Types of Communication

-VERBAL COMMUNICATION
-NONVERBAL COMMUNICATION

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VERBAL COMMUNICATION

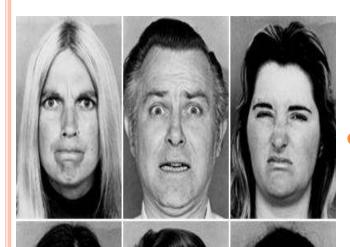
- THE EXCHANGE OF INFORMATION, IDEAS, THOUGHT, THROUGH THE USE OF VERBAL OR SPOKEN WORDS.

- - 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

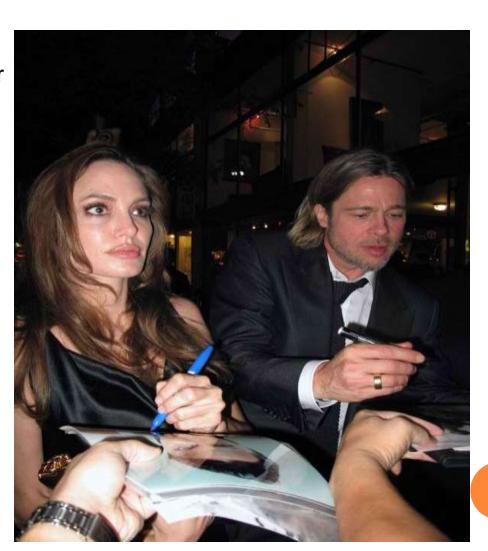




- Artifacts- Object Signals
- Haptics- Touch Signals
- Proxemics- Space Signals
- Chronemics- Time Signals
 - Personal Appearance

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/Distraction



WAYS IN OVERCOMING BARRIERS IN COMMUNICATION

- Eliminating differences in perception:
- Use of Simple Language:
- Reduction and elimination of noise levels:
- o 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

