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Effective Team Working

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INTRODUCTION: In this assignment I will explain about the importance of communication, theories of communication, my own justification and research about communication and its impact in our life.

Communication is the best way and important skills that everyone can have it or can improve it. In another hand without communication life is board and meaningless.

Communication Definition:

- According to (DR Sam Trychin) P.h.D psychologist with hearing loss.
The main cause of a communication is to be survivor. Communication is our need to be social and independent. Without communication there is no connection between human and things around us. Communication is the best way of getting involved with environment to improve our sensory emotionally and physically.
- According to (Peter Kastberg), to be able to understand communication you must have strategic about your goals in future and how you are passionate about it.

Communication is about how fast you can absorb the knowledge you are seeking it and how logically you come with a conclusion to solve the issue in society.

- According to Alan Baker, communication is a skill. This skill might be existed in someone and not exist in others.

Those who do not have skill of communication they still can improve it by knowing the three levels of understanding a communication.

1. Action, we can take an action when we have enough
Information regarding the problems.

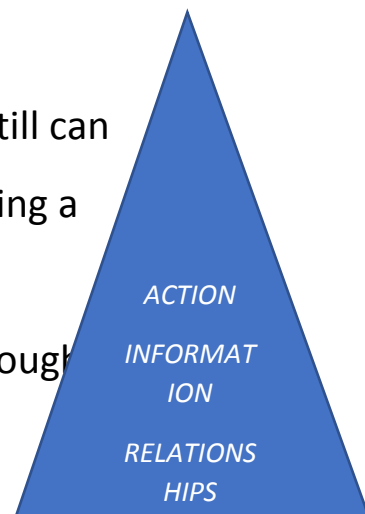
2.Information, we must collect data about the issues and

Which step we should take next.

3.Relationships, we must be assured each information we collect must be connect to our main case and must be well organised to avoid things goes wrong.

We can simply say that the communication is an act of agreement.

IMPORTANCE OF COMMUNICATION: how we communicate in social, in an organization or in a company defence our charters and our commands. The importance of



communication can be our speeches, thoughts, views and shows how keen and responsible we are in our everyday life. Communication has a big impact in our social life. Behaviour and Furthermore, communication has correlation between us and next generation to provide them our culture and history, as well as importance of their rights, value in a networked environment. According to (Sofia Bratu 2014) Spiru Haret University.

EFFECTIVE IMPORTANCE OF COMMUNICATION:

According to (Johan Adair 1997,2009) when we can say that an effective communication happened that two parties have the same view and thoughts about their decision. Equally an effective communication is the skill of a person who make others understood about a common set of symbols. An effective communication can use four elements in order to be effective and understand by everyone.

Important keys in communication

Key elements

Notes

Social contact: To be in touch with others.

Common medium: To have same idea and must share means of a communicate.

Transmission: The words have to be clear to understand.

Understanding: The line has to be abtioneed clearly understood and interpreted.

METHODS OF COMMUNICATION:

All communications are effective and important by knowing function and aspect of them.

Also how to use them to manage and organise ourselves in contrast of statements. We have to be conscious if our words changed our expression must change as well in order to support our commands.

It is necessary to boost both verbal and nonverbal communication equally important together with body language.

1. Verbal communication: verbal communication is useful to explain misunderstanding someone approach with it. Verbal communication depends on our tone of voice, way of behave with people verbally some of our words might impress others and some could be inefficient to them.

Sometimes to speak more efficiently with opposite side is more powerful than taking an action with prove nothing and useless.

2. Nonverbal communication: has their own roots. The volume of nonverbal sometimes is louder than verbal communication.

- Facial expression face, eyes, posture, the way we sit and stand communicate importantly with others rather than our speeches.
- Our appearance must be smart and unique to supply nonverbal thoughts that effect opposite side and get their attraction before they hear or read us.
- Nonverbal communication is important in business as well and plays a role in it. If we learn how to deal with nonverbal message accurately, it might be helpful to predicate our business state in future.

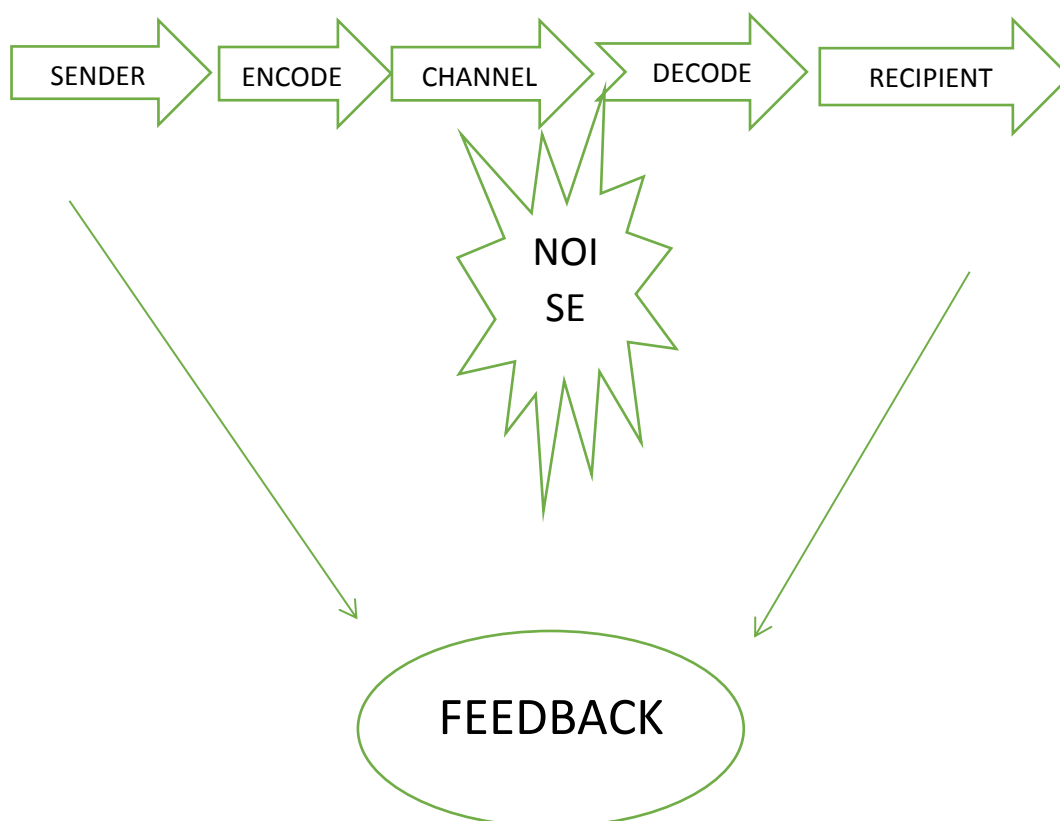
As a matter of fact nonverbal communication is more important than words.

According to (Daily Newspaper (colombo) Sri Lanka (13 sep 2010) HT Media Ltd

Theories of communication:

- **SW Models:** the communication can be used in many ways. In order to effect in the mind and have same impact to the other side of our conversation. This involves not only written and verbal communication but also music,

pictures, arts, cinema and our behavior. The Shannon and Weaver's model have five elements and this can be disturbed with noise signal.



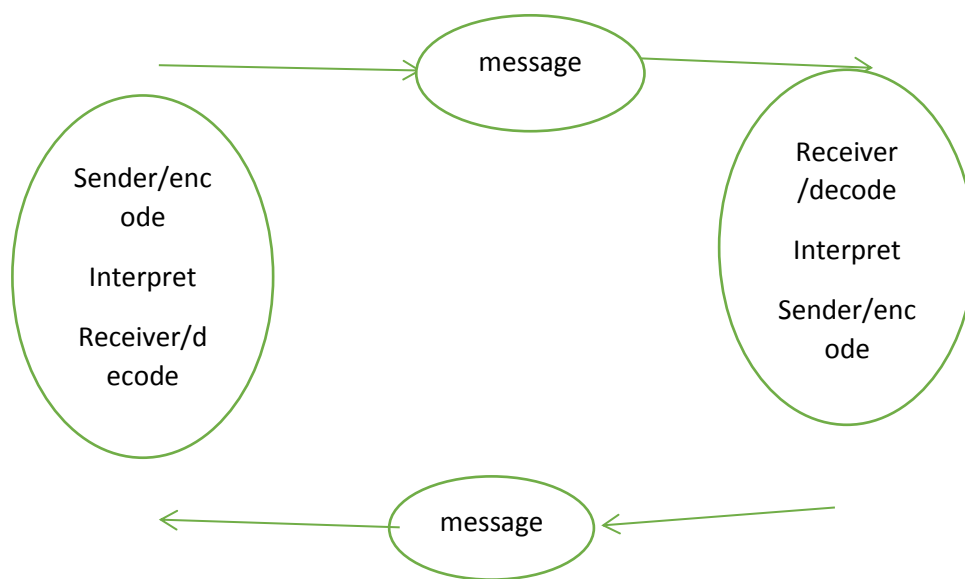
Berlo's Model: He has a different type of communication model. His model has four points and known as (SMCR) source, message, channel, and receiver, he called his elements as "A model of the ingredients of communication" (PP.23-24)

Berlo's Model

Source/Encode/ Message/ Channel / Decodes/Receiver

Communication skills	Elements	Hearing	Communication skills
Attitudes	Structure	Seeing	Attitudes
Knowledge	Content	Touching	Knowledge
Social style	Treatment	Smelling	Social style
Culture	Code	Tasting	Culture

- **Schramm's Model:** He introduced that communication is a circle shape. That encode sender and decodes receiver both can send feedback to each other like each side can take a turn. It gives chance to boost your skills makes communication easier and gives experience to the audience. In his model sender could be anyone and receiver as well. He did not mention that we can use his model for any particular situation, or there is no intuition knowledge between encodes and decodes, they might be in same level of understanding or might not be.



My own justification about the Models:

- In schramm's model that he invented at (1954) communication becomes like a cycle that always process. In his model we learnt that we can send feedback and be responsible for what we received most of the time without disturbing the noise. He said that communication is a extend flow of messages and feedback. But he did not mention any factors or technology that support his model in order to have an effective communication. In his model we do not know with whom we communicate, and there is no guaranty with result we are seeking for it could be great or heavy to handle it.
- In Berlo's model he said and described that every person has their own factors of affecting to make efficient communication.
He believes, in order to have an effective communication every parties must be in the same level of knowledge and properly understood the subjects. In Berlo's model does not show receiver respond to send feedback to sender. His model is like a straight

linear rather than a circle, but he insisted that his model is useful to identify the specific elements of a factors.

- Shannon and Weaver's model argues that a communication might be interrupt due the outside or inside noise. After Warren Weaver added a 7th line to their model, it become more effective and powerful he changed the model from a linear to circle. They believed that there is always noise around us where we communicate, but the most common situation where a transmitter and receiver can have broken noise is on telecommunication in this state noise can come from anywhere.

This model does not consider on face to face situation where we can have an environment communication to each other that noise cannot disturb it. This model is useful in telecommunication fields like Radio, Television, Phone and contemporary technology where sounds effect it. Most of time a good and friendly communication can happen without having concern regarding the noise

Communication at my workplace:

The way we communicate is very different to each situation and it depends to whom we speak. Communication at workplace is very important, if we know how to communicate in a workplace it gives us more opportunities to improves our skills and open new doors to victory. There is two type of communication at workplace, formal communication to be used in seminars, in training class, meeting and conference. Informal communication can be used with our close friends and close colleagues at workplace. At workplace we need to have good manners and be polite all the time that our behaviour spoke to the others. It is necessary we exchange our views and ideas with our partners and get information from them.

Both communication and management stand together at workplace it allows employer and employee to function accurately.

Effective communication must be very acute and sensitive especially when it comes to interview and finding jobs. Good communication verbal and nonverbal with smart appearance product confident for employee to achieve his prosperity. Another way of to be success in communication at workplace not only workplace, but everywhere to have confident. Confident is the key of achievement and it allows to progress in every ingredient

alongside with pleasant communication. In order to have an effective communication at workplace, be a good listener, speak clearly, have strategies plans, stress control and emotional management.

My conclusion: At the end communication is a multimedia tools to enhance the community. By knowing how to communicate individually with things around us, it gives us more chance to be safe and make the environment secure for every citizen in society. Effective communication needs to be reasonable to begin in order to get its result as good outcomes. Reading, listening, speaking, writing and sending emails are all a way of communication. The theory of communication is design for increasing our confidence at workplace our everyday life, and how to be more realistic about our issues approaching with it in uphill situation. We can say Communication is a way of transferring data to process in information that makes everyday life easier. The primary of communication is how our speeches bland and effect on others.

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