



Communications



Communication:

- It is the process of sharing our ideas, thoughts, feelings with other people
- In communication, we speak, listen and observe

Special Features of Communication:

- Communication is a 2-way traffic
- It is a social process
- It's a continuous process
- It is unavoidable
- It is universal



Barriers of Communication

1. Organizational Barriers:

- Organization rules
- Organization culture
- Hierarchy
- Poor timing
- Poor choice of channel



2. Physical Barriers:

- Noise
- Improper time
- Distance
- Information overload
- Marked boundaries



3. Psychological barriers:

- ➡ Perception
- ➡ Egoism
- ➡ Emotions
- ➡ Attitude
- ➡ Premature opinion



4. Receiver related barriers:

- ➡ Poor listening
- ➡ Misinterpretations
- ➡ Mistrust
- ➡ Distractions



5. Sender related barriers:

- Faulty planning
- Vague presentation
- Filtering of information



6. Semantic Barriers;

- Unknown language
- Unknown word
- Unknown symbols
- Unknown signs
- Unknown pronunciation