

Faculté : Science de la Nature et de la Vie

1^{ère} année : Sciences De La Nature Et De La Vie "S.N.V"

Module : Techniques de communication et d'expression 2 (Anglais)

Responsable de Du module : Mr. ABED TAYEB / Année Universitaire : (2015-2016)

Cours: 1

Communication and expression techniques

(Communication and expression skills)

Module Objectives:

This module shall provide ample opportunities for self exploration and self learning to essentially make you "conscious" about yourself and more specifically of your communication style, etc. The focus is inward rather than outward. It shall facilitate exploring your own personality types and relevant communication styles so that you can adapt them successfully to your own communication situation personally as well as professionally both in academic and non-academic settings.

Module Aim:

The overall aim of the module on communication skills is to provide an opportunity for students to learn communication techniques and practice them in real settings. The present module is neither about linguistics nor about the language skills; rather, it aims to allow the students to have a comprehensive understanding of communication processes to relate them to their own specific situations and personality types. This module is based on a concept that envisages that communication can be learned and takes into account certain concepts that are related to human behavior and psychology. Its dominant premise is that given the basic language skills, communication essentially depends on who you are besides how you say, what you say to whom, when and where.

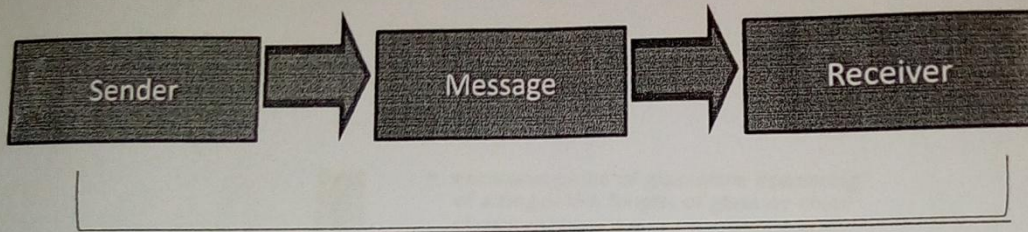
Communication

What is communication process?

"Transmission of a message from a sender to a receiver in an understandable manner."

- The communication process is a guide toward realizing effective communication.
- Effective communication leads to understanding.

Components of Communication:



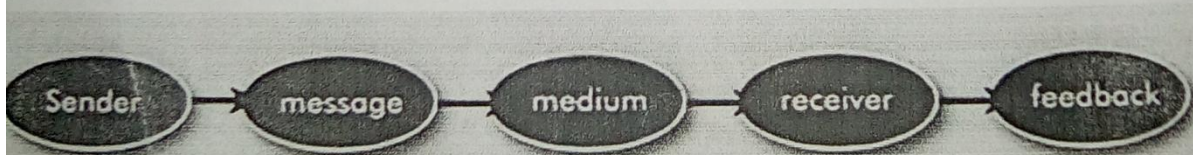
Feedback

the communication process is made up of four key com

Importance of understanding communication process:

"If I went back to college again, I'd concentrate on two areas: learning to write and to speak before an audience. Nothing in life is more important than the ability to communicate effectively."

-- Gerald R. Ford



Importance of understanding communication

Significance of Communication in Relationships

- Definitely, communication plays the main role in establishing relationships. Communication is important in relationships as it allows us to share interests, aspirations and concerns, to support each other, to organize our lives and make decisions, and to work together.

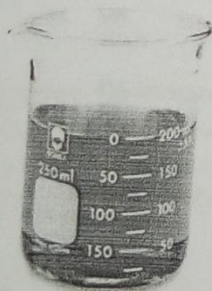
Extra Information/Lab. Equipment (1)

Test Tube



- common piece of glassware consisting of a finger-like length of glass or clear plastic tubing, open at the top, usually with a rounded U-shaped bottom
- available in a multitude of lengths and widths, typically from 10 to 20 mm wide and 50 to 200 mm long

Beaker



- simple container for stirring, mixing and heating liquids
- generally cylindrical in shape, with a flat bottom and a lip for pouring
- available in a wide range of sizes, from one millilitre up to several litres.

How to Develop Good Communication Skills

Method 1:

Understanding the Basics of Communication Skills

1

Know what communication really is. Communication is the process of transferring signals/messages between a sender and a receiver through various methods (written words, nonverbal cues, spoken words). It is also the mechanism we use to establish and modify relationships.

2

Have courage to say what you think . Be confident in knowing that you can make worthwhile contributions to conversation. Take time each day to be aware of your opinions and feelings so you can adequately convey them to others. Individuals who are hesitant to speak because they do not feel their input would be worthwhile need not fear. What is important or worthwhile to one person may not be to another and may be more so to someone else.

3

Practice. Developing advanced communication skills begins with simple interactions. Communication skills can be practiced every day in settings that range from the social to the professional. New skills take time to refine, but each time you use your communication skills, you open yourself to opportunities and future partnerships.

Method 2: Use Your Words

1

Enunciate your words. Speak clearly and don't mumble. If people are always asking you to repeat yourself, try to do a better job of articulating yourself in a better manner.

2

Pronounce your words correctly. People will judge your competency through your vocabulary. If you aren't sure of how to say a word, don't use it.

3

Use the right words. If you're not sure of the meaning of a word, don't use it. Grab a dictionary and start a daily habit of learning one new word per day. Use it sometime in your conversations during the day.

4

Slow your speech down. People will perceive you as nervous and unsure of yourself if you talk fast. However, be careful not to slow down to the point where people begin to finish your sentences just to help you finish.

1-Aware(En) ; conscient(fr)

Adjective

having knowledge or perception of a situation or fact.

"most people are aware of the dangers of sunbathing"

synonymes: conscious of, mindful of, informed about, acquainted with, familiar with, alive to, alert to, clued in to, wise to, in the know about, hip to, cognizant of, ware of, knowledgeable, enlightened, well-informed, au fait, clued in, tuned in, plugged in

2-Refine (En) :évoluer(fr)

Noun

forward or onward movement toward a destination.

"the darkness did not stop my progress"

synonymes: forward movement, advance, going, progression, headway, passage

3-Enunciate (En): Articuler(fr)

Verb

say or pronounce clearly.

"she enunciated each word slowly"

synonymes: pronounce, articulate, say, speak, utter, voice, vocalize, sound

4-Mumble(En) :Marmonner (fr)

Noun

a quiet and indistinct utterance.

"Rosie had replied in a mumble"

Verb

say something indistinctly and quietly, making it difficult for others to hear.

"he mumbled something she didn't catch"

synonymes: mutter, murmur, speak indistinctly, talk under one's breath

5- Grab(En) : Saisir .Prendre(fr)

Grab a dictionary(En) :_prenez un dictionnaire(fr)

6- Perceive (En) : Apercevoir : (fr)

Verb

become aware or conscious of (something); come to realize or understand.

"his mouth fell open as he perceived the truth"

synonymes: discern, recognize, become aware of, see, distinguish, realize, grasp, understand, take in, make out, find, identify, hit on, comprehend, apprehend, appreciate, sense, divine, figure out, twig, become cognizant of

interpret or look on (someone or something) in a particular way; regard as.

"if Guy does not perceive himself as disabled, nobody else should"

synonymes: regard, look on, view, consider, think of, judge, deem, adjudge

Communication (part2-2)

Importance of understanding communication process

Types of Communication

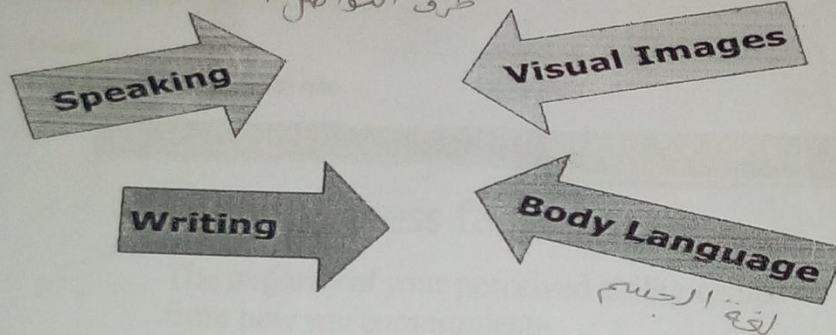
- People communicate with each other in a number of ways that depend upon the message and its context in which it is being sent. Choice of communication channel and your style of communicating also affect communication. So, there are a variety of types of communication.

• Types of communication based on the communication channels used are:

1. *Verbal Communication*
2. *Nonverbal Communication*

Most common ways to communicate

Most common ways to communicate



Verbal Communication

- Verbal communication refers to the form of communication in which message is transmitted verbally; communication is done by word of mouth and a piece of writing. Objective of every communication is to have people understand what we are trying to convey.

• Verbal Communication is further divided into:

1. Oral Communication
2. Written Communication

- Oral Communication

In oral communication, Spoken words are used. It includes face-to-face conversations, speech, radio etc.

- Written Communication

In written communication, written signs or symbols are used to communicate. A written message may be printed or hand written.

Non Verbal Communication

- Nonverbal communication has the following three elements:

1. Appearance

Speaker: clothing, hairstyle, neatness, use of cosmetics.

Surrounding: room size, lighting, decorations, furnishings

2. Body Language

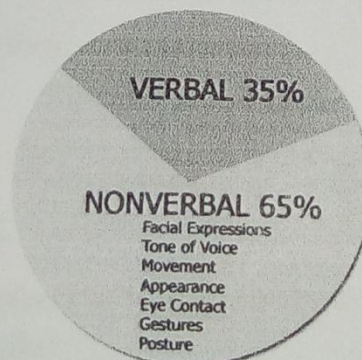
facial expressions, gestures, postures

3. Sounds

Voice Tone, Volume, Speech rate

Critical success factor

The majority of your perceived ability comes from how you communicate



65% of all Communication is non verbal - SKILL

Being presented by: Prof: Abed Tayeb

Expressing Opinions

Definition of Opinion

- An opinion is the way you feel or think about something.
- Our opinion about something or someone is based on our perspective.
- Whenever we give or express our opinion it is important to give reasoning or an example to support our opinion.

Below are some phrases that you can use to help express opinions. Some of these phrases are more appropriate for written English whereas some can also be used in spoken English.

Personal Point of View

We use these words and phrases to express a personal point of view:

- In my experience...
- As far as I'm concerned...
- Speaking for myself...
- In my opinion...
- Personally, I think...
- I'd say that...
- I'd suggest that...
- I'd like to point out that...
- I believe that...
- What I mean is...

General Point of View

We use these words and phrases to express a point of view that is generally thought by people:

- It is thought that...
- Some people say that...
- It is considered...
- It is generally accepted that...

Abstract:

An abstract is a single paragraph of about 250 words or less. In the abstract, the author must summarize why the research was conducted, how it was conducted, and what the major results and conclusions. References are typically not cited in the Abstract, since the reader expects a more full discussion in the body of the article.

Introduction:

In the introduction, the author must present the problem his or her research will address, why this problem is significant, and how it applies to the larger field of research. The author must clearly state his or her hypothesis, and quickly summarize the methods used to investigate that hypothesis. The author should address relevant studies by other researchers; however, a full history of the topic is not needed. The introduction should contain all the background information a reader needs to understand the rest of the author's paper. This means that all important concepts should be explained and all important terms defined. The author needs to know who will be reading this paper, and make sure that all the concepts in the paper are accessible to them.

Methods:

In this section, several key points do need to be addressed. You should thoroughly describe the methods you used to investigate the problem, and should briefly describe why these methods were used. Any materials used should be documented, and any computer programs used should be discussed. This section should address the experiments, models, or theories devised. It should contain little to no background information, since this information should be placed in the introduction. Also, the Methods section should contain no results, conclusions, or interpretations.