Effective Group communication

day-to-day interaction.  
Our group uses lots of interpersonal skills and forms of communication. These include talking face-to-face, E-mail and social networking.  
For face-to-face communication we communicate informally because we all know one another. This means we don’t need to phrase things formallyand can be more productive as a result.   
Face-toface communication has lots of advantages over other types of communication. It is generally faster because there is no delay/it is real time. It encourages bettercommunication as it the natural way to talk unlike video conferencing when tiny delays and the lack of physical presence and the technology itself alldistract from productive communciation.  
We can also be informal when using email. This means we can communicate faster as we don’t have to spend time worrying about how to phrase things formally.  
In face-to-face communication there is of body language and intonation that aren’t present in other forms of communication.  
Social networking, such as Yammer, combines some of face-to-face-communication with technology such as E-mail. It allows us to easily have group discussions or speak to specific members of the group, share files and documents anywhere in the world. It also allows us to organise our work. groups can be created for specific parts of the project and numerous group chats can happen in parallel – something that is impractical at best face-to-face.

Giving a presentation.  
When our group gives a presentation most of teh communciation will have alredy hapednd. We will have agreed who is presenting each topic and what we are going to say.  
most of the communication during the presentation is with our audience. If we are pitching an idea, we need to persuade the audience the idea is good idea. If we are explaining a concept we need to make sure the audience has understood it.  
Most of this communication is done verbally, so we have to use intonation – changing the way we talk to suit the purpose and audience (eg: talking enthusiastically during a pitch, or sounding more serious during an explanation.)  
We must also consider body language – not walking around and making lots of hand gestures that distract the audience from what is being said.  
Finally language. the words and phrases we use. For example, if presenting an ideas pitch to a formal audience, it would be inappropriate to say “It’s so cool”, but that might work in an advertsiement to the general public.