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METWETQFES

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Question / Answer

Q1 If you run a business, what you have to tell employes about benefits of effective communication in the work place?

Answer no: 1

BENEFITS OF EFFECTIVE COMMUNICATION

IN THE WORKPLACE :-

The important of good communication in the workplace cannot be overstated.

Effective communication can have a significant impact on every aspect of a business, from culture and productivity to client relations and company growth.

TOP BENEFITS OF COMMUNICATIONS

1. MAINTAINS WORKPLACE HARMONY:-

Open communication plays a key role in maintaining the status quo

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in the workplace. Workplaces are typically staffed with people of different races, cultures, beliefs, and personalities.

2. INCREASES EMPLOYEE ENGAGEMENT:-

Employee

engagement is a perennial challenge for today's work place.

And while some businesses engage in all kind of weird and wonderful tactics to boost engagement, they often overlook the basics. In an environment of transparency and trust, employees have a clear understanding of their role and how it fits into the business and this is a critical step in ensuring they are engaged with their work and their managers.

3. BOOSTS PRODUCTIVITY:-

Productivity can increase by

20% to 25% in companies where employees are connected

one or in other words, where internal communications are working effectively.

4. IMPROVES CRISIS MANAGEMENT:-

Clear and

transparent communication is an essential tool for any business dealing with a crisis either internally or externally.

In fact, without communication, a crisis can grow legs and have a broader effect on multiple departments and an organization's reputation.

5. GENERATES A GOOD PUBLIC IMPRESSION:-

A company that has a

reputation for being good at communication internally and with clients ultimately portrays a good public impression.

These companies are showing they have nothing to hide and they are open and transparent in all aspects of their business.

Q2 Describe in detail an essential integrant involved in the communication process?

Answer no: 2

ESSENTIAL INTEGRANT INVOLVED IN THE COMMUNICATION PROCESS:-

The communication process involves understanding, sharing, and meaning, and it consists of eight essential elements: sources, message, channel, receiver, feedback, environment, context, and interference.

1. SOURCE:-

The source imagines, creates, and sends the message. The source begins by first determining the message - what to say and how to say it.

The second step involves encoding the message by choosing just the right order or the perfect words to

convey the intended meaning.

2. MESSAGE:-

The message is the meaning produced by the source for the receiver or audience. When you speak to a person your message may be the words you choose that will convey your meaning. But that is just the beginning. The words are brought together with grammar and organization. You may choose to save your most important point for last.

3. CHANNEL:-

There are different ways for a message to travel between the source and the receiver and the receiver and this is called the channel. For example, think of your television.

4. RECEIVER:-

As a receiver you listen, see, touch, smell and/or taste to receive a message and interpret the

message from the source intentionally and unintentionally.

To better understand this component, think of a receiver on a football team.

5. FEEDBACK:-

When you respond to the source, intentionally or unintentionally, you are giving feedback. Feedback is composed of messages the receiver sends back to the source. Verbal or non-verbal, all these feedback signals allow the source to see how well, how accurately or how poorly and inaccurately the message was received.

6. ENVIRONMENT:-

The environment is the space where you send and receive messages. If you glance around your room, your environment can include the tables, chairs, lighting, and the computer you

are using. The room itself is an example of the environment.

7. CONTEXT:-

A presentation or discussion does not take place as an isolated event. Context is the circumstances that form the setting for an event, statement, or idea, and in terms of which it can be fully understood and assessed. For example, when you came to class, you came from somewhere, so did the person seated next to you, as did the instructor.

8. INTERFERENCE:-

Interference, also called noise, can come from any source and has the ability to block or change the intended meaning of the message. For example, if you drove a car to work

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or school, chances are you were surrounded by noise. Car horns, billboards, or perhaps the radio in your car interrupted your thoughts or your conversation with a passenger.

Q3 In many communications, the message may not be received exactly the way the sender intended. What are the common barriers to effective communication?

Answer no: 3

COMMON BARRIERS TO EFFECTIVE COMMUNICATION:-

At work, you will use a variety of verbal and nonverbal communication tools and tactics to share information and maintain business operations.

As an employee, you might sometimes face obstacles that make communication challenging. When communication barriers arise, it can be difficult to maintain and develop relationships with colleagues, leaders or clients. This often leads to confusion and can make your day-to-day duties more difficult. By recognizing these barriers and being aware of your own communication habits, you'll be better able to resolve these issues when they come up.

To help, here are five common barriers to effective communication:

1. Using industry jargon
2. Providing too much information at once
3. Differing communication styles

4. language and hearing barriers

5. Physical barriers

USING INDUSTRY JARGON:-

Every industry has its own set of unique words and phrases. While using these terms can seem more efficient at times, it's often confusing for those outside the field or with little or no professional experience.

Using jargon or highly technical language can abstract your messages and make it more challenging for people to understand important information.

PROVIDING TOO MUCH INFORMATION

AT ONCE:-

Whether you're giving a presentation during a team meeting, training a new

employee or explaining a product to a customer, it's easy to share an excess of information.

DIFFERING COMMUNICATION STYLES:-

Everyone has their own unique communication style. Some people are outwardly expressive while others maintains a more neutral tone.

LANGUAGE AND HEARING BARRIERS:-

If someone has a hearing impairment or is not fluent in your language, they may have a challenging time understanding what you're saying.

PHYSICAL BARRIERS:-

Another one of the most common communication barriers is physical boundaries. While face-to-face communication

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MULTIPLYING

is generally the most effective, its not always possible - especially for businesses with multiple locations or remote workers.
