

## VINAYAKA MISSION'S KIRUPANANDA VARIYAR ENGINEERING COLLEGE

Professional Communication and Personality Development is a course designed for engineering students. This course was handled by Department of English in the academic year 2017, from 28-8-17 to 22-12-17, nearly 229 students were studied and benefited. This course was handled by Dr.P. Rajini , Associate Professor, P.Saradha , G.Vijayashekar , K.Ranjani. This course reflects students' personality. Effective Communication skills play a crucial role in honing one's personality. Communication helps individuals to express themselves in the most convincing way.

Communication is a most important skill. Communication skills are not only needed in daily personal life, but also required in the profession, workplace and in business. Personality refers to an individual's characteristics, style, behavior, mindset, attitude, his own unique way of perceiving things and seeing the world. Genetic factors, family backgrounds, varied cultures, environment, current situations play an imperative role in shaping one's personality. The way we behave with others reflects our personality. An individual with a pleasing personality is appreciated and respected by all. Effective Communication skills play a crucial role in honing one's personality. Communication helps individuals to express themselves in the most convincing way.

Not all people are blessed with excellent communication skills; they acquire the same with time and practice. People with great communication skills tend to have a better and impressive personality than those who have problems in communicating as interacting with others is not a challenge for them. Individuals with effective communication skills can easily converse with other people around be it their fellow workers, peers, family and so on. Effective communication skills strengthen the bond among individuals. It is also said to improve the interpersonal relationships with other people. Careful selection of words is essential for effective communication skills.

### **Important points to remember for Professional Communication and Personality Development**

**Take care of our body language.** Correct body language exudes confidence which further hones an individual's personality. Do not swindle with things around while speaking.

**Be very particular about the pronunciation of words.** If we are not very sure of how to pronounce a particular word, avoid the same in our speech. Pronouncing words wrongly

creates a bad impression on others. Speaking articulately enhances one's personality and makes him/her different from others.

**It is important to be a good and patient listener for effective communication skills.**

Observe whether the other person is listening to you or not. Allow the other person to speak as well in case of queries or confusions.

**Personality development goes a long way in reducing stress and conflicts.** It encourages individuals to look at the brighter sides of life. Face even the worst situations with a smile.

**Personality development helps to develop a positive attitude in life.** An individual with a negative attitude finds a problem in every situation. Rather than cribbing and criticizing people around, analyze the whole situation and try to find an appropriate solution for the same. Remember, if there is a problem, there has to be a solution as well.

**Personality development helps an individual to inculcate positive qualities like punctuality, flexible attitude, willingness to learn, friendly nature and so on.** Never hesitate to share information with others. Always reach office on time. Some people have a tendency to work till late. Late sittings not only increase your stress levels but also spoil your personal life. Sitting till late at the office indicates that an individual is extremely poor in time management skills.

Personality development helps you develop an impressive personality and makes you stand apart from the rest. Personality development also plays an essential role in improving one's communication skills. Individuals ought to master the art of expressing their thoughts and feelings in the most desired way. Personality development makes you a confident individual who is appreciated and respected wherever he goes. Maintain eye contact. Eye contact also has a great value. When you maintain eye contact with audience while communicating with them, it reassures that you are honest and sincere. People tend to believe you more when you maintain eye contact with them.

Speak slowly. It literally doesn't mean that you bore the audience with your low pitch and drooling speed. You just have to ensure that your speed is balanced and people can clearly listen each word you are saying.

