**Short Report**

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To: Mam Ayesha Aziz

From: Tahir Tariq (FA18-BSE-043(B))

Barriers to Effective Communication

* **SUMMARY:**

In Barriers to Effective Communication, there are some obstacles or barriers that stop the flow of communication. Some barriers and important points to overcome these barriers are suggested that are given below with details.

* **BODY:**

There are some obstacles in communication that obstructs the continuous flow of effective communication and create misunderstanding are known as “**BARRIERS TO EFFECTIVE COMMUNICATION**”. These obstacles are either from the sender or from the receiver or from circumstances. After studying carefully, we reveal that these barriers are:

* **Barriers:**
* Improper Encoding
* Selection of inappropriate, unfamiliar linguistic code.
* Communication breakdown due to confusion.
* Bypassing
* Misunderstanding resulting from missed meaning.
* Due to the use of Abstract words and phrases.
* Frame of Reference
* Your weakness in viewing others within your frame of reference.
* Physical Distractions
* Noise, high room temperature, fatigue, distance from speaker and sickness.
* Psychological and emotional interference
* Sadness, fear, anxiety, anger and excitement.
* Attitudinal Barrier
* Behaviors or perceptions that prevent people from communicating clearly.
* Abstracting, Emotional editing and Prejudice
* Assertiveness (Self-assured and confident)
* Aggressiveness (Blurt out views and opinions without considering what others feel)
* Intercultural Difference
* Misinterpretation of meaning due to different cultures and shared values.
* **Recommendation**

To overcome these barriers, we have to follow the points given below:

* **Overcoming Barriers:**
* Know your audience.
* Encode your message well.
* Two way communication.
* Effective Channel.
* Listen and Read carefully.
* Be precise and to the point.
* Be open, frank and positive.