

VERBAL COMMUNICATION

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Abstrackt

Verbal communication is the process of transmitting information to other people using language. It is the exchange of concepts, emotions, and knowledge with the help of voice or spoken word. It can take many forms, including face-to-face conversations, phone calls, video calls, public speeches, presentations, and interviews.

Verbal communication can be aimed at a person or a particular group. Still, in any case, it has a dialogic character and represents constant communicative acts. In general, verbal communication is a vital component of human communication and is essential for building relationships, sharing information, and expressing emotions.

Verbal communication is the transfer of information during any interaction using signs in the form of language communication. It may consist of words, tones, and non-verbal sounds.

Key words: Verbal Communication, Nonverbal Communication, Oral Spoken Language, Laughing, Crying, Coughing, Non Oral Written Language/Sign Language Gestures, Body Language.

Verbal communication is essential to foster human connection and social interaction. In the uncertainty reduction theory, it's cited as a vital means of communication for increasing trust. Whether it's over the phone, face-to-face, or via other media, comprehending and expressing thoughts, emotions, and messages is a powerful approach to making relationships work.

1. Face-to-face conversations;

Face-to-face conversations are the most prevalent form of verbal communication, which can happen in any situation—from simply catching up with friends to having a heated debate. It occurs when two or more people directly interact with one another. Whether it be an informal discussion or formal business engagement, it plays an integral role in connecting and exchanging ideas between individuals.

2. Phone calls:

Phone conversations are an exceptionally effective way to communicate, regardless of whether they're used for personal or professional matters. People can connect quickly with a few words or delve into deep discussions that span hours

3. Oral Presentations

: Presentations are a form of verbal communication involving one person speaking to a group to inform, educate, or persuade them about a particular topic. For example, a business might have someone give a presentation to new employees about company policies and procedures.

4. Interviews:

Interviews are a useful way to acquire information through verbal exchange, with one party (the interviewer) posing questions and the other providing answers. Job interviews are an ideal example of this kind of discourse.

5. Public speaking:

From lectures to debates, public speaking is an art form that allows one person to reach a large group of people to inform, educate, or persuade them on various topics. It's an effective way for a single individual to quickly and efficiently make their voice heard among a broad audience.

6. Group discussions:

Group conversations are a powerful way of connecting through words, as it involves multiple minds sharing their perspectives and ideas on a subject or topic. Group talks can be either planned out or spontaneous, and they may take place anywhere from workplaces to classrooms and beyond.

7. Storytelling:

Storytelling is an enthralling mode of communicating through which one individual conveys a narrative to another or a group in order to educate, teach, or motivate. When it's done right, storytelling can be immensely powerful and establish strong connections with the listeners on an emotional level.

8. Debates:

Debates are a form of verbal communication in which two or more people present opposing views on a particular topic. It can be used as an educational tool for students or as a way to discuss and resolve conflicts between different groups. So, for example, a debate between two political candidates can help citizens make an informed decision.

9. Face-to-face negotiations:

Negotiations are a prime example of verbal communication that involves two or more parties engaged in discussing and bargaining over any given issue. They can be used for various purposes, including business negotiations, labor negotiations, and diplomatic talks.

10. Face-to-face Counseling:

Counseling is verbal communication involving a trained professional communicating with a client to provide support, guidance, or therapy. Counseling can take various forms, such as individual, group, and family counseling.

Verbal communication: involves both the words chosen and the manner in which they are uttered; the majority of communication occurs while engaging in other activities. Braille is available to those who are blind but not deaf. Holding someone's gaze is a sign of intimacy, but doing so with someone you don't know well can feel awkward, if not threatening. During most conversations, it is normal for your gaze to flit to and from another person's face. When working with people who have communication difficulties, it can be helpful to exaggerate what they are saying. Non-verbal communication components to offer extra hints about your spoken language. Body language is a form of communication that uses posture, stances, and gestures. Body language is the way your physical appearance reflects the way your ideas and feelings are expressed. It can emphasize what you are saying, but if you don't really mean what you are saying, it can also disclose a truer and more contradicting message. People frequently gesticulate during talks without actually giving it much thought. Gestures are indications produced with the hands and arms to illustrate or emphasize your remarks or to stand in lieu of words. Vocabulary: Use words that are appropriate for the service users' level of comprehension. Perhaps English isn't their first language, or they have communication issues related to a physical condition. At the same time, be careful not to sound patronizing by not using overly simple language. Tone of speech: When your facial expression, posture, and voice tone don't match the emotional message you're trying to convey with your words, other people might tell you're feeling furious or nervous. Reflect: When speaking, pay attention to your tone and voice pitch. Consider how these factors affect the message that is being sent. The term "verbal communication" refers to a variety of verbal communication techniques, such as active listening, speaking in public or in very private, narrative, problem-solving, questioning, and persuasive speaking. Intrapersonal, interpersonal, formal presentations, public speeches, interviews, group discussions, media broadcasts, and customer service contacts are the eight main categories of verbal communication. People are better able to express their thoughts, debate problems, and develop personal connections through open channels of communication. Communication, be it verbal or nonverbal, plays a vital role in how we interact with the world around us. There are six unique types of verbal communication to be aware of – verbal and nonverbal communication: verbal, verbal-oral-face-to-face, verbal-oral-distance, verbal-written, formal, and informal. Understanding these communication methods is key to effective communication. Verbal communication typically involves two of four types of verbal: written and oral communication. With both methods, the message is also conveyed verbally or through words. Verbal communication depends on words accurately conveying messages from the sender to the receiver, so it is important to use precise and clear language. Simple words are often

best for verbal communication to ensure single sender, and its intended message is communicated correctly.

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