

REVIEW ARTICLE



INTERNATIONAL
STANDARD
SERIAL
NUMBER
INDIA
2395-2636 (Print); 2321-3108 (online)

ENGLISH – “TRANSITIONAL SKILL TO BUSINESS EMPLOYABILITY SKILL”

M.A.ISHRATH JAHAN

Research Scholar, MTWU, Kodaikkannal



M.A.ISHRATH JAHAN

ABSTRACT

This paper has briefly acquainted the dynamic nature of English language. Over the years, English has become an integral part of India and it is one of our principal assets. English is an effective means of transiting Indian view of life, and strengthening our cultural identity in the world.

After the advent of the globalization of economy, the parental demand for English has sky rocketed. However English language comes to our aid in our commercial transactions throughout the globe our academicians are expected to train students not only in numbers and letters but also in soft skills that would increase their employability when they enter into the job market. The ever changing impact of technology and the style of management pay so much attention to enhance the language skill thereby facilitates the learning of employability skills. The purpose of training an individual is to try to enhance his/her “existing skills set” to “expected skills set”. Therefore good language is a prerequisite for success in professional careers.

©KY PUBLICATIONS

I INTRODUCTION

Language, so far as we know, is something specific to humans, that is to say it is the basic capacity that distinguishes humans from all other living beings. English is the language of the latest business management in the world and Indian proficiency in English has brought laurels to many Indian business managers. English is a means not only for international commerce; it has become increasingly essential for inter-state commerce and communication.

“Business’ and ‘English’ are historically linked to each other. The language touched all the disciplines connected with business: Diplomacy, Law, Governance, Education, Science, Literature, Tourism and several other fields. English is a communicative medium in a globalised business scenario helping non-native speakers of the language to communicate with each other.

Transition is a marked change in a human behaviour for the better. It has proven in an age of informative and communication technology. Business strives for better co ordination, control and efficiency through the apt use of English as a medium of communication. Effective communication in business is today an extremely desirable skill and a good communicator is often seen as an efficient corporate person, who is able to manage her /his responsibilities well and deliver the necessary corporate goals.

There are innumerable professional colleges in India that produce individuals with professional degrees and grade sheets, but without ‘skills and training’. This calls for Induction training, On the job training, In house training and Refresher training that costs a lot to the industry. Hence there is an immediate need to use English as a developing factor of all employability skills instead of using it as

medium of business communication. In this effort most of the professional colleges try to offer the courses with an “extra package of knowledge plus skills” to produce the best professional.

II. CONVENTIONAL USE OF ENGLISH AS A TRANSITIONAL SKILL

In olden days English used as language spoken by the invaders and settlers. Later it has its many areas of impact on the introduction of writing extensive texts. All the political events took some time to show their full impact on the English Language. The conventional dividing of approximately 1150 between Olden English and Middle English reflects the period when these changes in grammar and vocabulary begin to become noticeable in most of the surviving texts. In what is often called “Transitional English” the number of distinct inflections becomes fewer and word order takes on an increasing functional load. All of these processes were extremely gradual and did not happen at the same rate in all places. Therefore if we look back the English language in olden days it was probably the biggest indicator of the intelligence of human beings and also the things that best ensures its survival and future development.

III ACTIVE USE OF ENGLISH AS AN EMPLOYABILITY SKILL

As we all know English is the one of important languages in this world. If cannot speak English even a little bit, we are called as a very poor in this community. We also cannot improve our life if we worst in English. We will feel loser, if we in the group that use English as a medium to speak. Even though we got the best result in examination, we have a degree but we cannot speak in English it is hard for us to find a job. One of the reasons why we must learn English in our daily life is English predominantly plays its role as an Employability Skill. This tremendous skill bridge the gap between existing skills and expected skills. Employability Skills are non-technical skills and knowledge which is necessary for effective participation in the workforce and can include skills such as Communication, Self management, Problem solving and Team work. On the whole a well balanced

package of Domain Knowledge + Skills + Right attitude is called as employability skills /soft skills.

IV NEED FOR ENGLISH LANGUAGE TO DEVELOP ATTRIBUTES OF EMPLOYABILITY SKILLS

Employees especially business employers are now looking for people who can do more than just perform a set of tasks. They are increasingly searching for more than a qualification and showing a considerable advantage over similarly qualified candidates. In addition to key competencies like strong analytical skills, reasoning skills and a proven ability to manage complex information that employers are looking for the desirable other skills from the employees are:

4.1 Leadership: Leadership is the ability to affect human behaviour so as to accomplish a mission desirable by the leader.

As a Transferable skill English helps the leader to say “I will walk on water for you” It is just to create a worthy dream and helping people to achieve it”. The critical link between vision and the leader’s ability to powerfully communicate its essence. In future, leaders will not only have to be effective strategists, but rhetoricians who can energize through the words they choose. Foremost among the new leadership skills demanded of this era will be the ability to craft and articulate a message that is highly inspirational. While playing his role, the leader has to use English as transfer skill. As the ages across to lead a Smart Team the leader has to use English to Resource investigation, Shaping, Planning, Co-ordinating, Implementing, Completing and evaluating the task of a team.

Thus English used to train employability skill which in turn plays a tremendous role to equip the leader as well as his team.

4.2 Team Building: “The strength of a wolf lies in his group”. Today’s world is driven by innovation leading to constant change and success of an organisation depends on its teams. Thus it becomes mandatory to train the employees in all spheres of management. Lack of English fluency will hurt the careers of a team. Speaking of good English will be a skill like driving or swimming which can only be perfected by lots and lots of practice has always been fascinating the team members. The team

leader should not have requisite knowledge and skills but should have a laudable skill i.e English which embarks the minds of employees.

4.3 Communication: People generally assume communication is a process of transfer of information from one source to another. Of course this foremost skill needs a language 'as an integral part of the giant gamut of communication. Though speaking English is the most neglected and sometimes ill-treated skill in terms of training and learning it has been the needed skill in the academic and corporate world. In corporate world those who have the capability of judiciously mixing words, tone, gestures, postures in English language are think themselves as good communicators.

Communication as a employability skill is the heart of every organisation. As we progress in our career we can find the various reasons why and how successful communication skills are important to us:

- To impress the interviewer with our written communication
- To perform well in the interview and get the job with our effective oral communication
- To be successful in the job by communicating clearly with our boss and colleagues
- To progress in our career with intact communication
- To be an effective team player
- To be an acceptable leader

To meet the constantly changing work place environment we should learn more about effective communication in English language.

4.4 Presentation Skill: A presentation takes place all the time in an organization. A part of regular communication that takes place during the course of daily work is what managers present before the management. Similarly the unstructured presentations such as presentation to the client, to the new comer, to the experts are endless ongoing activities in an organization. The business employers considered presentation as a vital tool and assess the performance and expertise of their executives, besides other measures of performance

assessment. Presentation is all about how we handle the language as comfortable zone.

Generally there is a pre presentation jitter "I have vernacular education background, I find difficult to express my thoughts in English" Hence the presenter should wipe out his fears of presentation by making themselves as an expert in language/at least well versed in usage. Presentations are a combination of matter and manner, when we know our matter the words in language will come to use naturally.

4.5 Interpersonal skills: A manager has to weave the skills to build good interpersonal relation at workplace, overcome difference through constructive criticism, communicate in a team, manage conflicts, negotiation successfully, learn to be a good interviewer and speak well on telephone. Interpersonal skill is central to all of these functions of a manager. Organisations need managers and managers need to learn effective interpersonal skill to make a system work.

Traditionally managers used closed style of interpersonal skills where English acted as an element of transformation of ideas and thoughts. That means managers neither actively seek feedback nor do they find it comfortable to disclose information to others. This uncommunicative, unsocial and unresponsive situation leads to less successful in dealing with employees and such other problem.

But the managers in this ICT world are blessed with this people skill. They are the 'Samaritans' who bring a lot of cheer to the place and kindle the souls of the stressed out employees, think about the prospects of an organisation and play a significant role in developing employees for maximum productivity. These managers use good language as an effective tool of management. They are very careful in using words because they have the ability to take a critical and careful view of the overall situation. Their positive role is reflected in their choice of words and thoughts. Their rapport building skill is amazing as is their ability to treat people with respect and a sense of dignity. The emphasis on this employability skill is making many organisations promote their staff in all dimensions

4.6 Negotiation skills: Negotiation is considered as a give and take bargaining process involving at least two parties, working together to arrive at a mutually acceptable resolution of one or more issues. The prime objective of a negotiation is to arrive at a solution of the conflict if any, or otherwise to the mutual satisfaction and benefit of all the negotiation parties. The only way they can succeed is to practice the art of using English language for negotiation.

Good English-speakers are particularly vulnerable when they negotiate in English with folks for whom English is not the primary language. Since information is the most important commodity exchanged in any negotiation, it is critical to be wary of apparent agreement by parties who may not want to risk embarrassment by asking such simple questions as "What exactly do you mean by that?" The English-speakers dilemma is to find ways to avoid insulting others by asking "Are you sure you understood me just now?" while still taking strong efforts to collaborate with their negotiation partner to make certain that the information one party has presented has the same meaning to the party who's on the receiving end of the communication. This whole situation gets even more risky when the negotiation partners are both using English as a common language because neither has the capacity to converse in the other's language. Successful negotiation is a process that yields agreements that each party will willingly fulfil. Unless the common language of negotiation brings about that willing commitment to fulfil agreements, it has not made negotiation a successful process.

V. CONCLUSION

Compiling our "Transitional Skill to Business Employability Skill", English is the nuclear of all endeavours. Many corporate executives and decision makers open their arms to the 'finished products' i.e., outstanding performers with the spark in ASK (Attitude, Skills and Knowledge).

World Health Organization has identified ten important like skills such as creative thinking, decision making, problem solving, critical thinking, effective communication, interpersonal relationships, self awareness, empathy, coping with emotions and stress management for proper use

and training human resources. It said, the courses on Employability Skills / soft skills should orient the candidates with practical English usage and vocabulary for international competitive examinations; include communication skills to hone their language skills and interview skills for better careers; empower them with skills necessary for global placements; and train them in the learner centric, interactive methods of learning and personality development.

REFERENCES

- [1]. <https://en.wikipedia.org/wiki/Communication>
- [2]. www.oxfordreference.com/
- [3]. Ajmani, J. C. Good English: Getting it Right. New Delhi: Rupa Publications, 2012
- [4]. Bovee, Courtland L, John V. Thill & Barbara E. Schatzman. Business Communication Today: Tenth Edition. New Jersey: Prentice Hall, 2010.
- [5]. Hasson, Gill. Brilliant Communication Skills. Great Britain: Pearson Education, 2012.