Lesson 4 - Communication in the Organization

In organizations, communication means sharing information, thoughts, and words with other people and groups at work. There are many things that go into effective communication, such as the type of communication (spoken, nonverbal, written), the level of communication (upward, downward, lateral), and getting past possible hurdles (such as language barriers, cultural differences, and noise).

Your Task:

Thoroughly read each "scenario" given in the table and identify the level, type, or barrier of communication, if any, that applies to the scenario.

Along with your identified level, type, or barrier, you must give a short justification of how it applies to that situation.

Make sure to give your answer in the table given below: Mark: (5*3 =15)

Sr.	Scenario's	Answer	Justification
Example	The CEO of the company gave a live broadcast to all workers to talk about the new goals and vision of the company.	**Downward Communication**	The scenario includes information moving from the boss to the lower-level workers.
1	During lunch break, two co-workers are having a casual chat about a new project idea they want to pitch to their boss.		

2	The HR department sends an email to all workers with a PDF file attached that explains changes to the company's benefits plan.		
3	Two co-workers from different countries are trying to talk about a project, but they can't understand each other because they speak different languages.		
4	It's hard for people in an open office to concentrate on a conference call because of the loud construction noise outside.		
5	Because of rules about working from home, an employee joined a virtual team meeting through videoconferencing.		

Learning Outcomes:

- By the end of this assignment, students should be able to identify and differentiate between different types, levels, and barriers of communication in real-world workplace scenarios.

  - **Note: Copied material will be graded "Zero"**

Schedule	
Opening Date and Time	**November 10, 2023 at 12:01 A.M (Mid-Night)**
Due Date and Time	**November 16, 2023 at 11:59 P.M (Mid-Night)**

Note: Only in the case of Assignment,*24 hours extra / grace period* after the above-mentioned due date is usually available to overcome uploading difficulties which may be faced by the students on last date. This extra time should only be used to meet the emergencies and above-mentioned due dates should always be treated as final to avoid any inconvenience.