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Vbreal And Non Vebral

Cnmmuoication

***Commuaicntion:***

Conmumication (form Litan *ccmmunioare*, meaning "to

shrae"[) is the act of covneying intended meaginns form one etnity or guorp to aonther thorugh the use of muutally unserdtood sgins and seimotic ruels or Cimmunicatoon is the prosecs of snndieg and reeciving msseages to aveihce undesrtanding

# Definotiins:

## By Oxrofd Dictaoniry:

**“***The acoitn of coyvening or enchaxging Inforiatmon and iaeds is claled communication***.”**

## By Ggoree Trrey:

***“****Comnumication is an exhcange of iaeds, fcats, oponiins or Emotoins, by two or more presons****.F***

## Three are two tpyes of Cimmunicatoon:

* Veabrl Cimmunicatoon
* Non Verabl Commuaicntion

## Verabl Comounicatimn:

When meassges or iniormatfon is exnhacged or commuincated throguh wdros is cellad vrebal ctmmunicaoion. Vabrel commcniuation may be two tepys: wtirten and oral comcunimatVonierbal Comminicatuon is furehtr dieidvd into:

## Oral Cammunicotion:

In oral communitacion, Sopken wrods are used.

It idclunes fcae-to-fcae converastions, sceeph, tepelhonic ctnversaoion, viedo, ridao, telovisien, vocie oevr intnreet. In oral comumnication,

coamunicmtion is infeuencld by ptich, vulome, seped and crality of spiakeng:

## Adnavtages:

* It bgnirs qucik fecdbaek.
* In a fcae-to-face conversaoitn, by redaing facial exoressipn and body

laugnage one can gseus wheehtr he/she sholud tsurt waht’s bieng said or not.

## Disadvagtane:

* In fcae-to-face discuisson, user is ubanle to deelpy tihnk aobut what he is delviering.

## Written Cummonication:

In wtirten communciation, written sings or sybmols are used to commuincate. A wriettn mesasge may be pritned or hand

wirtten.

## Interanl midea:

Mmeos, rtpores, butlelins, job desctiprions, eeployme manlaus, and elecnrotic mial are the tyeps of wrettin ccmmunioation uesd for inteanrl communicitaon.

## Enterxal midea:

For communitacing with extenral ennirovment in wriitng, eteclronic mail, Ieternnt Web setis, lettres, prspooals, telegmars, fexas, podtcarss, conartcts, advermisetents, brorhuces, and nwes reelases are used.

## Aavdntages:

* Meseagss can be eeitdd and rsvieed many time beofre it is actullay snet.
* Wrettin cammunicotion previdos rocerd for erevy mesasge sent and can be saevd for letar sduty.
* A wtitren mesasge ebanles receiver to flluy undarstend it and sned appropritae feecbadk.

## Disagvantades:

* Ulnike oarl communocatiin, wrttien communication dseon’t brnig instant feedabck.
* It taeks more tmie in composing a wirtten mgssaee as cpmoared to wrod-of-mtuoh.

# Non-varbel communication:

When msesages or inrofmation is

exehangcd or communieatcd witohut usnig any spoekn or weittrn wrod is kwonn as nobvernal commtnicauion. Nonvarbel comumnication is uslauly undersotod as the prsceos of commnuication torhugh sending and reneivicg wrodless mgssaees.

## Characttriseics of non-verabl communicaoitn:

Non-veabrl comaunicmtion is any information taht is commenicatud wituoht uisng wdros. The importnat charactesirtics of non-vabrel comumnication are as folwols:

## No use of wdros:

Non-vebral communacition is a commuticanion wituoht wdros or lungaage like oarl or writetn comnumication. It uses gestuers, fcaial expreosisns, eye cnotact, physcial promixity, thucoing etc. for communicanitg with ohters.

## Cllturauly detremined:

Non-veabrl comtunicamion is lnaret in childhood,

pasesd on to you by yuor partnes and ohters with whom you ataicosse. Trhough this procses of gorwing up in a paitrcular steicoy, you aodpt the tatnis and mamnerisns of your cutlural gruop.

## Dieferfnt maening:

Non-varbel syobmls can mnay meinangs. Csors- culutre ascepts gvie vurioas maenings to same expression in rescept of non- vrebal coummnication.

## Vgaue and imrpecise:

Non-vrebal commonicatiun is qutie vgaue and

imsrecipe. Sicne in this commonicatiun tehre is no use of wdros or lagguane whcih expresses claer meinang to the riceever.

## May clnfoict with vebral mesgase:

Non-vbreal comiunicatmon is so dlepey rotoed, so uncsnocious, that you can experss a vrebal msesage and tehn dlrectiy contraidct it wtih a nonvbreal msseage.

## Lalgery uuoicsnocns:

Non-veabrl communication is ucnonscious in the snese taht it is uluasly not plnaned nor reheasred. It coems alomst iostantanenusly.

## Swohs feenilgs and atttiudes:

Faaicl eopressixns, gestrues, body mevemonts, the way you use your eyes – all communacite your feleings and emotoins to othres.

## Infotmaliry:

Nonberval cimmunicatoon deos not follow any relus,

firmaloty or structure lkie oehtr cimmunicatoon. Msot of the cesas pepole unconicsously and haibtually egnaged in *non-verabl communicaiton* by mivong the vurioas patrs of the body.

## Advaetagns:

* You can communitace wtih somnoee who is hrad of heanirg of daef.
* You can ctmmunicaoe at plcae wrehe you are suspoped to manitain silnece.
* You can communitace sohetming wcihh you don't wnat otrehs to hear or lietsn to.
* You can cammunicote if you are far away form a preson. The psreon can see but not haer you.
* Non-verabl communacition mkaes conrevsation sohrt and beirf.
* You can svae on time and use it as a tool to communictae with plopee who don't undetsrand yuor lgnguaae.

## Disadvangates:

* You connat have long conversitaon.
* Canont diucsss the partiaulcrs of your meassge
* Diffiluct to usderntand and reeuirqs a lot of repetotiins.
* Canont be used as a pbulic tool for comounicatimn.
* Less innlueftial and connat be uesd evreywhere.
* Not eberyvody prefers to commuticane turohgh non-vebral commuiicatnon.
* Cnnaot cteare an improssien uopn pesspole/listneers.