

Name : Sania khattak

ID : 14560

Subject : Communication Skills

Final exam

Submitted to: Sir Sunil Chandler.

Communication Skills

Write five levels of communication in your own words. Write 2 examples for every level.

ANSWER:

There are five levels of communication Skills:

- 1. Interpersonal Communication**
- 2. Interpersonal Communication**
- 3. Mediated Communication**
- 4. Person-to-Group Communication**
- 5. Mass Communication.**

Intra-personal communication

can be described as communication with one's self, and that may include self-talk, acts of imagination and visualisation, and even recall and memory. You read on your phone that your friends are going to have dinner at your favourite restaurant.

Intra-personal communication serves several social functions. Internal vocalisation, or talking to ourselves, can help us achieve or maintain social adjustment. For example, a person may use self-talk to calm himself down in a stressful situation, or a shy person may remind herself to smile during a social event.

EXAMPLE 1: Intra-personal is within the organisation/person itself. Examples would be talking, arguing with, pondering, and self-scolding - silent communication with the little voice in our head that speaks to us daily.

EXAMPLE 2: Intra-personal The ability to communicate ideas, thoughts and feelings serves as the basis for all successful human interaction. Interpersonal communication refers to the conversation that is continually going on in your own mind. Interpersonal communication refers to the different types of verbal, non-verbal and physical actions or expressions that people use when they communicate with each other.

Intra-personal communication conflict: This conflict arises out of your own thoughts, emotions, ideas, values and predispositions. It can occur when you are struggling between what you “want to do” and what you “should do.” Example: Reyna is hiring a new member for her sales team. Oct 7, 2019 . What are the 4 types of conflicts?

The opposing force created, the conflict within the story generally comes in four basic types:

- Conflict with the self,
- Conflict with others,
- Conflict with the environment and
- Conflict with the supernatural.

Interpersonal Communication

Interpersonal communication is the process by which people exchange information, feelings, and meaning through verbal and non-verbal messages: it is face-to-face communication.

There are 4 types of interpersonal communication. Most interpersonal skills can be grouped under one of four main forms of communication:

- verbal,
- listening
- written
- Non-verbal communication.

Some skills such as recognition of stress and attitude are important to all forms of social communication. Examples of interpersonal communication in everyday life.

Example 1: Talking on the phone: whether we call a friend or a taxi, we are engaging in interpersonal communication. Tone of voice is as important as words when we are talking to someone verbally.

EXAMPLE 2: Expressing our emotions through facial expressions: a subtle way of communication with others. We can say one thing with our words, but express something different through our facial expressions.

Interpersonal communication conflicts:

Interpersonal conflict occurs when a person or group of people frustrates or interferes with another person's efforts at achieving a goal. According to some researchers, conflict can consist of three different components.

The behavioural component of conflict involves someone interfering with the objectives of another person. For example, a co-worker and you may be competing in a sales contest, and he constantly bugs you during your sales calls to trip up your sales pitch. He also throws away message slips from your potential customers that the receptionist leaves when you're away from your desk.

Elements of interpersonal communication: The interpersonal communication model looks simple having only six major elements:

- A sender,
- A receiver,
- A medium,
- Encoding and decoding and feedback.
- There's a flow of information between the sender and the receiver.

Mediated communication

Mediated interaction (less often, mediated discourse) denotes to communication carried out by the usage of information communication technology and can be distinguished to face-to-face communication. Mediated Communication examples of Computer.

CMC examples includes email, network communication, instant messaging.

EXAMPLES 1: of synchronous communication are video chats and face time audio calls. On the contrary, asynchronous computer-mediated communication refers to communication which takes place when the parties engaged are not communicating in unison.

EXAMPLE 2: A source sends a message through a medium (TV) to a receiver (audience) producing some effect define as mediated communication Using a medium to transmit a message.

The Role and Influence of mass media or mass media is communication

Whether written, broadcast, or spoken—that reaches a large audience. This includes television, radio, advertising, movies, the Internet, newspapers, magazines, and so forth.

Person to group communication

One person must communicate his ideas with another person. In group communication 2 or more persons have to generate ideas, strategies and must share those ideas with other group members.

When communication occurs between two persons, it is called interpersonal communication. On the other hand, when more than two individuals are involved, it is called group communication. Groups such as families, work teams, friendship circles, committees, and teams are some examples. Small group communication

For example, camera clubs meet to explore their members' interest photography. Other small groups exist to accomplish a goal or complete a specific task. For instance, a neighbourhood association might form a small group to draft community rules or plan a green space.

EXAMPLE 1 : GROUP COMMUNICATION: Families, friendship circles, work teams, committees, and sports teams are all examples of groups.

EXAMPLE 2: camera clubs meet to explore their members' interest photography. Other small groups exist to accomplish a goal or complete a specific task. For instance, a neighbourhood association might form a small group to draft community rules or plan a green space.

Five key elements of group communication

- Individual goals --.....> group goals.
- Conflict-.....-> cohesion.
- Conforming -.....-> nonconforming.
- Task dimensions.....> social dimensions.
- Homogenous -..... -> heterogeneous.
- Leadership --.....> follower-ship.
- Structure -.....-> spontaneity.
- Engaged --.....> disengaged.

➤ **Effective group communication** : Effective group communication is based on mutual respect and understanding between peers. It will come about if you encourage an environment where people are aware of their communication style, and where you continually work with them to develop better communication skills.

Mass communication

Mass communication is a process in which a person, group of people, or an organisation sends a message through a channel of communication to a large group of anonymous and heterogeneous people and organisations. Channels of communication include broadcast television, radio, social media, and print.

There are four functions of mass communications are: surveillance, correlation, cultural transmission and entertainment.

Common communication channels in mass communication include television, radio, social media, and print media. Examples of mass communication include commercial advertising, public relations, journalism, and political campaigning.

EXAMPLE 1: COMMERCIAL ADVERTISING:

The activity of attracting public attention to a product or business, as by paid announcements in the print, broadcast, or electronic media. 2. The business of designing and writing advertisements.

EXAMPLE 2: SOCIAL MEDIA:

Especially news that is spread through social media sites, plays into the idea of the attention economy. It is found that news use leads to political persuasion, therefore the more that people use social media platforms for news sources, the more their political opinions will be affected.

THE END