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## Workshop Session for Effective Communication



  
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# MUSLIM COLLEGE OF EDUCATION

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## Workshop for Effective Communication

The IQAC of Muslim College of Education organized workshop on Effective Communication for teacher trainees on 29/11/2022 at the seminar hall from 10.00 a.m to 4.00 p.m. The objective of the workshop was to orient teacher trainees and develop wide range of soft skills, including verbal and nonverbal communication, active listening, conflict resolution and public speaking. Addressing the gathering Dr. V.S. Pramod, Principal, Muslim College of Education said that few of the possible hurdles that teachers face in doing the activities are barriers like language, cultural, emotional, gender and more. To overcome these, we thought of conducting Effective Communication workshop according to the variety of needs, from written to spoken and interpersonal skills. Written Communication skills workshops provide relevant tools and techniques, from grammar to writing reports and emails. Spoken Communication skills workshops are interactive sessions which are geared towards specific needs such as leadership qualities, conflict management, public speaking and negotiation skills. The teacher trainees learnt working in teams by developing skills like team management.

The teacher trainees team learnt quite a bit through this workshop. The key learning is that communication skills have to be developed with the help of activities, so that the teacher trainees can communicate more effectively. Teacher trainees also presented the papers on effective communication and explained about the importance of effective communication in real teaching. Communication is key in the classroom: successful teaching is generally considered to require only half to knowledge and the other half to communication skills. As a result, a teacher should be proficient in all four modes of communication like listening, speaking, reading and writing and should know how to utilise this proficiency effectively in a real life situation.

The workshop was concluded with vote of thanks by Joanna Judith W.



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## Effective Communication

Effective communication is the process of exchanging ideas, thoughts, opinions, knowledge, and data so that the message is received and understood with clarity and purpose. When we communicate effectively, both the sender and receiver feel satisfied.

Communication occurs in many forms, including verbal and non-verbal, written, visual, and listening. It can occur in person, on the internet (on forums, social media, and websites), over the phone (through apps, calls, and video), or by mail.

For communication to be effective, that is 5 Cs of communication, it must be clear, correct, complete, concise, and compassionate. While the effectiveness of communication can be difficult to measure, its impact is hard to deny.

### Benefits of effective communication

The benefits of communication effectiveness can be witnessed in the workplace, in an educational setting, and in your personal life. Learning how to communicate well can be a boon in each of these areas.

**In the workplace, effective communication can help a person to:**

- Manage employees and build teams
- Grow your organization more rapidly and retain employees
- Benefit from enhanced creativity and innovation
- Become a better public speaker
- Build strong relationships and attract more opportunities for you or your organization

**In personal life, effective communication can lead to:**

- Improved social, emotional, and mental health
- Deeper connections with people you care about
- New bonds based on trust and transparency
- Better problem-solving and conflict resolution skills

### How to improve one's communication skills

Communication, like any other skill, is one that can improve upon with practice. Here are a few ways to start improving one's communication skills, whether at home or on the job.



  
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### 1. Consider about audience.

Knowing about audience can be key to delivering the right messages effectively. Their age, race, ethnicity, gender, marital status, income, education level, subject knowledge, and professional experience can all affect how they'll receive one's message.

### 2. Practice active listening.

Active listening is the practice of giving your full attention in a communication exchange. Some techniques include paying attention to body language, giving encouraging verbal cues, asking questions, and practicing non-judgment. Before executing one's communication, be sure to consider about the audience and practice active listening to get to the heart of their needs and desires. This way, a person can improve their communication as a counselor, social worker, marketer, professor, colleague, or friend.

### 3. Make one's message as clear as possible.

Once a person have successfully identified their audience and listened to their intentions, needs, and desires, a person may have something to communicate. To do this effectively, turn to the 5 Cs of communication to ensure one's message is:

1. Clear
2. Correct
3. Complete
4. Concise
5. Compassionate

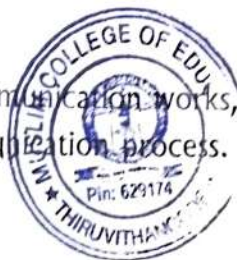
Prepare to communicate in a way that achieves most of these characteristics.

### 4. Use the right medium or platform.

Using the right medium or platform to communicate matters. Effective communication requires one to consider whether one need to meet in person or if Zoom would suffice. Whatever a person choose should be intuitive and appropriate for a person and their current situation.

### Process of effective communication

To understand how effective communication works, it's helpful to break down the various elements involved in the communication process. Here's an explanation of each stage in the process:



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### 1) Sender

The sender is the person who creates the message. The sender may literally send a message, like an email or letter, but they may also share communications in another form, such as a verbal statement, a nonverbal cue or a social media post. In the case of public communications and advertisements, the sender may be an organization or company.

### 2) Message

The message is the media or statement the sender creates. A message can include words, images, video, sound, gestures and eye contact, which work together to communicate explicit and implicit meaning.

### 3) Receiver

The receiver is the person who accepts and interprets your message. This might be a coworker or supervisor, a client, a targeted group or the general public. For example, the receiver of a billboard is everybody who walks or drives past it. Conversely, the receiver of a marketing email is the mailing list. Considering who the receiver is and what information they already have about one and their message may help a person craft effective communications.

## Objectives

Some of the objectives in effective communication are as follows:

- Use English for interpersonal and international Communication.
- Enrich vocabulary through various strategies and techniques.
- Perform well in language tests and competitive examinations.
- Enhance creative writing and presentation skill of report/academic writing.
- Engage in all kinds of communication activities - informal, formal/business related and academic.

## Basic Skills

LSRW stands for Listening, Speaking, Reading and Writing. Communicating skillfully is a very important part of any human being. Individuals need to express themselves to feel understood and to express themselves they need to have strong LSRW skills. LSRW skills not only contribute to understanding oneself but also help in critical thinking, problem-solving, and building relationships. Building connections with each other is a foremost role of a person.



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## Listening

In LSRW skills, L stands for listening. Listening becomes a crucial skill when you desire to express yourself without any hesitation. If you want to communicate you must know how to listen. Listening helps you in preparing what you want to say. For instance, Himanshi is a fresher. She has effective communication skills but she is unable to communicate effectively with her superiors. In Himanshi's case, you can see that overall she has great communication skills but she lacks listening skills. She doesn't know how to communicate effectively and skillfully with her superior, it is because she doesn't listen effectively. That is why she is not able to learn how to communicate with her superiors effectively.

## Speaking

In LSRW skills, S stands for speaking. Speaking skills also have the same importance as listening skills. Speaking confidently and clearly can make you seem like a knowledgeable person. By improving your speaking skills, you can reap the benefits of better communication and understanding, leading to greater success in all aspects of life. Speaking skills don't only involve saying words. It is about expressing yourself through your authenticity and uniqueness. It requires careful consideration of your audience, tone, and message.

## Reading

In LSRW skills, R stands for reading. Reading serves as the foundation for education and knowledge acquisition. It is a fundamental skill that allows individuals to process and comprehend written information adequately. In the 21st century, where technology and means of communication are constantly evolving. Proficient reading skills help an individual to learn new information and navigate the world around them. It is not only required in academic settings but also everyday life. Reading skills encompass a range of abilities, from recognizing and decoding letters, words, and sentences, to understanding the meaning and context of the text.

## Writing

In LSRW skills, W stands for writing. The ability to express your thoughts and ideas through the written word is known as writing. Writing helps your brain think in a systematic order. That's why journaling is recommended by therapists to reduce stress and anxiety. It helps us express our ideas, thoughts, and opinions adequately. Good writers can persuade, inform, and entertain their readers most effectively.



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## How to improve LSRW skills

LSRW skills are the prominent language skills that allow an individual to communicate effectively. It can require consistency, effort, and practice to improve one's LSRW skills. There are many ways to improve one's LSRW skills. Some of the tips to improve LSRW skills are highlighted below:


- Read more, learn more
- Enroll in an online course
- Step out of your comfort zone
- Learn something new
- Reach out to friends and coworkers
- Seek feedback
- Practice daily
- Embrace challenges
- Write regularly
- Read and listen to news and podcasts
- Find a language exchange partner

## Some other Skills

Language skills which are listening, speaking, writing, and reading, in short it is known as LSRW skills. These skills are the most crucial skills for any individual who wants to be successful in their personal and professional life. Other than this, there are some other skills such as

1. Variations of Modern English
2. Basic sounds
3. Conversation
4. Using ICT
5. Group Discussion
6. Body Language
7. Dress Code

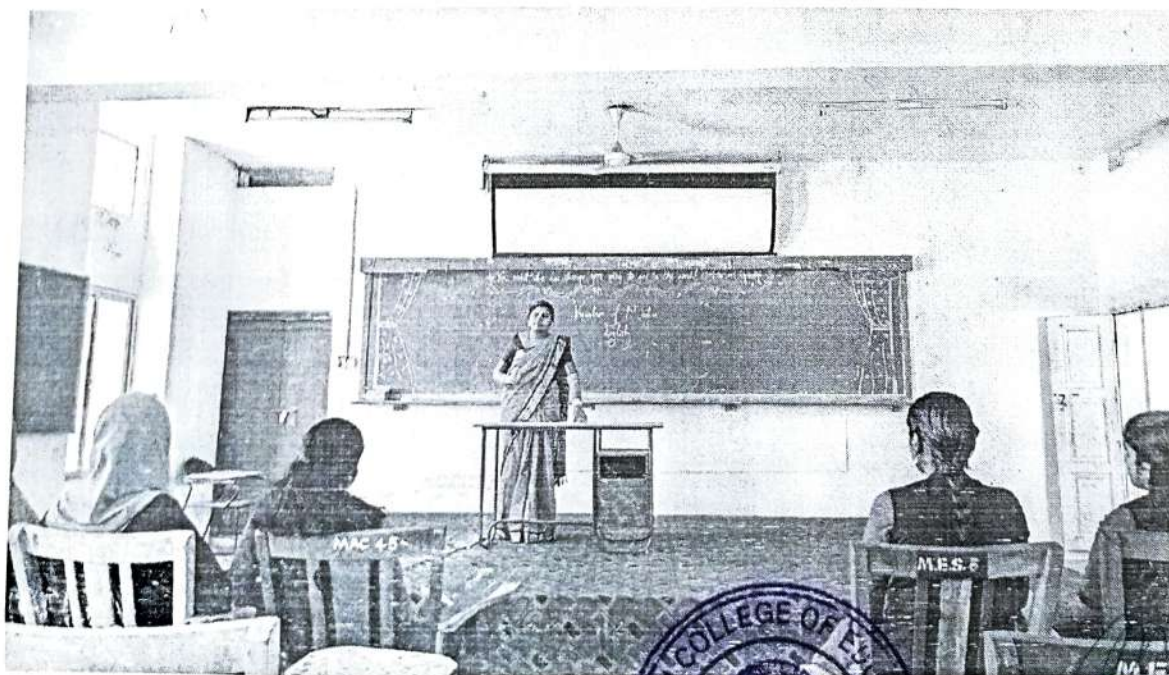
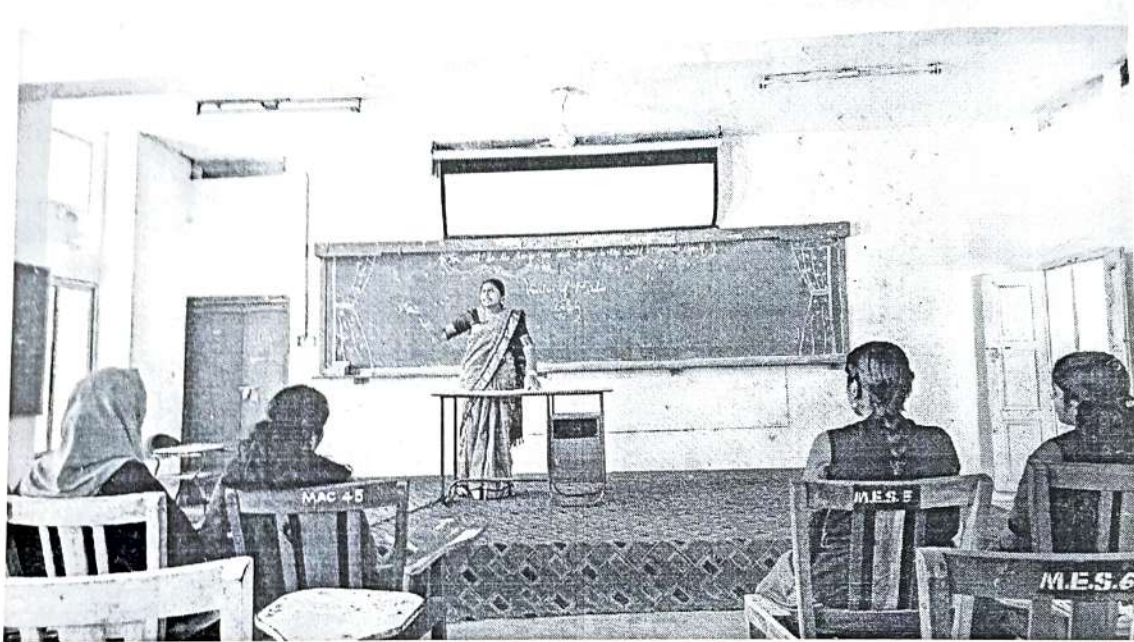


  
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8. Skimming
9. Synonyms and Antonyms
10. Corresponding British and American Expression
1. Variations of Modern English

American English and British English are the two major variations of the English language. Though both use the same alphabet, they have distinct differences in pronunciation, grammar, spelling, and vocabulary. The teacher gave several examples for both the variations. The teacher trainees gain sound knowledge about the variations.



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## 2. Basic Sounds

The English language contains a range of phonemes that helps a person to read and write. Phonemes are the smallest unit of sound in the English language, and can be blended together to form words. Each phoneme is represented by a grapheme – which is a letter or a group of letters. The teacher gave several examples for basic sounds. The teacher trainees gain a clear idea about the basic sounds.



## 3. Conversation

Conversation is interactive communication between two or more people. The development of conversational skills and etiquette is an important part of socialization. The development of conversational skills in a new language is a frequent focus of language teaching and learning. The teacher gave several examples for the teacher



  
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trainees to do conversation. The teacher trainees gain better understanding regarding the conversation.

Lessons  
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#### 4. Using ICT

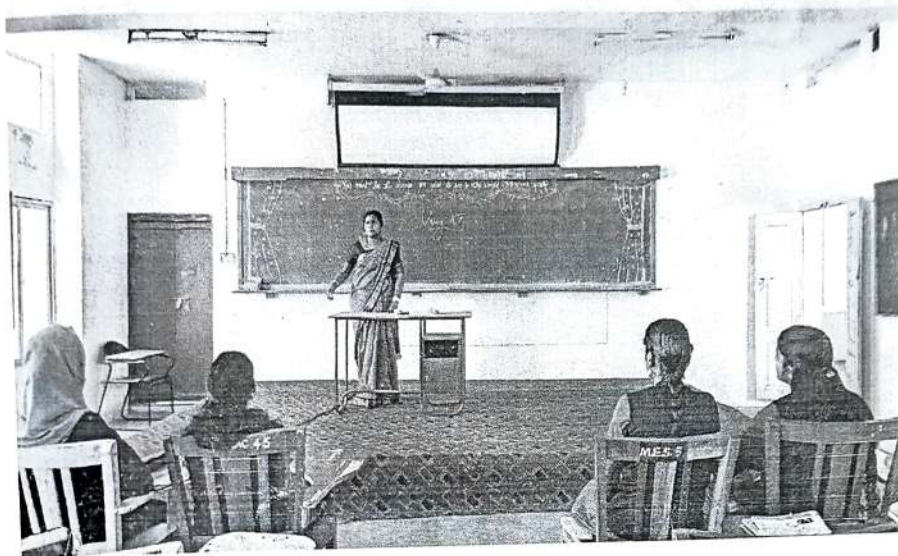
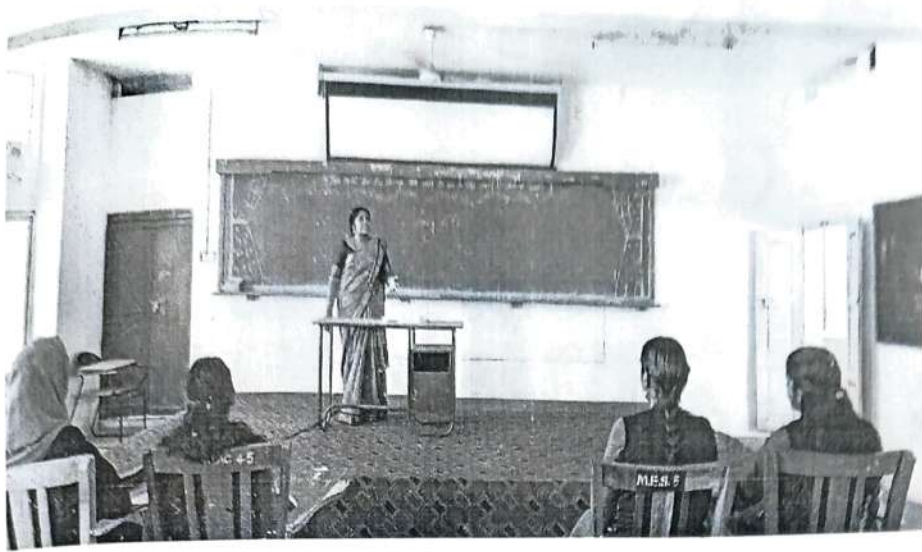
The use of ICT in education enables the use of innovative educational resources and the renewal of teaching and learning methods, establishing a more active collaboration of students and the simultaneous acquisition of technological knowledge. ICT can be used in education in many ways, but some of the main uses of ICT in education are use of digital libraries for searching, browsing and lending books and Usage of distance learning wherever the Internet is available with required devices globally. ICT is also used in academic planning for timetables, scheduling, planning



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examples, etc. likewise the teacher gave several examples for ICT to the teacher trainees. Now the teacher trainees have gained a keen idea regarding the usage of ICT.



## 5. Group Discussion

Group discussion (GD) is a comprehensive technique to judge the suitability of an individual and his appropriateness for admission, scholarship, job, etc. GD assesses the overall personality – thoughts, feelings and behaviour - of an individual in a group. The teacher gave several topics relating to the subject and made the teacher trainees to discuss regarding it. The teacher trainees gain new knowledge related to their subjects.



  
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## 6. Body Language

Body language is the unspoken part of communication that a person use to reveal our true feelings and to give our message more impact. Communication is made up of so much more than words. Nonverbal cues such as tone of voice, gestures and posture all play their part. The teacher gave several examples regarding body language. The teacher trainees gain sound knowledge regarding the body language.

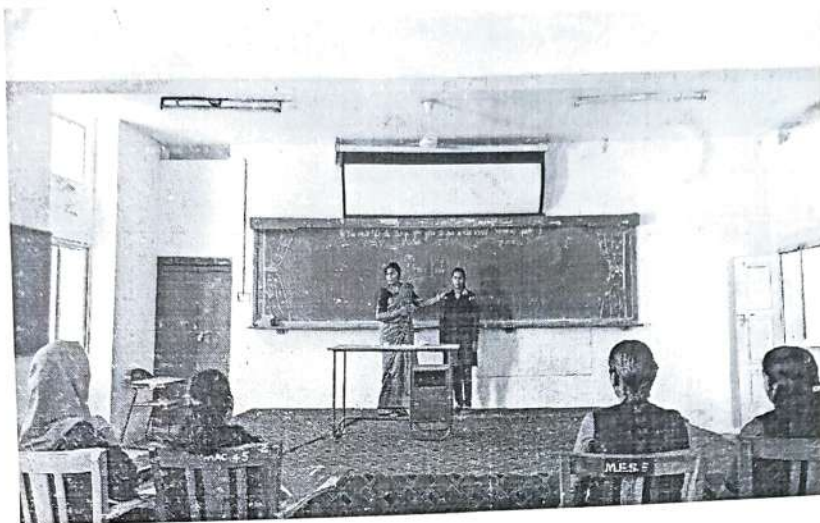


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## 7. Dress Code

A dress code is a set of rules, often written, with regard to what clothing groups of people must wear. Dress codes are created out of social perceptions and norms, and vary based on purpose, circumstances, and occasions. Dress codes are symbolic indications of different social ideas, including social class, cultural identity, attitude towards comfort, tradition, and political or religious affiliations. The teacher explained about different types of dress code. The teacher trainees got a new idea regarding dress code.



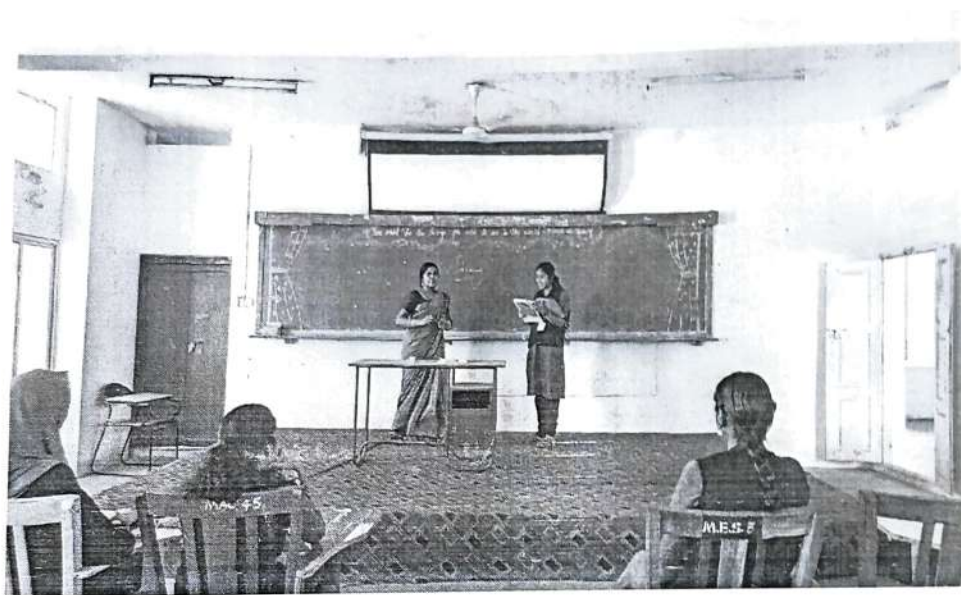
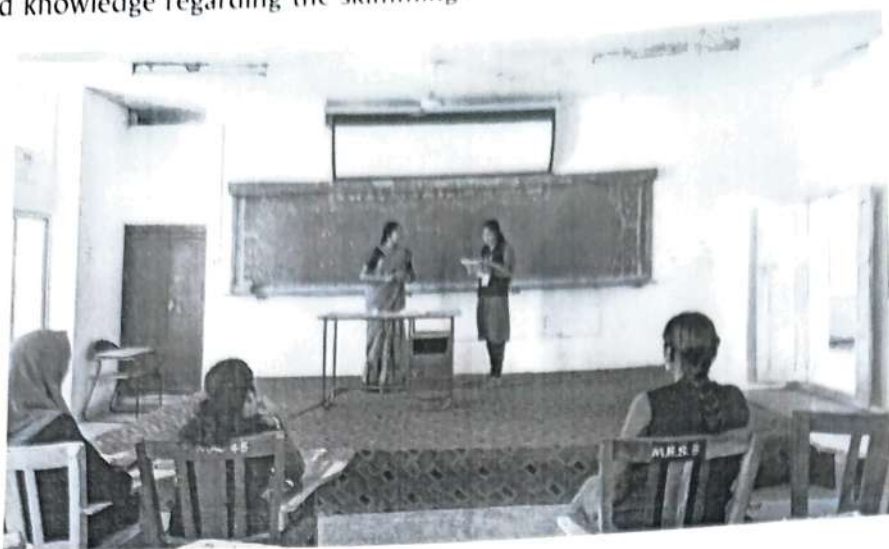
## 8. Skimming

Skimming is a strategic, selective reading method in which you focus on the main ideas of a text. When skimming, deliberately skip text that provides details, stories, data, or other elaboration. Instead of closely reading every word, focus on the introduction, chapter summaries, first and last sentences of paragraphs, bold words, and text features. Skimming is extracting the essence of the author's main messages rather than the finer



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points. The teacher made the teacher trainees to do skimming and the teacher trainees gain sound knowledge regarding the skimming.



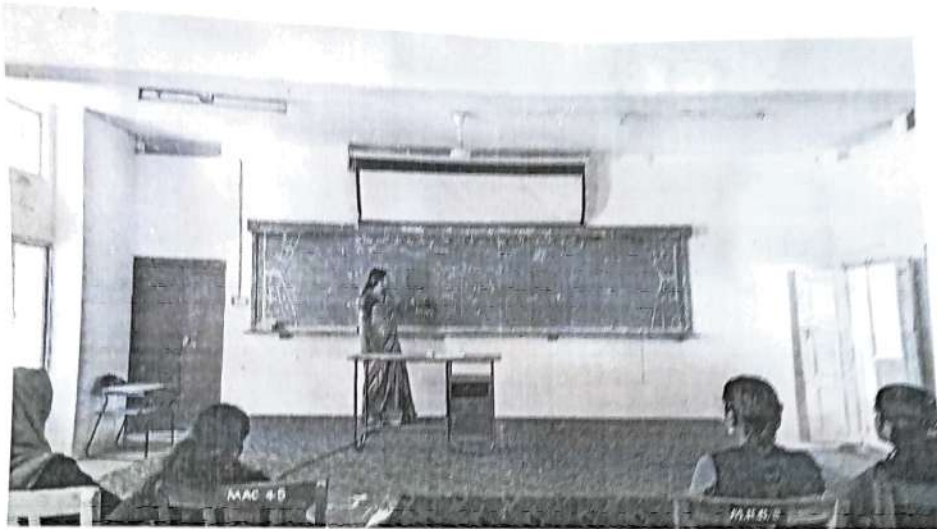
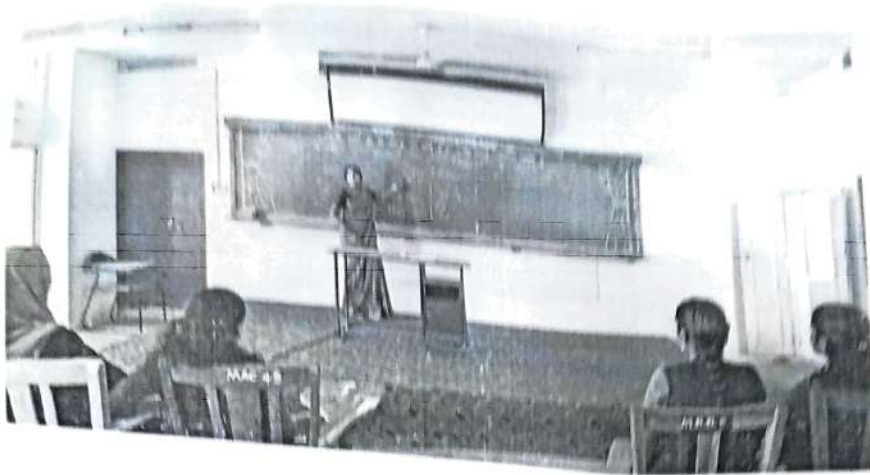
## 9. Synonyms and Antonyms

A synonym is a word that means the same or almost the same as another word. Smart is a synonym for clever. An antonym is a word that means the opposite or nearly the opposite of another word. Afraid is an antonym for brave. The teacher explained and gave several examples for both synonyms and antonyms. The teacher trainees gain sound knowledge regarding both synonyms and antonyms.



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## 10. Corresponding British and American Expression

The most obvious difference is the way the letter r is pronounced. In British English, when r comes after a vowel in the same syllable (as in car, hard, or market), the r is not pronounced. In American English the r is pronounced. The teacher gave several examples regarding the corresponding British and American expression. The teacher trainees gain sound knowledge regarding both corresponding British and American expression.



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## Simulated Sessions for Practicing Communication in Different Situations



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## REPORT OF PRACTICING COMMUNICATION IN DIFFERENT SITUATIONS

Communication is fundamental to success in various aspects of life from personal relationships to professional endeavours. Practicing communication is a cornerstone of success in both professional and personal realms. It plays a pivotal role in fostering understanding, building relationships and achieving goals. This report aims to explore strategies for practicing communication in different situations to empower individual to communicate effectively.

This session was handled by Prof. M. S. Ashika Mohan, Assistant Professor in English. In this session she gave practical exercises and activities to the students teachers like

- Role playing
- Group discussion
- Active listening exercises
- Self- reflection

The student teachers were also given a gist about the strategies for practicing communication like

- Guide the blindfolded
- Team Debate
- You don't say



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- Charades
- Listen & draw
- Guess the emotion
- Clap and follow
- Silent movie
- Act according to the situation
- Framing stories from the picture

The student teachers were also given some activity. They participated with great zeal and enthusiasm. By applying this strategies the individuals can navigate various communication situations with confidence and proficiency and also succeed in diverse personal and proficiency endeavours.

### GUIDE THE BLIND-FOLDED

Guide the blindfolded is a game in which a student wears a blindfold and the other students guide them on a path to perform a specific task in a designated amount of time , using only words as directives.

The students were divided and they were assigned a task. One student covers a student's eye with a piece of cloth and then she is directed by another student. This activity finds creative ways to communicate so they can help their partners navigate the unfamiliar space successfully.



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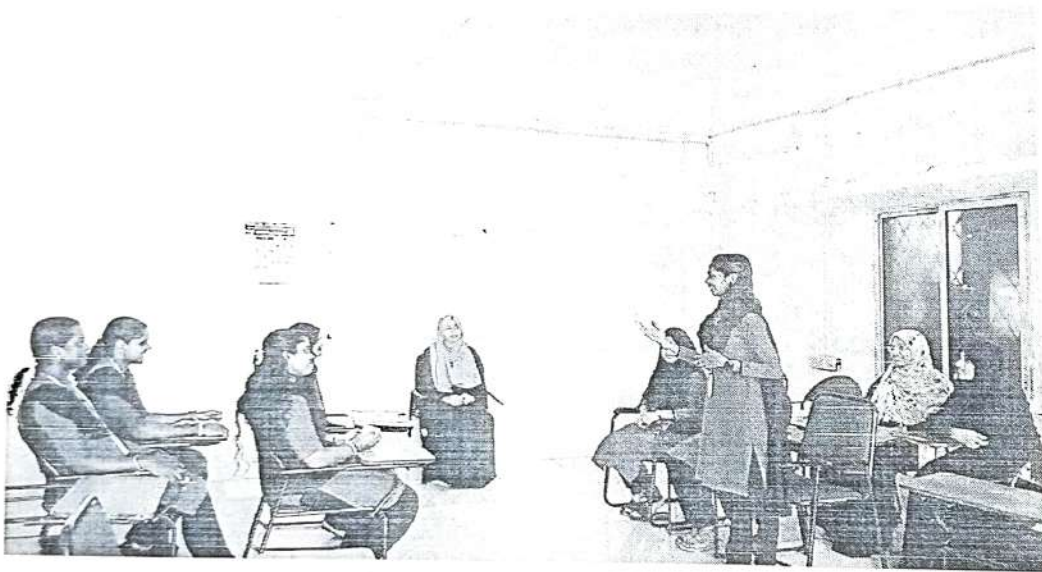


## TEAM DEBATE

Team debate tournaments can help students develop their ability to collaborate, analyze information and express differing perspectives. While initiating a debate tournament, the teacher should assign the student teacher to teams and give them a topic that they must research and compile information about. Once they perform their research, the teacher tells each team what side of the argument they must debate and gives them five-minute time limit to prepare their respective speeches. After the time limit is up, the student teacher start the debate by acting as the judge, allowing the students to both explain their perspectives and challenge the arguments of the other team.



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## You don't say

You don't say is an activity through which students can practice deciphering nonverbal cues that can help them empathize with others and communicate better. To initiate this activity, the teacher divided the class into groups of two to three students and gave them a list of nonverbal behaviors, including items like:

Crossing arms

Smiling

Frowning

Yawning

Nodding

Shaking your head

Looking at a watch

Rubbing your temples

Resting chin on your hands

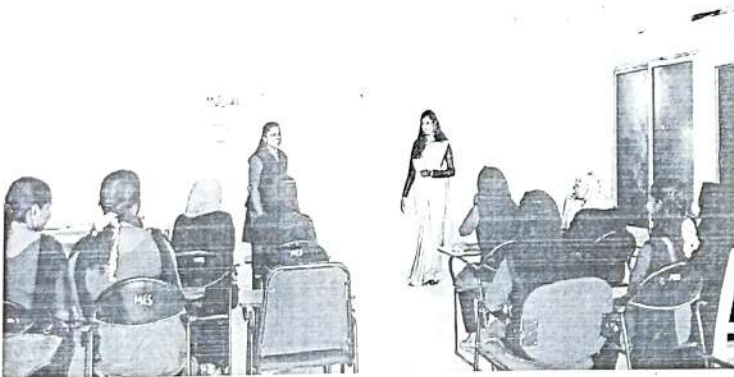
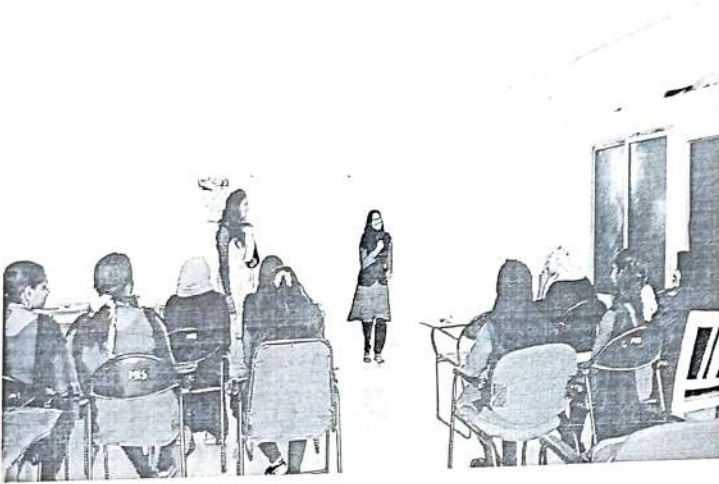
the groups acted out these behaviors and translate their meanings by writing what each one communicates. Then, after every group finishes the activity, the teacher asked the class to reconvene the full group and share what they learned about nonverbal cues through the exercise.



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## CHARADES

Charades is a game through which students receive a clue and pantomime to help others guess what the clue is, which can help them practice their own nonverbal communication. To play this game, the teacher divided the class into two teams and create clues about book titles, actions etc. The students select a clue one at a time and pantomime the clue to their team, who then guesses what the clue is within a 45-second time period. If their team doesn't guess the clue correctly within the time limit, the other team to guess what it is.



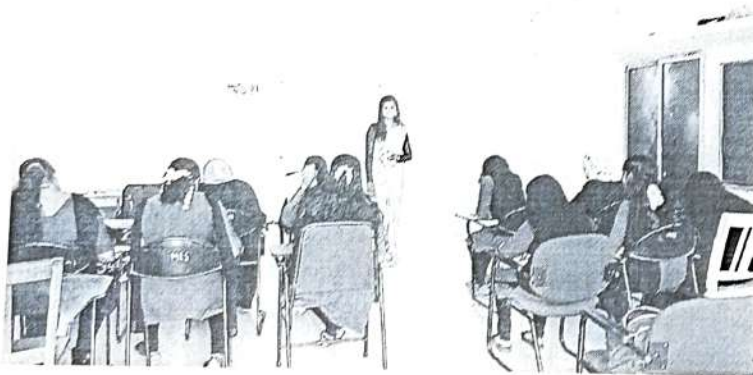
  
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## LISTEN AND DRAW

This game is easy to play but not so easy to "win." It requires participants' full attention and active listening.

The teacher gathers the group of participants together and hand out a piece of paper and a pen or pencil to each player. Tells the students that the teacher will give them verbal instructions on drawing an object, one step at a time. As the exercise continues, it will get progressively harder; one misstep could mean that every following instruction is misinterpreted or misapplied. Participants will need to listen carefully to ensure their drawing comes out accurately. Once the instructions have all been read, compare drawings and decide who won.



  
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## GUESS THE EMOTION

Another useful exercise for communication is "Guess the Emotion." As you might expect, it involves acting out and guessing emotions. This helps all participants practice empathy and better understand their coworkers or group members' reactions.

The teacher divides the group into two teams and places a card on a table each of which has a particular emotion typed on it.


The teacher calls a participant from Group A and asks to act out (pantomime) the emotion for his/her group. This is to be done in a fixed time limit.

If the emotion is guessed correctly by Group A, they receive points and similarly with Group B.



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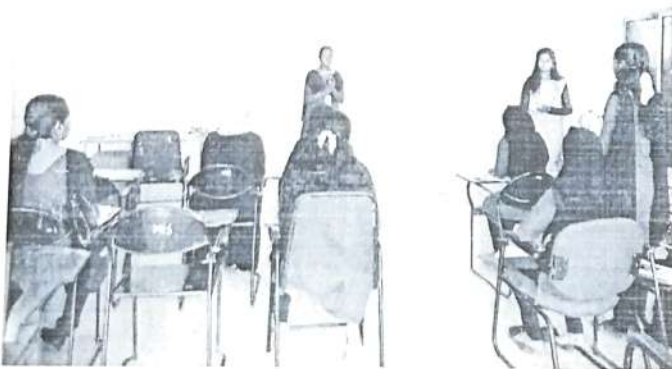
## CLAP AND FOLLOW


The "Clap and Follow" activity is a great way to practice using your body in conjunction with verbal communication.

The teacher tells that this is a game that requires their full concentration. She shares the instructions with the students

- a. When they hear one clap from the leader, they should stand up.
- b. When they hear two claps from the leader, they should hop once in place.
- c. When they hear three claps, they should rub their belly.
- d. When they hear four claps, they should do a 360-degree turn on the spot.
- e. When they hear five claps, they should pat their head.

The teacher begins the activity! Chooses a leader and the game Starts with one clap, then two claps, and so on. Now, the leader mix it up! Switch between the five different instructions and begins to pick up the pace. This is where the elimination round begins. Each time a participant engages in the wrong activity, eliminate them from the game. Continue until there is one clear winner.



  
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## SILENT MOVIE

This activity brings out the importance of effective nonverbal communication. The teacher divided the participants into two groups. For the first half of the activity, one group were the screenwriters and the other group will be actors. In the second half, the two groups will switch roles.

The teacher instruct the screenwriters to write a silent movie, but to keep these things in mind:

Silent movies tell a story without words. It's important to start the scene with the actor doing an obvious task, like cleaning the house or rowing a boat.

The scene must be interrupted when a second actor (or several actors) enter the scene, and their arrival should have a big impact. The character(s) could be anyone (or anything), including burglars, salesmen, children, or even animals. Physical commotion must occur. The problem that is caused by the commotion must be resolved by the end of the scene.

The teacher gave the screenwriters time to write out their script, then the participants performed the script. Once the scene is finished by Group A then Group B continue.



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## ACTING ACCORDING TO THR SITUATION

Acting is the performing art in which movement, gesture, and intonation are used to realize a fictional character for the stage, for motion pictures, or etc. In this activity . The teacher divides the participants into 2 group . The teacher gives a student a situation to perform and the student teacher acts it out . They express their Communication through gestures . The teacher encourages the student teachers.



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## FRAMING STORIES FROM THE PICTURE

This activity creates more interest in the minds of participants as well as their cognitive skill develops. In this activity The teacher shows a card that has pictures and ask the students to frame stories . Every student tries their best and they also frame different different stories with their ideas.



  
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**Participating in Institutional Activities  
as Anchor Discussant / Rapporteur**



  
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## 3. PARTICIPATING IN INSTITUTIONAL ACTIVITIES AS 'ANCHOR', DISCUSSANT' OR 'RAPPORTEUR'

### Report on Anchoring

Anchoring plays a vital role in an event. Without a host there wouldn't be a program that runs successfully.

Our college conducted Fresher's day on 29/07/2022, on that day the event was anchored by Nathiya .


On 2/09/2022, Teacher's day celebration, the event was anchored by Hasna .M.

On 22/12/2022, Christmas day celebration took place and the host of the event was Ancy John.

On 12/01/2023, Pongal celebration was held in our college auditorium and the event was anchored by Sherlin Jenisha Raj. R.

On 13/06/2023, a seminar on NEP took place and the event was anchored by Rashika Sherin .S



  
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## DISCUSSANT

The discussant presentation served as a crucial component of the Seminar, offering an opportunity for in – depth analysis and discussion of the National Seminar themed NEP 2020: 21<sup>st</sup> Century's Requisite Knowledge for Collegiate Education, which was held on 13/06/2023 and 14/06/2023.

Dr. F. Vincent Rajasekar, Assistant Professor of English , Lakshmi College of Education, Gandhigram, Dindigul an esteemed personality was selected as he came as the discussant of this event. The discussion session went in a playful as well as an useful way . At the end there were many points gathered by the student teachers that was unknown to them.



  
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## RAPPORTEUR

A Rapporteur is an individual appointed or tasked with the responsibility of investigating , studying or reporting on a specific topic , issue , or situation . They are often chosen for their expertise or impartiality and are expected to gather information, analyse data and present their findings and recommendation to relevant stakeholders.

In each and every event there is a student teacher who reads out the report of that particular event.



  
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# Classroom Teaching Learning Situations along with Teacher and Peer feedback



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Principal

Muslim College of Education  
Thiruvithamcode



# MUSLIM COLLEGE OF EDUCATION

No 1 New Street Thiruvithancode

Events	Activities	Remarks
ACADEMIC ACTIVITIES	Quiz	Good
	Spell Bee	Good
	Sports	Excellent
	Time Table Preparation	well prepared
	Exam Duty	well planned
	Paper Valuation	Strictly
	Debate	Good
	Question Paper Setting	V. Good
CULTURAL ACTIVITIES	Dance	Excellent
	Drama & Mono Act	Good acting
	Drawing	Theme perfectly
	Poetry	Good.
	Essay	Good
	Speech	Standardized
	Singing	Standardized
	Yoga	Good environment
PROGRAMMES ORGANISED	Tree Plantation	Good environment
	Independence Day	Good environment
	Teachers Day	well planned
	Gandhi Jayanthi	well coordinated
	Childrens Day	Celebrated happily
	Christmas and New Year Celebration	
DOCUMENTS MAINTAINED	Bharathiyar Vizha	
	Consolidated Mark Register	well maintained
	Attendance - Staff	flexible
	Attendance - Students	well maintained
	Time Table	flexible
	Substitute Note Book	clearly maintained
	Mid-Day Meal Register	well noted
	Work Done	
	Library Maintenance	maintain books properly
	Teachers Club	
	Admission Register	well maintained
	Admission Form	Good
	CCE Record	Good
	Vaccination Record	well maintained
	Students Profile	well maintained
COUNSELLING	Mentoring	understand well
	Case Study	understand well
	Personal Counselling	Good
	Consolidated Mark Register	well maintained



தலைமை ஆசிரியர்  
 வி.கே.பி. அரக உதவிப்பெறு  
 மேல்நிலைப்பள்ளி - குளச்சு  
 கன்னியாகுமரி மாவட்டம் - 629251  
 தமிழ்நாடு



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Events	Activities	Remarks
ACADEMIC ACTIVITIES	Quiz ✓	Good
	Spell Bee ✓	Good
	Sports ✓	Good
	Time Table Preparation ✓	Good
	Exam Duty ✓	Good
	Paper Valuation ✓	Good
	Debate	
	Question Paper Setting ✓	Good
CULTURAL ACTIVITIES	Dance ✓	Good
	Drama & Mono Act ✓	Good
	Drawing ✓	Good
	Poetry ✓	Good
	Essay ✓	Good
	Speech ✓	Good
	Singing ✓	Good
	Yoga ✓	Good
	Tree Plantation ✓	Good
PROGRAMMES ORGANISED	Independence Day ✓	Good
	Teachers Day ✓	Good
	Gandhi Jayanthi ✓	
	Childrens Day ✓	Good
	Christmas and New Year Celebration ✓	Good
	Bharathiyar Vizha	
DOCUMENTS MAINTAINED	Consolidated Mark Register ✓	Good
	Attendance - Staff ✓	Good
	Attendance - Students ✓	Good
	Time Table ✓	Good
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	Admission Register ✓	Good
	Admission Form ✓	Good
	CCE Record ✓	Good
	Vaccination Record	
	Students Profile ✓	Good
COUNSELLING	Mentoring	
	Case Study ✓	Good
	Personal Counselling ✓	Good
	Consolidated Mark Register ✓	Good

Name of the School with seal



HEADMASTER  
Yettacode Higher Secondary  
Thiruvattar - P.O. K.R.D.  
Pin- 629 177



Principal  
Muslim College of Education  
Thiruvithancode