

Name: Fazal Haq Afridi
I'd 12815
Paper: Communication Skills

Question: What's the difference between interpersonal communication, intrapersonal communication, mediated communication, and mass communication?

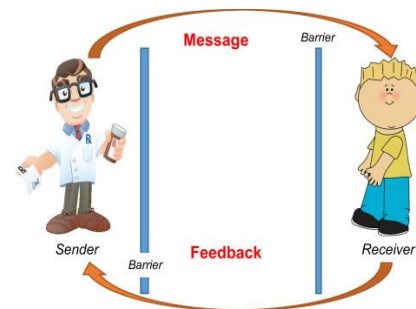
Answer:

COMMUNICATION:

Communication is the process of sending and receiving messages through verbal or nonverbal means through messages, calls, speech, or writing.

1: Interpersonal Communication :

Interpersonal communication is the process of exchange of information, ideas, and feelings between two or more people through verbal or non-verbal methods. It often includes a face-to-face exchange of information, in a form of voice, facial expressions, body language, and gestures. The level of one's interpersonal communication skills is measured through the effectiveness of transferring messages to others. Commonly used interpersonal communication within an organization includes daily internal employee communication, client meetings, employee performance reviews, and project discussions. Besides, online conversations today make a large portion of employees' interpersonal communication in the workplace.



Importance of Interpersonal Communication

There are many reasons why they are so valued, usually business is now conducted through online communication channels, it is still necessary to possess verbal skills to work effectively with your colleagues and bosses. Therefore, interpersonal skills are crucial for business success. Let's now take a look into why interpersonal communication is crucial for your career development and productivity in the workplace.

Problem-solving:

Interpersonal communication skills are necessary because they allow people to discuss problems and weigh the pros and cons of alternatives before coming up with the final solution.

For example, brainstorming exercises are situations in which interpersonal communication comes into play as it is very important that everyone feels respected and free to share their voice, ideas, and views.

Change management:

Good interpersonal communication is very important during change management efforts within organizations. Effective employee communication helps employees better understand the change, align with it, and collaboratively work towards implementing the change successfully.

Employee recognition:

Good interpersonal communication drives more employee recognition. When employees have good interpersonal relationships with each other and their managers, they are more likely to recognize each other's' good work and give constructive feedback.

2: Intrapersonal Communication:

Intrapersonal communication can be defined as communication with one's self, and that may include self-talk, acts of imagination, and visualization. Communications expert Leonard Shedletsky examines intrapersonal communication through the eight basic components of the communication process (i.e., source, receiver, message, channel, feedback, environment, context, and interference) as transactional, but all the interaction occurs within the individual

Intrapersonal communication is a method of communication that helps every person to communicate with himself or herself. It helps in clarifying what is known as the self-concept. It is necessary to create self-awareness about self-talk. Such awareness helps analyze self- concepts and overcome negative feelings.

ADVERTISEMENTS:

Those who talk to themselves are not necessarily crazy or mad. They are those who make effective use of yet another dimension of communication. Before making an important speech or attending a crucial meeting or responding to a provocative situation, you may take time off to talk to yourself, strengthen your resolve to exercise restraint, and eschew anger or sarcasm.

Quoting Abraham Lincoln, 'When I am getting ready to reason with a man, I spend one-third of my time thinking about myself and what I am going to say and two-thirds about him and what he is going to say.'

Intrapersonal communication, used effectively, provides the right balance, orientation, and frame of judgment in communicating with the outside world.

EXAMPLE:

INTERPERSONAL VERSUS INTRAPERSONAL

INTERPERSONAL	INTRAPERSONAL
Refers to something involving relations between persons	Refers to something occurring within the individual mind or self
There are two or more parties involved	There are no external parties involved
There are varied reasons for people to engage in interpersonal communications	May involve critical analysis or even a response to loneliness
There is feedback from the parties involved	There is only individual feedback

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3: Mediated Communication:

Mediated communication or mediated interaction (less often, mediated discourse) refers to communication carried out by the use of information communication technology and can be contrasted to face-to-face communication.

Examples of Computer-Mediated Communication

CMC examples include email, network communication, instant messaging, text messaging, hypertext, distance learning, Internet forums, USENET newsgroups, bulletin boards, online shopping, distribution lists, and videoconferencing.

Why is mediated communication important?

Technology can overcome restrictions of time and place, to search for related materials, to examine multiple contents, and to support many communication channels. The mediated nature of communication allows greater control and more cautious material of personal information.



Radio:

Radio is considered the most widely accessible form of mass communication in the world and the medium used to the greatest degree in the United States.

EXAMPLE of Mass Communication: