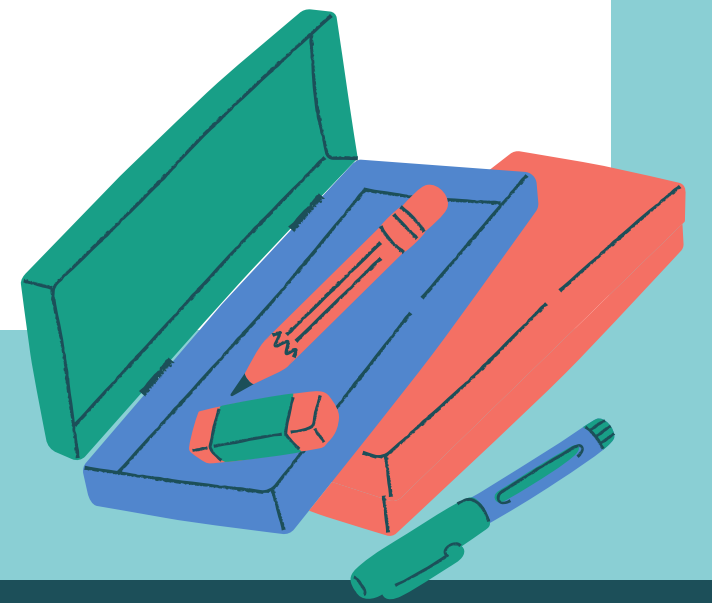
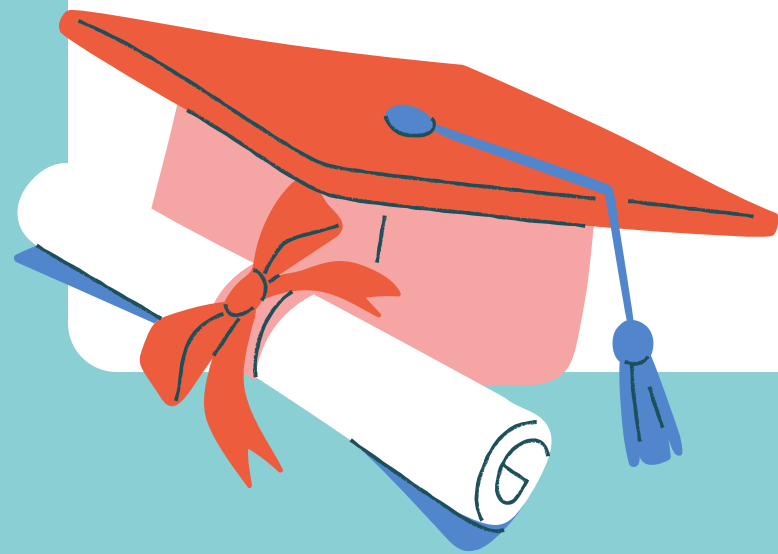
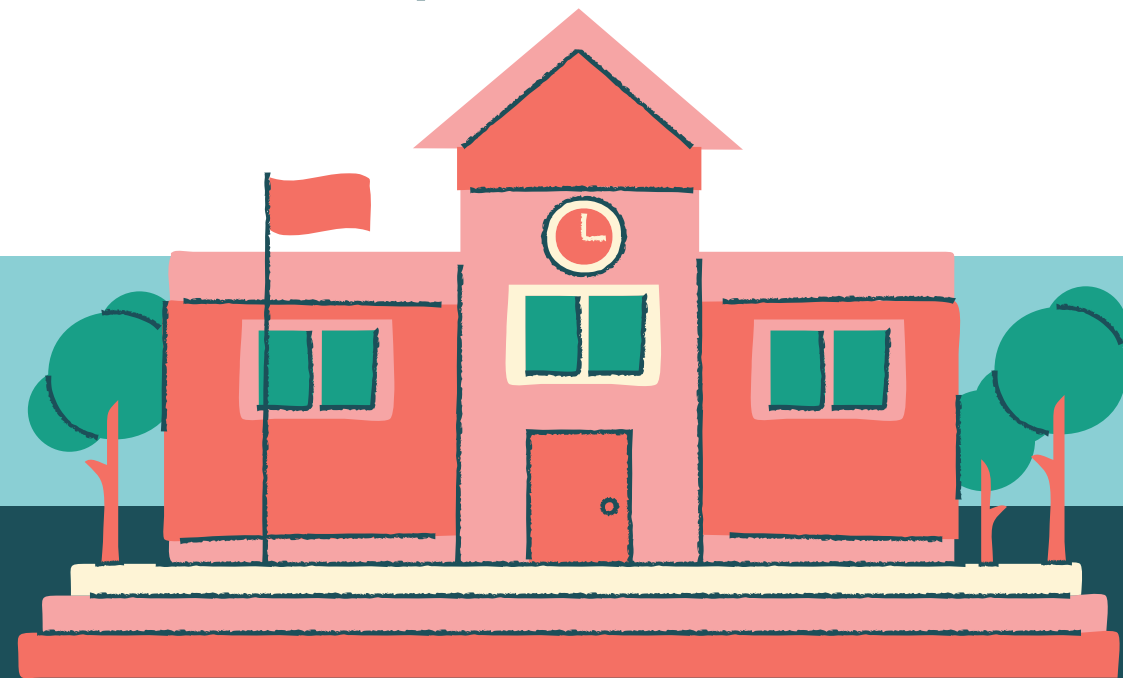




# Oral Communication in Context



Episode 1



# Welcome to class!

## Learning Outcomes

At the end of the learning period, the students should be able to:

- Define communication;
- Types of Communication and;
- Explain the nature and process of communication.



# Lesson for Today

## Oral Communication in Context

We will discuss about the nature of communication. As well as the types and process of communication. Get ready as we discover about this topic.

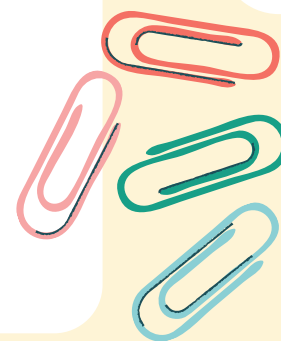


# Understanding the Lesson

## COMMUNICATION

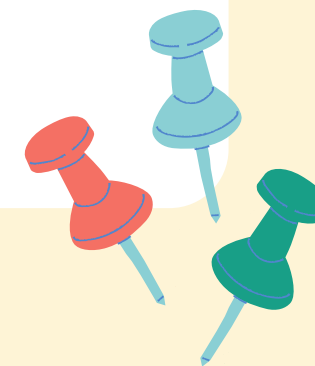
Communication is the process of expressing and exchanging information, thoughts, ideas, and feelings. According to Wood (20004), communication is a systematic process in which individuals interact with and through symbols to create and interpret meaning.

Communication is a process of sharing and conveying messages or information from one person to another within and across channels, contexts, media, and cultures (McCornack, 2014).



## Communication Contexts/ Situations

- Face-to-face interaction
- A phone conversation
- Group discussion
- Meeting or interview
- Letter correspondence
- Class recitation.



## NATURE OF COMMUNICATION

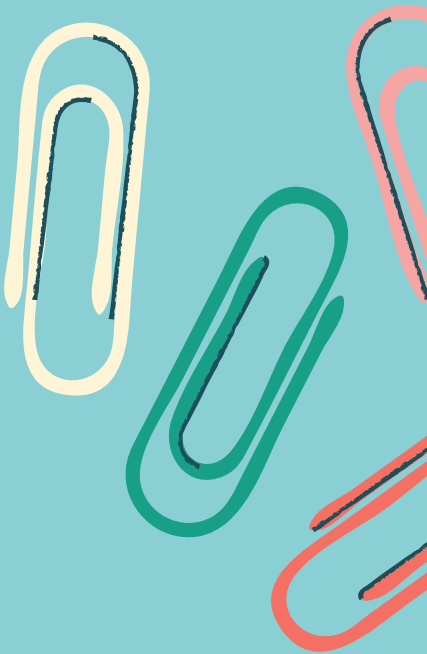
Communication is a two-way process of connecting to both living and non-living things. It is also a means of sharing and exchanging messages, information, ideas, and feelings for mutual understanding (Gregoriom, J.C., 2015). Communication connects people and the world they live in. It is through communication that people are able to express their thoughts and ideas or convey information and messages through word of mouth, gestures and signals, signs, and others. People have always communicated with one another in various forms.





# *Is everything clear so far?*

Let us further define communication using the two key terms  
"Message and Understand"



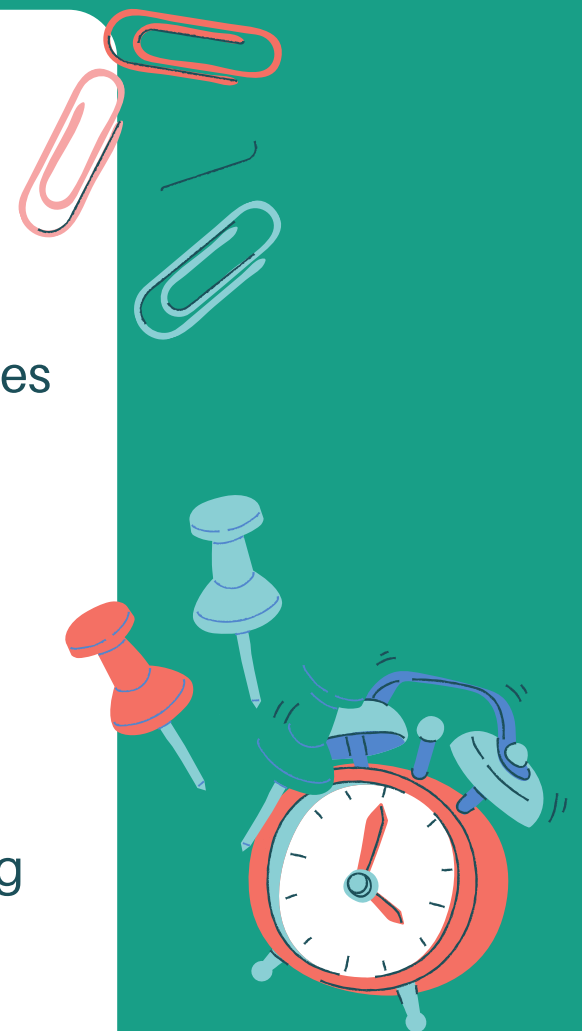
# Understanding the Lesson

## Communication is a message understood

Unless a message is understood, we cannot say that communication has taken place. Let us send a message to someone and say, “where came first”. The person who gets this message would wonder what it means, for the arrangement of the words does not make any sense. The message is sent but the receiver does not understand it. Therefore, for communication to take place, we have to consider two conditions. First, there should be a clear message. Second, the message must be understood by the receiver for whom it is meant.

## Communication is social interaction through messages

Think of someone telling, “It is very warm today.” In this case, we are communicating what ‘we experience’. The weather being warm is what we feel or experience physically. In this scenario, we are sharing our feeling or experience with someone else. Thus, we may say that “communication is a sharing of experience.” In our society, we all interact with messages. Without interactions, a society cannot survive. Social interaction is always through messages.





# TYPES OF COMMUNICATION

There are several different ways we share information with one another. For example, you might use verbal communication when sharing a presentation with a group. You might use written communication when applying for a job or sending an email. Here's a more in-depth look at the four main categories of communication:

## 1. Verbal

Verbal communication is the use of language to transfer information through speaking or sign language. It is one of the most common types, often used during presentations, video conferences and phone calls, meetings and one-on-one conversations. Verbal communication is important because it is efficient. It can be helpful to support verbal communication with both nonverbal and written communication.



## 2. Nonverbal

Nonverbal communication is the use of body language, gestures and facial expressions to convey information to others. It can be used both intentionally and unintentionally. For example, you might smile unintentionally when you hear a pleasing or enjoyable idea or piece of information. Nonverbal communication is helpful when trying to understand others' thoughts and feelings.



## 3. Written

Written communication is the act of writing, typing or printing symbols like letters and numbers to convey information. It is helpful because it provides a record of information for reference. Writing is commonly used to share information through books, pamphlets, blogs, letters, memos and more. Emails and chats are a common form of written communication in the workplace.



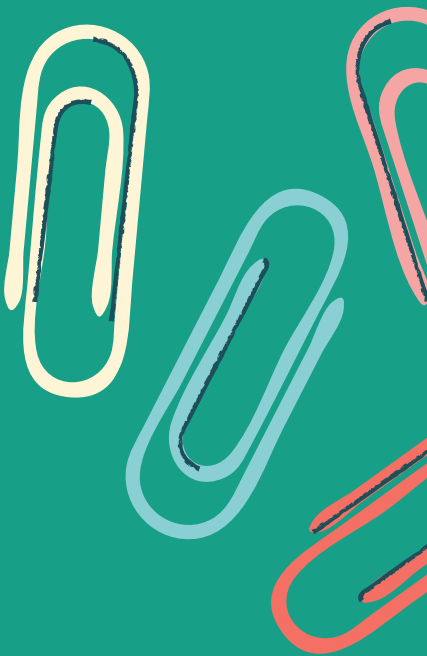
## 4. Visual

Visual communication is the act of using photographs, art, drawings, sketches, charts and graphs to convey information. Visuals are often used as an aid during presentations to provide helpful context alongside written and/or verbal communication. Because people have different learning styles, visual communication might be more helpful for some to consume ideas and information.





# Now let us talk about the process of Communication





# Process of Communication

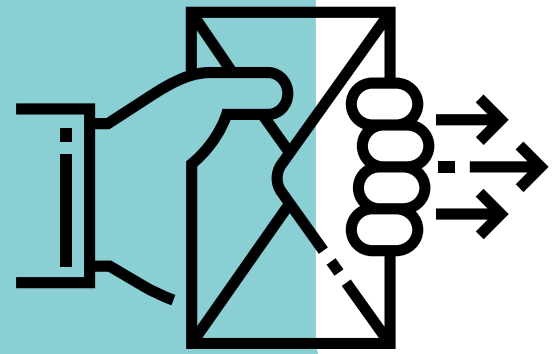


The process of communication refers to the transmission or passage of information or message from the sender through a selected channel to the receiver overcoming barriers that affect its pace.

The process of communication is a cyclic one as it begins with the sender and ends with the sender in the form of feedback. It takes place upward, downward and laterally throughout the organization.



# Different Elements in the Process of Communication



## Sender

The very foundation of communication process is laid by the person who transmits or sends the message.

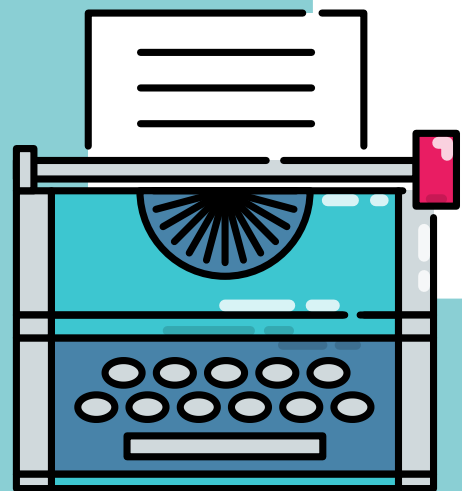
## Message

Message is referred to as the information conveyed by words as in speech and write-ups, signs, pictures or symbols depending upon the situation and the nature and importance of information desired to be sent.



## Encoding

Encoding is putting the targeted message into appropriate medium which may be verbal or non-verbal depending upon the situation, time, space and nature of the message to be sent.



## Channel

Channel(s) refers to the way or mode the message flows or is transmitted through. The message is transmitted over a channel that links the sender with the receiver.



# Summary of Today's Class

## Communication

Communication is the process of expressing and exchanging information, thoughts, ideas, and feelings.

## Process of Communication

Here is the different elements in the process of communication;

**SENDER** - The sender is the initiator of the message that need to be transmitted.

**MESSAGE** - It is the content the sender wants to covey to the receiver. It can be verbal both written and spoken; or non-verbal i.e. pictorial or symbolic, etc.

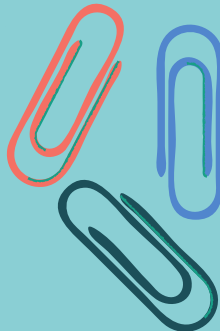
**ENCODING** - Encoding is putting the targeted message into appropriate medium

**CHANNEL** - Channel(s) refers to the way or mode the message flows or is transmitted through.

## Types of Communication

There are four types of communication and these are:

1. **Verbal Communication** - Where is the use of language to transfer information through speaking.
2. **Nonverbal Communication**- Nonverbal communication is the use of body language, gestures and facial expressions to convey information to others.
3. **Written Communication** - It is the act of writing, typing or printing symbols like letters and numbers to convey information.
4. **Visual Communication** - Is the act of using photographs, art, drawings, sketches, charts and graphs to convey information.





# *Thank you for joining today's class.*

That is it for today's lesson about Oral Communication in Context. You may view the tutorial video for you to further understand the episode 1.

