

ISSN: 2450-8160

Herald pedagogiki. Nauka i Praktyka

wydanie specjalne



Warszawa
2021

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(wydanie specjalne) Volume-2, № 3 May 2022

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**IMPROVING VERBAL COMMUNICATION SKILLS WITH THE HELP OF
EXTRALINGUISTIC MEANS**

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Abstract: The communication skills and the ways of developing them have already become an important issue today. Although there exist quite a few ways to improve those skills, there is a need for the means which can be equally used with oral aspect of communication. In this article the types of communication and the benefits of using extra-linguistic means in improving verbal communication skills are discussed.

Keywords: communication, verbal, non-verbal, extra-linguistic, body language, gestures, facial expressions.

The world language process, as well as the formation, development and functional diversity of national languages have not always been in the same development. The end of the XX century - the first decades of the XXI century made it possible to fully understand the development of structural, semantic and functional aspects of national languages over the past centuries.

At the beginning of the XIX century, and then in the 60-70s of the XIX century, integral problems of language and culture, in particular, theoretical problems of linguoculturology were studied by such scientists as V. von. Humboldt, F. Buslaev, A. Afanasyev, A.A. Potebnya, as well as the German scientists Brothers Grimm, also made a worthy contribution to the development of this field.

Articles and monographs of Uzbek linguists, in particular, J.A. Yakubov, G. Bakieva, D.U. Ashurova, A. Bushuy, S.S. Safarov, A. Mamatov, N. Makhmudov, O.V. Yusupov, D. Khudoiberganova, D. Dzhumanova, M. Dzhusupov, I. Tukhtasinov are devoted to the study of linguistic features of linguistic and cultural units.

The basis of any learning process is communication. Language and speech are combined together as means and methods of performing various types of speech activity in order to interact with people.

In domestic studies, the process of communication was studied by A.A. Leontyev, A.A. Bodalev, A.M. Shakhnarovich, EF Tarasov and others.

A.M. Shakhnarovich and V.I. Hunger draws attention to the fact that in the models of speech communication there are practically no "internal" components that play an important role in the choice of means of communication, in the orientation of the participants in the communication activity [Shakhnarovich A.M, Golod VI, 1991]. One of the essential internal components of speech activity is the knowledge that should be transferred to the communication partner.

It is common knowledge that the way of sharing the information by the help of skills

like speaking, writing, or using some other medium is called communication. It is the effective conveying or exchanging of thoughts and feelings. [2] In other words, when we share our ideas or data with other individuals, places, or groups, we are communicating. For every communication at least one listener, information, and a speaker are needed. That is why it has three parts:

- 1) the recipient (whose role is to receive the information);
- 2) the message (which is the object of communicating);
- 3) the sender (whose task is to send a message).[6]

There are many other ways to communicate with individuals, but the most common are verbal (linguistic) and non-verbal (extra-linguistic) communication. In the former we utilize words to transmit a message which can be either in written form or oral form when the sender uses body language and gestures to convey a message in the latter. If a person waves his/her hands, it means he/she wants to say "Hello" or "Goodbye". Like this nodding head is used as a sign of agreement, finger tapping is an indication that you just are not patient and tired of holding up for too long, eye contact, handshakes, hugs, smile and sign languages can be the examples for kinesics, that is body language. They serve to make conversation more understandable.

It is obvious that, new words are being presented to a framework of lexicon of a language day by day. So there is no exact number of words in a language. It shows that language is so productive as it has countless number of words and phrases that can be changed every day. Words not only serve us to communicate, but also they have close relation to verbal and non-verbal [3] symbols in terms of how we make the meaning of language. Every symbol represents some meaning related to a certain activity. [5]

The word "extra-linguistic" is defined in the Free dictionary (2010) as common knowledge needed to understand one speech or pronunciation. Although extra-linguistic means are described as a language situation standing outside of the sphere of linguistics, its elements like motivation, attitude, personality and emotion help students to learn foreign languages easier and quicker. Taking this fact into account, they can be said to be in the dimension of language.

As its name suggests extra-linguistic means include body language, gestures and facial expressions. So the Collins dictionary gives following definition for this term "It means not involving a language"[1]. That is why it is also known as "nonverbal communication" or "silent language". As it is mentioned above it involves using gestures, facial expressions and body movements between the sender and the receiver to have communication. Every body movement has a certain meaning. They make speech more colorful and add extra meaning. In terms of advantages one can be sure that through using visual, audio-visual and silent means of non-verbal communication, information is easily shared. In addition to this, communicating with extra-linguistic means gives an opportunity to express messages quickly and reduces time, especially when communication is blocked by noise, interruption, long distance.

It is obvious that in every sphere every person needs the strong verbal communication

skills. Because they are extremely valuable in both one's personal and professional life. So being aware of nonverbal communication cues is also helpful when trying to improve verbal communication skills. Our body language has significant effect on the way others understand what we say and our attitude about the conversation. It is equally essential to be able to read the body language of the recipient we are speaking to.



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