

What is Communication?

Communication is **the act of giving, receiving, and sharing information** -- in other words, talking or writing, and listening or reading. Good communicators listen carefully, speak or write clearly, and respect different opinions.

What are communication skills?

Communication skills are the abilities you use when giving and receiving different kinds of information. Some examples include communicating new ideas, feelings or even an update on your project.

Importance of Communication

Good communication **helps the workers to adjust to the physical and social aspect of work**. It also improves good human relations in the industry. An efficient system of communication enables the management to motivate, influence and satisfy the subordinates which in turn boosts their morale and keeps them motivated.

What is the communication process?

The communication process refers to a series of actions or steps taken in order to successfully communicate. It involves several components such as the sender of the communication, the actual message being sent, the encoding of the message, the receiver and the decoding of the message.

Parts of the communication process

The communication process has several components that enable the transmission of a message. Here are the various parts:

1. **Sender:** This is the person that is delivering a message to a recipient.
2. **Message:** This refers to the information that the sender is relaying to the receiver.
3. **Channel of communication:** This is the transmission or method of delivering the message.
4. **Decoding:** This is the interpretation of the message. Decoding is performed by the receiver.
5. **Receiver:** The receiver is the person who is getting or receiving the message.
6. **Feedback:** In some instances, the receiver might have feedback or a response for the sender. This starts an interaction.

Source

The "source" is **the sender of the message** – in other words, you! And the "message" refers to the information and ideas that you want to deliver. You need to be clear about what message you want to communicate, and why it's important – what's its main purpose?

Encoding

Encoding: The communication process begins when the source or sender selects words, symbols, pictures and the like, to represent the message that will be delivered to the receiver(s). This process, known as encoding, involves **putting thoughts, ideas, or information into a symbolic form**.

Context

Context: This is **the setting and situation in which communication takes place**. Like noise, context can have an impact on the successful exchange of information. It may have a physical, social, or cultural aspect to it.

Perspectives in Communication

A communication perspective focuses **on the way in which our shared meanings and practices are constituted through language and symbol**, the construction of messages, and their dissemination through media, organizations, and society."

Visual perspectives

Visual communication is the **use of visual elements to convey ideas and information** which include but are not limited to, signs, typography, drawing, graphic design, illustration, industrial design, advertising, animation, and electronic resources. Humans have used visual communication since prehistoric times

Affecting perspectives

- Be patient in your specking.

- Think before you speak.
- The listener should be in good mood.
- Equality should be there in your world.
- Positive words should be used.
- Talk in the perfect tune.
- Be calm and in the prosperity

Language

The same words can have very different meanings depending on how we interpret them.

Here's another example. What is the meaning of the following sentence?

A woman without her man is nothing

Past Experiences

Imagine that you are in a meeting where you will be discussing changes in your personnel policies at work. What will you be bringing to that conversation? You might have examples of other company's personnel policies. You might have examples from your own time in the company that demonstrate why you feel that certain changes might need to be made. Or you might come to the table empty-handed, with just a pad of paper and a pen in order to take notes.

Prejudices

We all have prejudices. They occur when we take our past experiences with a person and assume that the same type of experience will happen with all people who are similar to the first. Prejudices are partly due to culture and partly due to personal preference or experience. Not all prejudices involve a negative characteristic either; for example, you could consider all of one group to be smart.

Feelings

For this area of influence, there are actually two ways in which your feelings can influence your communication with another person. The first simply refers to the way that you feel on a given day; if you feel well, you'll communicate in one way and if you feel ill you'll communicate in another. Since your well being fluctuates, it makes sense that the way you communicate will change somewhat with how well you are feeling. If you find yourself experiencing difficulty in communicating due to an illness or other physical

stressor, recognizing and acknowledging it, when appropriate, can be very helpful when others might interpret the change in your communication as having something to do with them.

Environment

The last area of influence on your communication is your environment. All of us communicate differently in different environments. This is simple enough to observe in everyday life. Do you speak to your colleagues the same way that you do to your friends? Do you talk to strangers with more or less formality than people you know well? Do you talk to your subordinates the same way when your own boss is there as you do when she is not there? As you go through your workday, notice how where you are, what is going on and who else is present may be impacting the way that you communicate.