

What Are Language Skills?

- ✓ Every activity from reading this blog and writing an email to listening to a podcast and speaking in a meeting constitutes communication.
- ✓ Whether you're with friends or at work, you have to communicate every day, all the time.
- ✓ Language skills are communication skills that help you convey your ideas with clarity and precision.
- ✓ Not only do you learn to speak well but also listen attentively.
- ✓ Writing clearly with brevity is another skill that's considered crucial in a professional setting.
- ✓ Reading helps you make sense of vast amounts of data and information.
- ✓ Developing your linguistic skills will help you become a proficient communicator who knows how to get from point A to B effectively.

What Are The Four Language Skills?

- ✓ Basic language skills that you need today are listening, speaking, reading and writing. Regardless of whether you're a student or professional, your years of experience or goals, linguistic skills will always come in handy.
- Let's explore each of these language skills in detail.

1. Active Listening

Listening is a lot more than simply hearing what someone is saying.

There's a big difference between hearing and listening.

Hearing is when you don't really register the words; instead, you nod and smile while your mind is drifting off to never land.

- Listening is an activity where you're fully engaged. Not only are you registering their words but also getting curious to learn more.
- Listening successfully will usually end with you asking follow-up questions about the speaker's intent, drive and purpose.
- Here are some of the traits of active listening:
- ***You Want To Actively Understand What They're Trying To Convey***
- ***You Give Them Your Complete Attention***
- ***You Ask More Questions Than Giving Answers***
- ***You Listen First, Speak Or Interject Later***
- ***You Make The Speaker Feel Welcome So They Can Open Up To You***

2. Reading Well

When you read, you take your time to understand what the author's trying to convey with their words.

Whether it's a novel, online article or even a business report, it's important to take your time with it and make sense of the original intent.

Reading well and deeply requires complete attention but also efficiency so you don't end up going over the same sentence multiple times.

You can make notes, add comments or summarize the contents of a text to get a deeper insight.

Here are some of the characteristics of deep reading:

- **You're Able To Understand What The Author Wants To Convey The First Time**
- **You Manage Your Time Well Without Spending Hours With A Text**
- **You Can Draw Conclusions, Write Summaries And Analyze The Content Without A Problem**
- **You Make Notes And Memos So It's Easier To Identify Parts Of A Text**
- **You're Not Afraid To Tackle 100-Page Reports Because You Know How To Approach A Large Body Of Text**

3. Speaking Impact fully

If there's one communication skill everyone needs, but many fear, it's speaking effectively.

The fear is in terms of speaking in front of an audience—presentations, meetings and speeches.

It may even be communicating with an interviewer if you've applied for a job.

Speaking well helps you in many areas of life. Talking to friends, coworkers or clients requires some skill, attention and concentration.

Here are some characteristics of speaking with impact:

- **You Speak Clearly And Concisely To Draw Your Audience's Attention**
- **You're Able To Convey Your Ideas, Thoughts And Opinions With Impact**
- **You Articulate Things Well Into Words With A Strong Verbal Delivery**

- **You Have The Capacity To Overcome A Fear Of Public Speaking With Practice**
- **You're More Likely To Ace Your Interviews Or Client Meetings By Speaking Impactfully**

4. Proficient Writing

Linguistic skills are incomplete without proficient writing abilities.

- Writing well means you're able to succinctly present your ideas.
- You don't have to write long, complex sentences stuffed with heavy vocabulary to write well.
- What you do need is the ability to convey your thoughts in short, crisp sentences.
- Writing well will help you with business communication or if you're in a creative field that involves copywriting, blogs or social media posts.
- Here are some aspects of proficient writing:
- **You Know How To Structure Your Writing To Generate Interest.**
- **You Can Tell A Story With Your Words To Make Your Communication All The More Interesting.**
- **Your Writing Is Succinct, Clear And Precise Without Wasting Words.**
- **You're Able To Put Your Thoughts Into Words.**
- **You Can Summarize Long Reports And Texts For Easier Understanding.**
- These four language skills form the pillars of effective, impactful and strong communication. Building, refining and perfecting these skills will help you make progress in your career.
- Let's explore how developing language skills can help you succeed.

- **What Are The Advantages Of Building Language Skills?**

- ✓ Communication pervades each and every aspect of our personal and professional lives.
- ✓ You may have a job interview lined up at your dream organization or you could be writing an email to your manager requesting leave. You need to have the right skills to perform well in each of these tasks.

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