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**[B] Benefits of Communication in the Workplace**

1. **What is Communication in the Workplace?**

The practice of communicating ideas, information, and messages with others in a specific time and place is known as communication. Nonverbal communication (such as facial expressions, body language, or gestures), visual communication (the use of images or pictures, such as painting, photography, video, or film), and electronic communication (telephone calls, electronic mail, cable television, or satellite broadcasts) are all forms of communication. Communication is essential in personal life, as well as in business, school, and any other circumstance where individuals come into contact.

As a process of communicating knowledge and common understanding from one person to another, workplace communication is crucial to creating and maintaining strong working relationships in businesses. Communications is critical in fostering worker health and well-being. Although extensive research has demonstrated the good effects of workplace safety communication, little study has been conducted to investigate the nature of these communication practices within supervisor-worker relationships.

1. **What are the benefits of knowing and mastering Communication in the Workplace?**
2. **Creates job Satisfaction**

Employee turnover is lower in organizations that foster open and easy communication between superiors and subordinates. It stimulates employees to work better and helps them feel appreciated in the business if the work atmosphere is amicable and subordinates are encouraged to share their views to their administrators about work-related concerns, and their input is taken into account. Thus, good workplace communication contributes to the development of loyalty and trust, which leads to increased job satisfaction.

1. **Lesser Conflicts**

Open communication in the workplace can aid in the prevention and resolution of many issues. Conflicts in the workplace can be readily handled via open and transparent communication and reciprocal talks, which can lead to personal and professional growth.

1. **Increases Productivity**

The most critical issue for an organization's success or failure is effective communication at work. Every organization has a clear set of goals, objectives, and vision. If an administrator communicates well, his or her subordinates will understand exactly what the company wants and will be able to deliver it to the best of their abilities. Thus, the value of communication skills can be measured by the fact that it leads to better task delivery, enhancing workplace productivity.

1. **Formation of Relationships**

Open communication helps to the development of better personal and professional connections, whether between employees and administrators or between management and staff. Employees will be more inclined to remain loyal to the firm if they feel genuinely cared for and respected. This fosters a nice environment and fosters a stronger working connection, both of which are beneficial to the task.

1. **Proper Utilization of Resources**

When an organization experiences challenges, crises, and disputes as a result of miscommunication among staff members, it causes unnecessary delays in daily operations. This wastes resources and decreases overall work productivity. As a result, a good communication environment is required for every firm to better utilize its resources and boost productivity.

1. Communication skills are soft skills, why should you practice and master your soft skills?
2. Explain the 3 types of communication in a minimum of 5 sentences each type. The types are verbal, non-verbal, and written.

# References

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