

COMMUNICATION : A DYNAMIC PART ON INDIVIDUAL'S JOB

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Communication is one of the most important ingredients and strong skills in a job. "The most important thing in communication is to hear what isn't being said." - Peter Drucker. When at work, one needs to perform a lot of communication acts, namely: SPEAKING, LISTENING, WRITING, information relaying and other critical communication procedures. Communication is a primary tool any individual should possess. Speaking skills which should be clearly stated. Listening in a way that is clear that individuals understand what the information is. Reading skills performed properly so that less time will be consumed in following and relaying orders. One should be able to write legibly so that the readers can decode the message more effectively.

Communication skills is a basic competency that any employee should perform. Most of the time, an individual has to use these skills to perform well on his/her job. Being able to communicate efficiently indicates a healthy job status, proper communication serves as a way for a person or individual to have self-confidence no matter who is dealing with. Communication skills not only acquired in our school but it also begin in our home thru proper parenting or proper guidance of parents to their children is the basic behavior wherein the children must adopt. But communication skills also acquire in the environment, notice that every individual has their own unique and different style of communication. Persons who involved in marketing is too flowery to get more clients. Announcer in television and radio need a great voice to catch more viewers and convincing the listener. Resource Speaker especially in the seminar or training must have a great of sense of humor to avoid boredom or dull moment and lost of interest in the part of the audience the same also to the party coordinator. Individual

who have a characteristic of being a good communicator can keep up with any kind of level of people in society. The same also in the organization proper communication, there is nothing that cannot be resolve in an organization. Two way of communication is important rather than one way of communication when this happened no one can attain or finish if there are different direction. As we humans kept surviving because of our top of the notch communicative skills that can even be dated back since then.

A good conveyance of information encompasses everything that an institution must have. For transmission of details is the only way individuals understand each other and also the most important thing must respect every individual the way she/he delivered his communication with dignity and integrity.

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