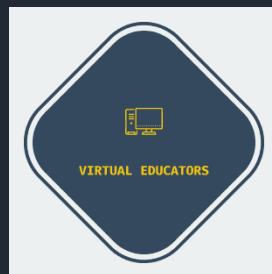


COMMUNICATION



By: Prof. Naveed Iqbal



www.virtualeducators.net

An educator may be too educated, talented and refined, having outstanding competences and proficiencies, but if he/she is incapable to deliver the knowledge, his/ her knowledge is merely a useless burden.

Just like that, if a teacher is blessed with multi-dimensional Communication Skills and doesn't use those for accomplishing the tasks and achieving the goals, those skills are merely a waste.

Communication is the most important skill and possession of a teacher by which he can instruct and manage the students effectively and can attain the goals extraordinarily.

In the context of Education, we can define Communication as, “Communication is a dynamic method by which an educator shares knowledge enriched messages with the students in a set academic environment or context, and the students share responses or feedback through which the teacher attains the validation of the goals of learning.” (Prof. Naveed Iqbal)

The field of education is a dynamic field where Communication is going on in every direction and in every way. Lectures are prepared and delivered, and presentations are organized. Queries are cleared by asking the questions. Texts are composed and printed and delivered. Vigilant listening is done at all levels to get home the instructions for implementation. No single individual can breathe in a dynamic institute or organisation without Communication.

The more a person wants to be effective and successful on his very assignment, the more mastery he must have over the communication.

Time Management is becoming the cry of the day for every individual in an organization specially for the teachers. The teacher can manage his time by using the tools of verbal and non-verbal communication. He must not ignore the Listening skill and must give a rich and refined talk on the topic, at the same time bringing in action his non-verbal communication mastery to observe the inattentive ones who may be day dreaming. The eyes and the gestures would save much of the time that may, otherwise, be wasted on shouting and bullying like illegitimate acts.

The blending of technology with Communication is working wonders these days. Bill Gates has made too swift for the educators and students to draft impressive notes and assignments in minutes by bringing into action Microsoft Office specially MS Word. You have a lot of tools for composing desired draft, and for turning it marvelous by using inbuilt thesaurus and dictionary. Now even Laptops or Computers are not required for all these tasks as these

softwares are available in shape of Apps on our cell phones. Not only this, but we can also save our notes etc. on online storages as GDrive, iCloud, OneDrive etc.

In a nutshell, Communication can appropriately be labelled as the Nervous System of every organisation and institution.



**Some people are so ungrammatical even
in their non-verbal Communication. (Naveed Iqbal)**

**Copyrights: Naveed Iqbal
naveediq@gmail.com
www.naveediqbalkhan.com**