communication, as they can provide additional context and meaning to spoken or written words, and can even contradict or modify the intended message. Understanding and interpreting nonverbal cues can be a valuable skill in many interpersonal and professional situations, such as job interviews, negotiations, and social interactions. By paying attention to nonverbal cues, we can gain a more complete and nuanced understanding of what others are thinking and feeling, and respond in a more effective and appropriate manner.

Practice refers to the act of repeatedly performing an activity in order to improve one's skills or abilities. It is an essential aspect of learning and mastery in many domains, such as sports, music, and art, as well as in academic and professional fields. Practicing involves setting specific goals, breaking down complex tasks into smaller, more manageable steps, and engaging in deliberate repetition and feedback. The goal of practice is to develop automaticity, or the ability to perform a task with ease and efficiency, without conscious effort. Consistent and focused practice over time can lead to significant improvements in one's skills and abilities, and can help to build confidence and motivation. However, effective practice requires more than just repetition; it also requires attention to feedback, reflection, and adjustment of one's approach as needed. By practicing effectively and consistently, individuals can develop their skills, achieve their goals, and reach their full potential.

CONCLUSION

In developing the four skills, linguists constantly refer to the importance of using language from relevant sources, and producing language towards relevant ends. Skills are developed extensively and often enjoyably through extra linguistic sources. . We have looked at various types of tools for communication. All these activities generally involve gathering, exchanging, and producing information in English. Such sources motivate the learners, they further the learning process itself, they give the teacher information on progress, and they thereby provide a context for deciding which elements of language form the learners need help with. Thus language learning is proved as a gradual process that involves creative use of language, and trial and error. Although errors are a normal product of learning, the ultimate goal of learning is to be able to use the new language effectively and meaningfully. So successful language learning involves the use of effective learning and communication strategies. . By developing our skills in areas such as body language, tone of voice, visual aids, technology, and empathy, we can become more effective communicators and build stronger relationships with those around us. By developing our skills in areas such as body language, tone of voice, visual aids, technology, active listening, context, storytelling, humor, non-verbal cues ,practice

and empathy , we can become more effective communicators and build stronger relationships with those around us.

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