

The Role of Business Communication: Effective Barriers and Types of Communication

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Abstract

As a characteristic of socially defined people, everyone is in communication with the others in the social situation. Whatever the pleased is, individuals should exchange and share thoughts, news, in other words they should communicate. A communication barrier is anything that prevents us from receiving and understanding the messages others use to convey their information, ideas and thoughts. There are five of these types of barriers to effective communication, including: Attitudinal Barriers, Behavioral Barriers, Cultural Barriers, Language Barriers and Environment Barriers .A common cause of communication breakdown in a workplace situation is people holding different attitudes, values and discrimination. In this observe, more than ever in organizations where formal and informal communication exists, “communication within organization” plays a vital role in structuring the organizational actions, objectives and corporation.

Keywords: Communication, Business Communication, Language, Barrier, Attitude, Behavior, Culture, Language, Environment

Introduction

Communication with one another is an essential part of human beings. Every human being spends a major time to communicate with others. There can be Know method understanding without communication. So, any group of human beings, communication is essential. It means different person are linked together in a group of organization. No group movement achievable without communication, every organization has a purpose. Communication is the tool which helps one to complete the function speaker goals of an organization. It is significant to have a word & put in writing clearly. Most people would have the same opinion that communication between two persons should be simple. It's important to retain information that there are differences between discussion and communicating. When we communicate, we are successful in getting our point across to the person we're talking to. When we talk, we tend to erect barriers that hinder our ability to communicate. Most people would agree that communication between two individuals should be simple. It's important to remember that there are differences between talking and communicating. A communication barrier is anything that prevents us from receiving and understanding the messages others use to convey their information, ideas and thoughts. They can interfere with or block the message you are trying to send

Types of communication

Formal and informal are classified as two groups of communication within organizations .Nonverbal communication describes the process of assigning meaning in the form of non-word messages. Some of non verbal communication includes chronemics, haptics, gesture, body language or posture; facial expression and eye contact, object communication such as clothing, hairstyles, planning, symbols info graphics, and quality of say as well as from first to last a collection of the exceeding. Non verbal qualities of speech known as paralanguage. These include voice lesson excellence, feeling and language style as well as prosodic facial appearance such as measure, inflection and tension. Elements of Communication Process: Elements of communication process are: (1) sender (2) message (3) encoding (4) communication channel and medium (5) receiver (6) decoding and (7) feedback. (8) Noise. Communication may be clear as a development with reference to substitute of essentials or thoughts between people investment diverse positions in an organization to achieve reciprocal agreement. The communication process

is dynamic in nature rather than a static. Communication being a process , requires at least two persons (1) sender and (ii) receiver Irrespective of the mode of communication. The whole process may be shown in the following figure:

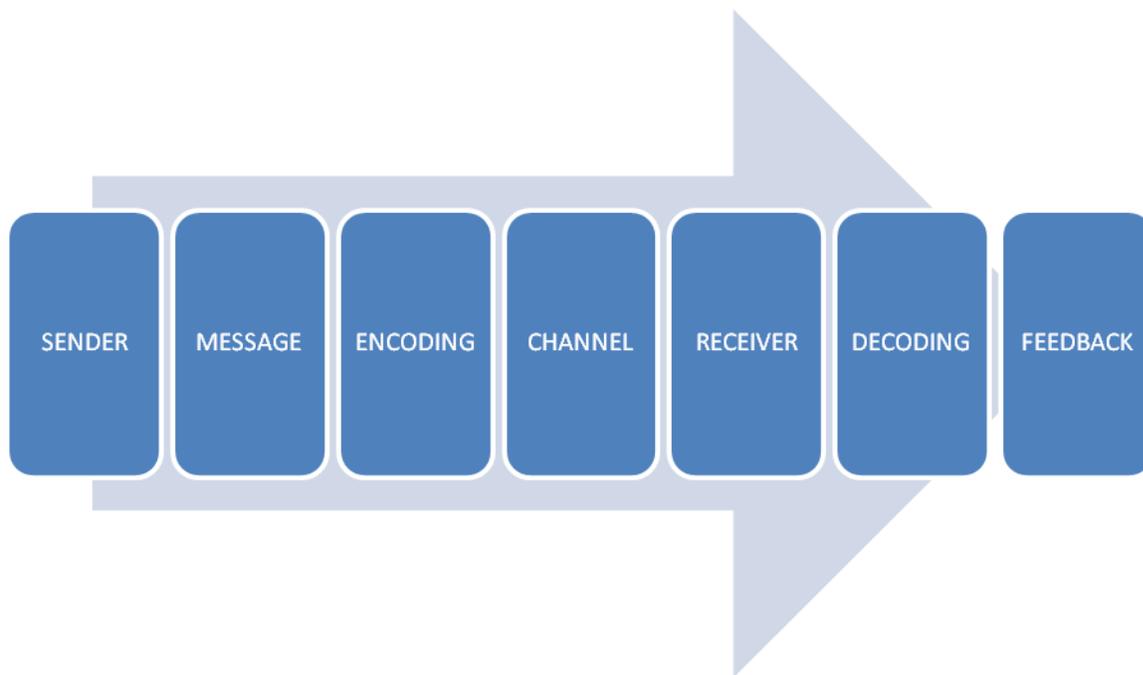


Figure I

Barriers to communication: Communication is the key factor in the success of any organization. When it comes to successful communication, there are constructive barriers that every organization faces. People time and again are aware of that communication is as straightforward and easy as it sounds. No doubt, but what makes it complex, difficult and frustrating are the barriers that come in its way. Some of these barriers are mentioned below. Barriers to winning communication contain message overload, and meaning complexity. Barriers to communication can be classified into the following broad categories:

Physical Barriers: Communication is the key factor in the success of any organization. When it comes to successful communication, there are constructive barriers that every organization faces.

People time and again are aware of that communication is as straightforward and easy as it sounds. Some of these barriers are mentioned below. Barriers to winning communication contain message overload, and meaning complexity.

Emotional Barriers: Tough to overcome but are significant to put to the side to connect in conversations. We are often taught to fear the words coming out of our own mouths, as in the phrase anything you say can and will be used against you. Overcoming this fear is complex, but essential. The trick is to have full self-assurance in what you are saying and your experience in saying it. People often pick up on lack of self-confidence. By believing in yourself and what you have to say, you will be able to exchange a few words clearly without becoming overly involved in your emotions.

Cultural Barriers: As the humanity is getting more and more globalized, any great office may have people from a number of parts of the world. Different cultures have a different meaning for more than a few basic ethics of humanity. Dress, Religions or lack of them, food, drinks, one culture to another. Hence it is a must that we must take these special cultures into explanation while communication. This is what we call being culturally appropriate.

Organizational Barriers: As we saw there are many methods of communication at an organizational level. Each of these methods has its own troubles and constraints that may become barriers to effective communication. Most of these barriers arise because of propaganda or is deficient in of appropriate transparency available to the employees.

Attitude Barriers: Certain people like to be gone on your own. They are the introverts or just people who are not very public. Others like to be social or sometimes additional. Some people have attitude issues, like colossal ego and unkind behaviors. These people can reason strict strains in the communication channels that they are near in. positive character qualities like nervousness, irritation; public concern may be not fixed through courses and appropriate training. However, troubles like egotistic actions and self-interest may not be correctable.

Perception Barriers: Different people perceive the same things another way. This is a fact which we must consider for the period of the communication process. All the messages or communication must be simple and clear.

Language Barriers: Look beautiful self-inherent, but there are often hidden language barriers that we aren't always aware of. If you work in an business that is important in language or technical language, care be supposed to be in use to keep away from these expressions when words with someone from outside. Without being patronizing, visualize explaining a condition in your industry to a child. How would you convey these concepts without relying on language?

This paper recognized that the role played by communication during change in the business organizations is necessary for successful change management.

CONCLUSION

This paper recognized that the role played by communication during change in the business organizations is necessary for successful change management. The people are the explanation sources to convey about modify in organizations.

In the concluding part of this text, it is essential to bring to light that efficient

Communication is very necessary not only for the growth and improvement of the organizational structure, educational institution, academic learning or in performance of one's daily schedule tasks but also for the individual as a Whole. It is regarded as mandatory to develop politeness, good manners and respect within ones approaches and attitude. Psychological barriers to effective communication can be marital barriers, academic culture and communication flow. Implementation of solutions to remove those barriers leads to effective communication as well as efficiency in achieving the desired goals and objectives. Finally, it can be stated that barriers do come up within the course of communication, but in order to effectively communicate, individuals.

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