

TYPES OF COMMUNICATION

- VERBAL COMMUNICATION
- NONVERBAL COMMUNICATION

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VERBAL COMMUNICATION

- THE EXCHANGE OF INFORMATION, IDEAS, THOUGHT, THROUGH THE USE OF VERBAL OR SPOKEN WORDS.

- - Speech communication
- - Written communication



NON-VERBAL COMMUNICATION

COMMUNICATION NOT INVOLVING WORDS:
COMMUNICATION BY OTHER MEANS THAN BY USING
WORDS, E.G. THROUGH FACIAL EXPRESSIONS, HAND
GESTURES, AND TONE OF VOICE



- Kinesics- Body Signals
- Artifacts- Object Signals
- Haptics- Touch Signals
- Proxemics- Space Signals
- Chronemics- Time Signals
- Personal Appearance



BARRIERS IN ACHIEVING EFFECTIVE COMMUNICATION

Different Backgrounds of Sender
and Receiver

Signaling- messages conveyed
without words

Communication Situation

Quality of Message Content

Speaking Skills

Listening Skills

Noise/Sound/Distracted



WAYS IN OVERCOMING BARRIERS IN COMMUNICATION

- Eliminating differences in perception:
- Use of Simple Language:
- Reduction and elimination of noise levels:
- Active Listening:
- Emotional State:
- Simple Organizational Structure:
- Avoid Information Overload:
- Give Constructive Feedback:
- Proper Media Selection:
- Flexibility in meeting the targets:



SIGNIFICANCE OF COMMUNICATION IN EVERYDAY LIFE

- For transfer of ideas
- For Interacting With Society
- For Education
- To Update Oneself
- For Entertainment
- To Understand The World



ACTIVITIES WHEREIN COMMUNICATION IS SIGNIFICANT

- Talking with peers
- Discussing lessons in class
- Poetry reading
- Business communication
- Singing
- Acting
- Judging, etc.

