

Strategies to Avoid Communication Breakdown

EPISODE 4

Today's Discussion

Today we are going to talk about the different strategies to avoid communication breakdown, for us to have better communication and we can communicate effectively.

Strategies to Avoid Communication Breakdown

From our previous episode, we discussed about the barriers to communication. With that, let's us explore different strategies and tips from communicator experts for us to have an ideas to avoid communication breakdown. These strategies will help you to communicate effectively as well as to have a fruitful communication with others.



Let's Discuss

These are the five strategies to avoid communication breakdown by Ronnie Peterson:

1. Have Clarity of Thought

As communicator you should avoid giving out confusing information that will lead to misunderstanding.





Let's Discuss

These are the five strategies to avoid communication breakdown by Ronnie Peterson:

2. Learn to Listen

To have a better communication and to avoid conflicts, you should listen to someone's opinions, ideas, thoughts, and beliefs.





Let's Discuss

These are the five strategies to avoid communication breakdown by Ronnie Peterson:

3. Be Aware of your Body Language and Tone

Use appropriate body language and observe your tone of voice. Keep your emotions in check, try to maintain eye contact, and adopt a relaxed tone when conversing with others.





Let's Discuss

These are the five strategies to avoid communication breakdown by Ronnie Peterson:

4. Build up your Confidence

As communicator or an audience, you should have a confident to speak out your ideas and thoughts so that you have a meaningful discussion.





Let's Discuss

These are the five strategies to avoid communication breakdown by Ronnie Peterson:

5. Communicate Face to Face or Important Issues

There are some issues to resolve face to face in order to have an effective conversation, also to share your own side to avoid conflicts. There are some issues that are not easy to resolve through online.



Strategies to Avoid Communication Breakdown

By knowing and applying these different strategies will help you to avoid conflicts and to have a good and effective communication. These strategies could be applied in our daily conversation.

Here are some other strategies:

- *Keep Focused* - You should state your purpose of communication.
- *Speak Intelligibly* - Check your tone of voice, pronunciation, and speech rate.
- *Listen with your Eyes and Ears* - You should listen what people say and act. Also, how they say it.
- *Minimize Distraction* - Visualize and resolve those distraction that can hinder you to communicate.
- *Be Specific* - Use simple and not confusing words to your audience.
- *Do not Jump to Conclusion* - You must based on facts, evidences , and reliable information.

7 C's of Communication

By Broom, Cutlip and Center (2012)

1. **Completeness** - Convey all important details.
2. **Conciseness** - Straight to the point.
3. **Consideration** - Audience's background information.
4. **Concreteness** - Facts, figures, and real-life examples.
5. **Courtesy** - Respect and choose your words carefully.
6. **Clearness** - Simple and clear words to avoid double meaning.
7. **Correctness** - Avoid grammatically wrong statement.





Those suggested strategies and tips from different experts will help you to avoid communication breakdown. As well as to have a better and effective communication.

Summary Of Lesson

Strategies of Communication

1. Have Clarity of Thought
2. Learn to Listen
3. Be Aware of your Body Language and Tone
4. Build up your Confidence
5. Communicate Face to Face or Important Issues

Other Strategies

1. Keep Focused
2. Speak Intelligibly
3. Listen with your Eyes and Ears
4. Minimize Distraction
5. Be Specific
6. Do not Jump to Conclusion

7 C's

1. Completeness
2. Conciseness
3. Consideration
4. Concreteness
5. Courtesy
6. Clearness
7. Correctness