**PHYSICAL BARRIERS:-**

**Physical barriers** are easy to spot - doors that are closed, walls that are erected, and distance between people all work against the goal of effective communication. While most agree that people need their own personal areas in the workplace, setting up an office to remove physical barriers is the first step towards opening communication.

Many professionals who work in industries that thrive on collaborative communication, such as architecture, purposefully design their workspaces around an "open office" plan. This layout eschews cubicles in favor of desks grouped around a central meeting space. While each individual has their own dedicated work space, there are no visible barriers to prevent collaboration with their co-workers. This encourages greater openness and frequently creates closer working bonds.

Examples Of Physical Barriers:-

Examples of physical barriers that prevent individuals from effective communication include:

* **Environment -** Some barriers are due to the existing environment. For example, if you are standing in adverse weather conditions, your conversation would be hampered because you would not be able to pay full attention to what the other person is saying.
* **Distance -** Distance also plays an important part in determining the course of a conversation. For example, if the staff in an organization are made to sit in different buildings or different floors, they might have to substitute face to face communication with phone calls or emails.
* **Ignorance of Medium -** Communication also includes using signs and symbols to convey a feeling or a thought. However, if there is a lack of ignorance about the medium in which sender is sending the message, the conversation can be hampered.

Overcoming Physical Barriers:-

To overcome physical barriers within the workplace, here are some helpful hints:

* If you send a lot of email or digital messages, make sure you are surgical in your word choice. Choosing the correct words and stamping out ambiguity is the only step to making communication more effective. Face-to-face communication is far superior for most people, especially once the connection has already been made.
* Open-concept offices are designed to improve workflow and communication. This concept have grown rapidly over the last decade. A report outlining 6 design meta trends for 2014 by Gensler, states, "As organizations recognize the benefits of face-to-face interaction, 'getting everyone under one roof' will grow.
* Video conferencing adoption is increasing as enterprises turn to higher-quality, lower-cost video technology to improve workforce collaboration and reduce reliance on travel.

BARRIERS OF COMMNUNICATION:-

The process of communication has multiple barriers. The intended communique will often be disturbed and distorted leading to a condition of misunderstanding and failure of communication. The Barriers to effective communication could be of many types like linguistic, psychological, emotional, physical, and cultural etc. We will see all of these types in detail below.

Any parameter that limits the purpose or channel of communication between the transmitter and the receiver is a barrier to communication. A communication barrier may limit or reduce the ease at which we communicate and hence the name barrier. Although the barriers to effective communication may be different for different situations.