

# Importance of Communication Skill in Engineering Field.

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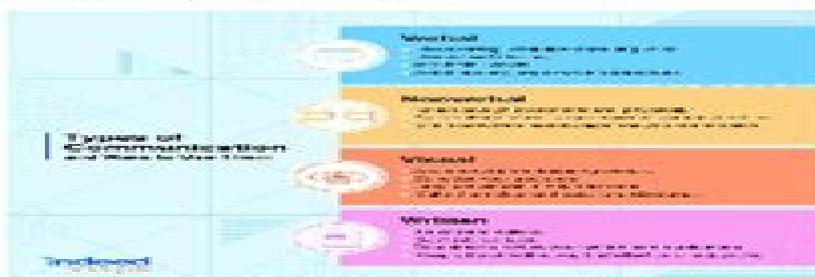
**Abstract** – Communication skill is an essential in each and every field. Communication may be written or spoken, verbal or non-verbal, pictorial or graphic. By using many technologies we can make the communication simpler, faster, effective and convenient. Communication is a continuous process.

**Key Words:** Communication-Sharing ideas and information, Skill- Ability to do something, Engineering-Study for being engineer, Field- Area.

## 1. INTRODUCTION

Communication skills are very important to an engineer. It allows people to understand information quickly. Good communication skills give confidence; in contrast poor communication leads to misunderstanding. Engineers can deliver information about their company through communication. Communication plays a vital role in our life. Without communication it is difficult to complete any task. communication improves the knowledge of the person. Communication solves all the problems. Communication is sharing the information to the group.

## TYPES OF COMMUNICATION



### 1.1 Verbal communication

Verbal communication where we use spoken or written words to convey our message or ideas. Effective verbal communication builds good relationships with the customers and it also helps to improve our business. Each and every engineer should know the importance of communication skills in their field. Without

communication it is impossible to create a good image in the company. Engineers have to improve their verbal communication skills.

### 1.2 Tips to enhance verbal communication skills

By using the following tips we can enhance our communication skills.

- **voice tone-** The same tone during the whole communication can make the communication boring. We should change our tone according to the words and feelings. It increases the interest of the listener and keeps the listener busy and attentive.
- **Clear and valid information-** Understand the content as a listener and give the clear and valid information to the listener.
- **Attitude-** Keep a positive attitude while communicating with people. A positive attitude helps to build a good and strong team.
- **Think** - If we speak without thinking it can hurt the people. Organize your information in advance. Before speaking, take some time to think and then speak.
- **Patience** - Having patience signifies that a person can listen and understand the speaker carefully. It helps us to avoid being irritated at any point during communication. It also helps to avoid making selfish decisions.
- **Feedback-** Communication is a two-way process. After the communication immediate feedback should be given.

### 2.1 Non verbal communication-

Non verbal communication is the transmission of messages or signals through a nonverbal platform such as eye contact, facial expressions, gestures, posture, and body language. It includes the use of social cues, kinesics, distance and physical environments, appearance, of voice and of touch.

# Communication Skill For Engineering And Scientist

**DP Hallahan**



## **Communication Skill For Engineering And Scientist:**

*COMMUNICATION SKILLS FOR ENGINEERS AND SCIENTISTS, SECOND EDITION* SHARMA, SANGEETA, MISHRA, BINOD, 2023-08-01 In today's fast-paced era of information technology, communicating effectively has become an indispensable skill sought after by organizations worldwide. Professionals who possess excellent communication skills are well-equipped to navigate the challenges of the modern professional world where diverse paths like writing, speaking, reading, and listening converge. This all-encompassing student-friendly textbook delves into the crucial aspects of technical communication tailored specifically for students of science and engineering. Divided into two parts, this book provides a complete understanding of the essential skills required to thrive in the realm of technical communication. Part A of the text, through in-depth exploration, introduces students to the intricacies of drafting business documents, the significance of effective teamwork, and offers remedies to communication breakdown. Furthermore, a dedicated chapter on Advertising sheds light on the art of persuasive communication. Part B focuses on the collective and individual requirements of group communication. With a practical approach, it explores the intricacies of delivering impactful presentations, decoding non-verbal cues, mastering the art of speeches, excelling in interviews, and honing negotiation skills. These skills are essential for young professionals aiming to thrive in new challenges and excel in their careers. This captivating text, now in its Second Edition, features a brand new chapter on Technology in Communication. The chapter highlights the revolutionary role of technology in disseminating fast and efficient information through online platforms. In addition, it also forewarns the disadvantages of technology in communication. Overall, the content emphasizes the transformative role of technology in communication and the need for responsible and mindful usage to maximize its benefits. Primarily intended as a text for undergraduate students of engineering and science, this compact book is also of immense value to the students of business management. In addition, the text would be a handy reference for practicing professionals who wish to hone their communication skills for achieving better results and should prove extremely useful for those involved in everyday communication. TARGET AUDIENCE: B Tech, MBA, PDGM, BBA. [Communication Skills for Engineers and Scientists](#), 2007. Good communicators are made, not born. Whatever your age and achievements to date, this book will introduce you to the communication tools now at your disposal, explain body language, and highlight how to be sensitive to different cultures when communicating. The fourth edition is truly international, with UK terminology stripped out, and the section on e-communication brought right up to date. **COMMUNICATION SKILLS FOR ENGINEERS & SCIENTISTS.** SANGEETA, MISHRA, SHARMA (BINOD.), 2023. **Communication Patterns of Engineers** Carol Tenopir, Donald W. King, 2004-05-27. **Communication Patterns of Engineers** brings together, summarizes, and analyzes the research on how engineers communicate, presenting benchmark data and identifying gaps in the existing research. Written by two renowned experts in this area, the text compares engineering communication patterns with those of science and medicine. Offers information on improving

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article graduate students learn to define their research for scientific grant writing undergraduates in biomedical engineering learn to use data as evidence and students in aeronautic and astronautic engineering learn to communicate collaboratively Each case study is introduced by a description of its theoretical and curricular context and an outline of the objectives for the students activities The studies describe the on the ground realities of working with faculty staff and students to achieve communication and course goals offering lessons that can be easily applied to a wide variety of settings and institutions

*Scientific American* ,1929 Monthly magazine devoted to topics of general scientific interest     **Science** John Michels (Journalist),1924     Proceedings of the Thirteenth Hawaii International Conference on System Sciences, 1980 ,1980

**BIG BOOK OF JOBS, 2009-2010** McGraw-Hill Editors,2008-09-23 Comprehensive up to the minute information on top jobs and job search techniques from the United States Department of Labor With up to the minute data from the U S Department of Labor plus cutting edge career strategies from McGraw Hill The Big Book of Jobs saves you precious time by offering everything you need for job hunting in a single volume From building career management skills and writing resumes to exploring 250 career possibilities this resource arms you with the tools to effectively pound the pavement     **Otto E. Miller, Plaintiff-Respondent, Against Fred W. Smythe, Defendant-Appellant ,**

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