

ORAL COMMUNICATION



Advantages of Speaking

Takes less time.

Needs no composing.

Provides opportunity for feedback.

Gets the support of non-verbal communication.

Gives us an opportunity to be part of human community.

Disadvantages of Speaking

Occurs spontaneously.

No opportunity to revise our words.

Can't cross out what's said and start over again.

Oral communication is personal. It becomes a victim of your personality.

Cultural barriers can pose problems.

Barriers to Oral Communication

Semantic
Barriers

Psychological
Barriers

Organizational
Barriers

Personal
Barriers

Cross Culture
Barriers

Physical
Barriers

Semantic Barriers

- ▶ Deals with the meaning of words and sentences.
- ▶ Meaning of words are filtered through one's frame of reference or the total knowledge of his or her beliefs, knowledge, education, culture and experience.
- ▶ Wrong words, faulty translations, different interpretations etc.



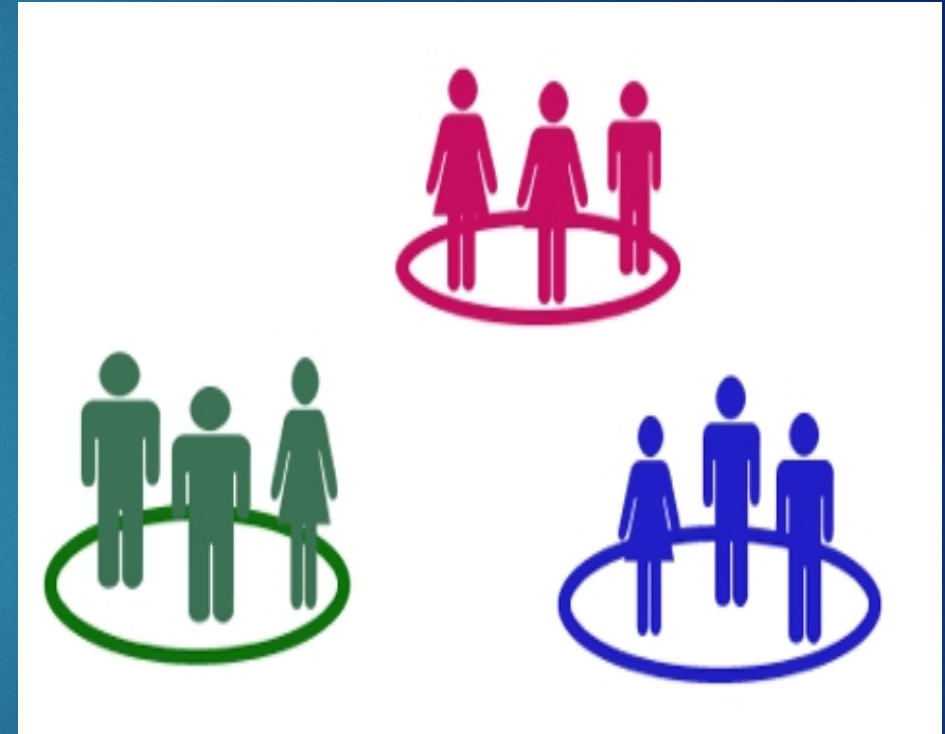
Socio-Psychological Barriers



- ▶ People have personal feelings, desires, fear, and hope, likes and dislikes, attitudes, views and opinions.
- ▶ Some are formed by family background social environment.
- ▶ Some are formed by individuals own intelligence, inherited qualities, education, and personal experience.
- ▶ These two factors influence the way we respond to a message.

Organizational Barrier

- ▶ The factors related to organization structure, authority relationships, rules and regulations may, sometimes, act as barriers to effective communication.
- ▶ TYPES
 - Organizational policy
 - Rules and regulations
 - Status
 - Organizational facilities



Personal Barriers



- ▶ The personal factors of both sender and receiver may exert influence on effective communication.

- ▶ TYPES

- Fear of challenge to authority
- Lack of confidence of superior on his subordinates
- Unwillingness to communicate
- Lack of proper incentives

Cross-Cultural Barriers

- ▶ TYPES
 - Behavior
 - Language



Physical Barriers



► TYPES

- Environment
- Noise
- Distance
- Ignorance of Medium

Some other barriers may be:



Inappropriate choice of words



Lack of courtesy and consideration



When non-verbal communication doesn't support the words



Lack of confidence



Inappropriate timing



Poor presentation and layout

How can you overcome these barriers?



Ways to over barriers

Clarify the ideas before communication.

Communicate according to the needs of receiver

Be aware of languages, tone and content of message

Ensure proper feedback

Avoid using vague, ambiguous, or confusing words, terms, jargon, and phrases, idiomatic expressions, or slangs.

Avoid using difficult words, complex sentences, unnecessary information. Use short, simple sentences.

More ways...

Check meanings. When communicating across cultures, never assume that the other person has understood.

Think in terms of your receiver.

Use your receiver's language.

Keep your message simple to promote effective communication.

Use simple, clear, accurate, correct and familiar language.

Use verbal and non-verbal messages appropriately.

Assignment: Work in groups of 4/5 members each.

ASSIGNMENT 1:

Select a famous speaker. Critically analyze his/her oral communication skills. Write an essay of 250 words on your analysis.

Submission date: Feb 23, 2021.