

Communications

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What is Communication?

Communication is simply the act of transferring information from one place, person or group to another.

Every communication involves (at least) one sender, a message and a recipient. This may sound simple, but communication is actually a very complex subject.

The transmission of the message from sender to recipient can be affected by a huge range of things. These include our emotions, the cultural situation, the medium used to communicate, and even our location. The complexity is why good communication skills are considered so desirable by employers around the world: accurate, effective and unambiguous communication is actually extremely hard.



Defining Communication

As this definition makes clear, communication is more than simply the transmission of information. The term requires an element of success in transmitting or imparting a message, whether information, ideas, or emotions.

A communication therefore has three parts: the sender, the message, and the recipient.

- o The sender 'encodes' the message, usually in a mixture of words and non-verbal communication. It is transmitted in some way (for example, in speech or writing), and the recipient 'decodes' it.
- o Of course, there may be more than one recipient, and the complexity of communication means that each one may receive a slightly different message. Two people may read very different things into the choice of words and/or body language. It is also possible that neither of them will have quite the same understanding as the sender.
- o In face-to-face communication, the roles of the sender and recipient are not distinct. The two roles will pass back and forwards between two people talking. Both parties communicate with each other, even if in very

subtle ways such as through eye-contact (or lack of) and general body language. In written communication, however, the sender and recipient are more distinct.



Types of Communicaiton

VERBAL COMMUNICATION

- o Verbal communication occurs when we engage in speaking with others. It can be face-to-face, over the telephone, via Skype or Zoom, etc. Some verbal engagements are informal, such as chatting with a friend over coffee or in the office kitchen, while others are more formal, such as a scheduled meeting. Regardless of the type, it is not just about the words, it is also about the caliber and complexity of those words, how we string those words together to create an overarching message, as well as the intonation (pitch, tone, cadence, etc.) used while speaking. And when occurring face-to-face, while the words are important, they cannot be separated from non-verbal communication.

NON-VERBAL COMMUNICATION

- o What we do while we speak often says more than the actual words. Non-verbal communication includes facial expressions, posture, eye contact, hand movements, and touch. For example, if you're engaged in a conversation with your boss about your cost-saving idea, it is important to pay attention to both the their words and their non-verbal communication. Your boss might be in agreement with your idea verbally, but their nonverbal cues: avoiding eye contact, sighing, scrunched up face, etc. indicate something different.

WRITTEN COMMUNICATION

- o Whether it is an email, a memo, a report, a Facebook post, a Tweet, a contract, etc. all forms of written communication have the same goal to disseminate

information in a clear and concise manner – though that objective is often not achieved. In fact, poor writing skills often lead to confusion and embarrassment, and even potential legal jeopardy. One important thing to remember about written communication, especially in the digital age, is the message lives on, perhaps in perpetuity. Thus, there are two things to remember: first, write well – poorly constructed sentences and careless errors make you look bad; and second, ensure the content of the message is something you want to promote or be associated with for the long haul.



Communication Skills

Communication Skills

– Activity Summary –

1. Assertive Communication Skills

Assertive communication is the cornerstone of effective communication. This activity helps to increase participants' ability to communicate assertively with other people. It gives them practice and feedback in dealing with situations in an assertive manner.

2. Networking

Communication in businesses runs via two networks: formal and informal, sometimes called the skeleton and the nervous system. Whatever role people have within an organization, there are great benefits in creating and developing informal networks in the business environment, both within and outside the organization. This activity allows participants to explore ways of doing this.

3. How Effective a Communicator Are You?

If people are to communicate effectively, they must choose the right method and communicate in a manner that builds positive relationships. This is an activity that helps

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Communication: The Process, Barriers, And Improving Effectiveness

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Communication: The Process, Barriers, And Improving Effectiveness

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ABSTRACT

Communication is the process of transmitting information and common understanding from one person to another. In this article, I discuss the communication process, barriers to communication, and improving communication effectiveness.

The study of communication is important, because every administrative function and activity involves some form of direct or indirect communication. Whether planning and organizing or leading and monitoring, school administrators communicate with and

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What is Communication?

Communication Coach Alex Lyon tarafından

YOUTUBE

What is The Communication Practice

How Good Are Your Communication Skills?: - Speaking, Listening, Writing, and Reading Effectively

Communication is one of the most important skills that you need to succeed in the workplace. If you want to be an expert communicator, you need to be effective at all points in the communication process - from "sender" through to "receiver" - and you must be comfortable with the different channels of communication - face to face, online, written, and so on.

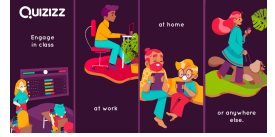


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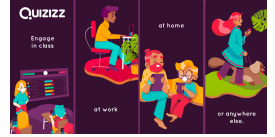
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Types Of Communication Learn

Types of Communication

Understanding Communication Perhaps no hard or soft skill gets as much blame when social situations break down as communication. It's pretty common to hear disagreements end with "You're just not communicating well," or "It must have been a miscommunication." Often understood to be verbal,



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