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College of Informatics and Computing Sciences
SMT 402 Business Communication

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Section: IT SM 3101

Directions: Research and answer the following.

- Answer the given scenario in paragraph form.
- Use complete sentences, and pay attention to proper grammar and punctuation.

Kindly research and give some misconceptions on communication, and explain how it could be prevented.

Many people believe that effective communication is all about talking. However, communication is as much about listening as it is about speaking. One common misconception is that more words equate to better communication, yet sometimes too much talking can dilute the message and cause misunderstandings. Another misconception is that nonverbal cues are insignificant compared to words, but body language, facial expressions, and tone of voice can greatly impact how messages are perceived. To prevent these communication pitfalls, it's essential to practice active listening, be mindful of nonverbal signals, and ensure clarity by being concise and precise with your words. Taking time to truly understand the other person's perspective can also foster more meaningful and effective communication.