

COLLABORATIVE LEARNING AND ENHANCING COMMUNICATION SKILLS

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ABSTRACT

The wide spread usage of information technology has acquired new dimension in collaborative learning using technology for languages. Learning provides exposure to authentic language. It also gives conservation and communication. Helps in interactive learner participation, reaching to a wide range information provides more intensive learner participation. Organizations require to collaborate on projects in distant places. It enabled opportunities for written interaction through a chat.

In the assignment set, students had to refine and reform their speaking skills in English in order to collaborate successfully. The surveys reported that students felt more motivated. They found the online collaboration as an enriching context in learning English. They have also referred to technology as a way to facilitate the practice of collaborative learning.

There are 14 ways to improve communication skills. Learn the basics from non-verbal communication to over communicate just to communicate. No dependence on aides. The audience are to be engaged in discussions and ask for honest feedback. The conversation has to be started and ended with important points. The personal Interaction method has to be followed and record important presentation points, use the personal interaction (PI) approach has to be mastered. Get comfortable speaking extemporaneously. To add novelty know your audience. Focus on earning respects instead of laughs. Be a listener.

Key words: *Collaborative learning – Dimensions – Learner participation- Communicate Skills – Motivates learning English – Visual aides – Prosperity – Retention – Earning respect.*

Introduction

When more people learn something together a situation arises where collaborative learning takes place. One another's resources and skills are capitalized in collaborative learning. People engaged in collaborative learning capitalize on one another's resources and skills. This includes asking for information, evaluation, exchange of ideas and monitoring one another's work. By sharing experiences members actively interact. Thus forming a collaborative learning

prefers methods and environments. In a common task learners are engaged. Face to face conversation, computer discussions, online forums and chat rooms are included in this method.

There are two ways of examining collaborative. 1. Interaction analysis 2. Statistical discourse analysis.

They commonly illustrate understanding and meaning, solutions to create artifact. The student teacher relationship of traditional classroom again defined in collaborative learning.

Collaborative VYGOTSKY'S helps the learner to learn with others are the definitions.

According to VYGOTSKY group learning helps in critical thinking. This level of learning helps in retaining more information i.e., facilitators, instructors and receivers of knowledge i.e students are helped by the learning. Collaborative plane way where equal in collaborative learning.

Collaborative learning _Cooperative learning _ _applies to both the participants. Requires individuals to take responsibilities and coordinated work to find solutions to the problems. _1. Coordinate their respective parts together. 2. Applied to all levels students _3. It is also applied to children foundation of learning. Non foundation os learning is achieved by collaborative and cooperative learning. _4. The knowledge is understood by this foundation.

Interaction is structured by this learning. The methods of learning skills or knowledge. Often collaborative learning is to students. This engages individuals in independent learning activities. Collaborative learning helps students to learn effectively . Some positive results are 1. To learn more material 2. Makes sure that everyone understands. 3. Engages one with another. 4. Students retains more information. 5. Has thoughtful discussion 6. Develops positive attitude about learning. 7. Students work together, Cooperative problem based on learning demonstrate academic achievements and student retention within classrooms are increased.

Students of small teams with lower ability, working with best homogenous groups do the best. Example lower ability students along with medium ability students will work out better. Discussion based on practices improve comprehension, critical socio economic backgrounds.

Discussions lasting with three participants improves understanding of key story events and characters. Collaborative learning in the work placed has increased popularity over the last decade. Many new collaborative tools have emerged. The cost benefit has reinforced learning in workers and in trainees during collaborative training. Many work environments take towards methods i.e. involve collaborating with other employees and giving trainers more of hands on approach. To collaborative training is an extremely helpful trainee. Collaborative training helps workers to share information with each other. This creates strategic planning documents that require multiple inputs.

To synchronize business operations of vertical integration and effective ways to acquire additional business. Learners have been accelerating the web technologies. This helps to construct and share the knowledge, instead of just to pass down by authorities positively.

Discussion threads, emails, electronic bulletin boards are helpful in exchanging individual skills and knowledge refines individual ideas. So we need collaborative tools. Webs 2.0 have these tools by which are increased in collaborative learning. Collaborative learning helps the students to work to create discuss and evaluate new thoughts. Collaborative tools help in finding likeminded people to collaborate within them with effect.

The goal of collaborative learning to examine corporate personal, learning managers and instructors are identified are : 1. Cultural diversity 2. Norms 3. Differences 4. Teams 5. Generation gap 6. In the acceptance of collaboration tools age difference have taken place 7. Isolations in teams 8. Among the learners the support of technology lagged behind. Lack of learner's strategies. Lack of learner's tools in collaborative learning factor. Internet has allowed space to share. Technology has helped to increase the potential of collaborative learning. Computer media mediated. Communicated has effectively influenced the communication of Post graduates.

Students in their University campus were able to learn through computer mediated communication. This has built internet atmosphere model. Thus, the online learning has grown. The new software changes more have taken place in the communication skills. New technology has developed supporting collaborative learning in higher education and work place.

Learning environment has become strong and more powerful with the new tools engages learning. Two important principles in developing technology are:

1. Use of active learning techniques
2. Need of good practice

Good practice is need to develop reciprocity and cooperation among students.

According to Findly (1987) learning electronic dialogue occurs between self directed co-learners, learners and experts. Collaborative network learning (CNL) CNL happens in groups that are taking to each other with the help of negotiative learning and contextual framework group leader mentor or by online coach. This is a new education paradigm which supports group interaction in learning context.

Computer supported collaborative learning system helps 1. To control and monitor interactions 2. To regulate tasks, rules and roles. The acquisition of new knowledge in a Wikipedia is to be mediated.

This is extremely beneficial in schools, colleges, University and workplace.

Collaborative learning in virtual worlds provide an excellent opportunity in usage of 3 dimension model. Cultural variations of collaborative learning indigenous communities of the Americans and Europeans. Cultural variations of collaborative learning is focused.

Coleman (1959) has developed cooperative learning strategy to reduce competition. That competition is a negative component in the educational system. He encouraged collaborative approach to teaching. The important elements of improving or enhancing communication skills are as follows: To promote mutual satisfaction, better communication.

Researchers proved that the children of indigenous communities learn through : Keen observation Active contribution to the matured activities of their community.

English language learner's students speaking skills develop better communication and speaking skills through the implementation of cooperative learning process. They develop better attitude and via cooperative learning. They are more motivated less reculant. Collaborative leaning helps in improving English learning and speaking skills.

Acceptance of others and support among the participants of cooperative learning strategy, the above said aspirations worked better in achieving enhanced communication skills. The participants of the team show increased variety of thinking plans in the participants of the team among the individuals is highly observed. Five Elements of communication skills are: Positive interdependence. Individual accountability.

Face to face interaction Social skills. The elements of processing information for effective learning are: Adequate opportunities to participate in the class. Review of literature. Sharing the students' knowledge with the other students. In obstructively engaged in oral practice. Practice is an important component. Practice makes the students as expert in skill.

Language acquisition, learning and memorization of grammar and vocabulary, crucial interaction, context of natural linguistics and support by co-student will enable a person or a student to enhance communication skills. Motivation, appropriate feedback helps to communicate better. These facilitate language acquisition. Meaningfully conveying matter with others is the first and the foremost element of communication skill.

To become a more effective leader with outstanding leadership skills are to learn non-verbal communication. This has to be learnt as basics. A presenter can perceive 55 percent of audience. Adopt a proper posture to convey the message clearly and confidently. It is necessary to look at audience to have eye contact and if appropriate keep walking in the given space. We have to over communicate just to communicate.

The audience will fail to observe as much as you expect. Many studies showed that it is important to communicate clearly. One has to over communicate while sharing the new ideas.

Avoid relaying on visual aids: At apple company all power point presentations as they can hinder rather than help communication.

To communicate with the audience verbal, non-verbal communication have to be learnt as basics unless absolute necessity arises avoid using visual aids. A honest feedback helps to become a better communicator. Honest feedback from peers is must to discover for improvement one needs solicit feedback regarding discussion: All audience have limited attention span so to become more effective communicator make presentations and discussions, interactive to ask the audience a question. Encourage the audience to speak out their ideas during the brain storming session.

Keep questioning the audience to stimulate. Start and end with key points to focus tappers message and key take away. Clear communication is of paramount importance. The attendees should be provided with one page of key points. The listeners must consider the hand out throughout the presentation.

Use the PIP approach: This frame work is useful to get audience excited about presentation. This helps the audience to focus tappers message and key take away. In Purpose Importance preview (PIP). This is an approach to help the presentation of the speaker. It first states that the purpose of the presentation and then states why the presentation is important.

Record important presentation for posterity to communicate effectively, if we need to present the same multiple time, record it, and share it again and again. Some platforms allows speakers to record delivering the presentation. Video recording platforms allow the tappers to edit the video which makes it engaging and helpful.

Who recorded presentations are helpful to who need for the communicators. Master the art of timing: Standup comedians are certainly effective communicators are able to host compelling 90 minutes comedy shows because they have mastered the art of timing.

The art of timing has to be mastered. Comedians are effective communications. Comedians have mastered the art of timing and are able to host 90 minute comedy shows.

Like all great communicators, great comedians are able to feel when to out their audience to determine, when to move to the new topic or reiterate an idea. The communicators have to learn to speak comfortably extemporiously. Get comfortable speaking extemporaneous Lawyers while presenting a case in the court, speak typically and extemporaneously. They do not memorize what they say word to word. They write down a series of topics.

This method of communication allows the lowest present necessary points to convey all the necessary points. This gives their flexibility to communicate based on audience reactions and questions. An extemporaneous speaking style has to be considered by the business communicators. It will allow more natural communication by practice and the audience engagement.

Get to know your audience: firstly it is to communicate effectively. While communicating cultural norms and different preferences of the audience should be considered. A way to understand is to ask numbers of the audience.

Add momentarily to improve retention: Not to routine situations, when present with novel people will generally retain more information. Giving novel events as examples will help audience, members to retain information. The novel event should be a sort of funny thing or something which surprises.

Focus on earning respect instead of laughs. Light hearted way of talk with others is tempting. One can make friends in a professional setting. The most successful communicators have earned respect by avoiding and ending presentation with laughs. It is essential to elevate pitch that gets people to listen. Be a listener. First listen what others have a say. Then give them a thoughtful answer to show that you have taken the ideas into account.

Conclusion:

One has to cultivate most effective skills of communication. Communicating clearly is one of the most effective skills. Remember to communicate using nonverbal ones. Listen carefully to what others have to say. Over communicate novel ways. This retains and ensures the content of conversation in and sticks with the audience.

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