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Description of the three communication patterns you learned, identifying their similarities and differences, and in case studies and examples of workplaces to show their meanings. Use in textual references and sources you have read for your list of references.

1. Berlo SMCR communication model

The description

In 1960, David Berlo developed the Berlo Sender-Message-Channel-Receiver (SMCR)

communication model taken from Shannon Weaver's communication model (1949).

Related factors affecting individual communication

make communication more efficient.

The model also focuses on the encoding and decoding that takes place before the sender.

send the message and before the receiver receives the message respectively.

Berlo's model mainly has four elements to describe the communication process.

They are the sender, the message, the channel and the receiver. Each of the components is affected by many factors.

2. Shannon and the Weaver model

Communication

"A message flows from an information source through a transmitter which encodes a signal. The communication channel, represented by the small square box subject to noise, transmits the signal to a receiver, which decodes the signal into a message that is delivered to a destination. "

3. Schramm's communication model

The description

"This model takes a classic approach to explaining the flow of communication. ... For example, an art teacher will not be able to explain the past to a group of second-grade students. Schramm communication includes encoder or Sender, decoder or receiver, interpreter and message. "

Similarities and differences.

In 1948, Shannon was an American mathematician, electronic engineer, and Weaver was an American scientist. The two have come together to write an article in the "Bell System Technical Journal" titled "A Mathematical Theory of Communication" and also called "Shannon-Weaver Model of Communication".

This template is specially designed to develop effective communication between sender and recipient. They also find factors that affect the communication process called "noise". At first, the model was developed to improve technical communication. Later, it is widely applied in the field of communication.

The model deals with various concepts such as information source, sender, noise, channel, message, receiver, channel, information destination, encoding and decoding.

III) Case studies

Practical example of the Shannon-Weaver communication model:

Thomson called his assistant "come here, I want to see you". During his call, noise appeared (transmission error) and his assistant received only "I want". Again, the assistant asked Thomson (feedback) "what do you Thomson".

Sender: Thomson

Encoder: Telephone (Thomson)

Channel: Cable

Noise: Distraction in the voice

Reception: Telephone (Assistant)

Receiver: Assistant.

Due to transmission error or noise, the assistant cannot understand Thomson messages.

* Noise that affects the flow of communication between them.

What is the understanding of the communication models

According to the article intitled Models of Communication by Businesstopia, 2018:

Communication models are systematic representations of the process which helps in understanding how communication works can be done. Models show the process metaphorically and in symbols. They form general perspectives on communication by breaking communication from complex to simple and keeps the components in order.

It is in fact a communication representation that we create that we follow to explain the flow of information in the direction of understanding a pre-established concept.

Exemples of bad communication in the work place.

5 Bad Communication Habits You Need to Break Immediately by kat Boogaard

1.Constantly interrupting. We all have one thing in common when talking: We want to be listened to. ...

It is clear that the interruption in the conversations is a problem because this does not allow an objective communication flow. This does not allow conversations to be ended objectively, because there is always another idea to interject in communication and communication can ultimately become complex.

2.Multitasking. ...

MULTITASKING, Multiple tasks at the same time refers to the multiplicity of tasks at the same time, which introduces the concentration factor for effective communication. In fact, going from one point of concentration to another is not an easy thing which often creates points of mistakes made and confusion.

3.Using qualifiers. ...

Using qualifiers refers to the idea of making the other person's idea your own, and sometimes even changing it, it is believed that the person is going to say something that can be changed in a better sense or that it is simply not a good idea.

4.Equating your experiences. ...

Equating experiences

Most of the time people want to understand what you haven't finished explaining them or you haven't started explaining them. People often want to take your experience when they don't understand it but want to pretend to understand it using words that are favorable to them.

5. Floundering. ...

Floundering, talking to talk without a specific purpose and something that can seem boring and in fact annoying to those who are listening. There are those people who speak to speak without really wanting to establish a point, so it is important to be able to be clear precise with a clear goal in order to be able to be understood and thus participate in a constructive condition.

6. Avoiding direct contact. ..

Often times it is easier for some people to write lines and lines of texts or emails rather than trying to do two sentences face to face with someone. It is clear that often in a business or personal environment, it is more advantageous to line up a few lines to make yourself understood rather than to write a letter that will ultimately create confusion.

7. Waiting instead of listening. .

It is very important to be able to actively listen to someone when they are speaking, this allows them to subsequently have a balanced exchange containing information that will be part of constructive disinformation. This is part of what we call active listening, there is certainly a big difference between listening and hearing.

8. Using filler words.

Often some people make the mistake of asking you to answer by mentioning only their name and listening to the rest, for example when someone has to follow up on a job, it happens that we put the words in the mouth of this person. to answer. It is not always a good decision because the person cannot always respond objectively. It is also part of a communication mistake.

Suggestions on how communications can be improved in a workplace

1. Establish a foundation at first

The relationship that can be shouted between an employer and his employee is very important at the beginning of the relationship to establish a strong foundation.

2. Prove through your words and actions that you are trustworthy.

According to the American Psychological Association, nearly one quarter of employees don't trust their employer. It sounds simplistic, but it's true: proving trustworthy to your employees will result in effective business communication time and again.

3. Set up monthly or weekly 1 to 1 meetings

Having regular meetings with your employee allows you to be able to see exactly what are the opinions the interests the challenges the different points that the other might want to address and this can only be done through a 1 to 1 meeting.

4. Explain why you asked your employee to do something.

It is very important to be able to clearly formulate the recommendations requested to an employee. This makes it possible to clearly finish what one would like to see done, and it also removes any confusion that may exist, in addition it reassures the employee in what is expected of him.

5 Really Listen

Listening actively is an important way to be able to communicate, it goes both ways and is constructive for both parties.

Often people think it's just a matter of sending a message to the right person; it goes further than that, as it is important to make sure both sides of things are understood and that all resources are used to bring communication to an effective level.

Conclusion

Communication is a key element to all correspondence, exchange and must enter in all its attributes in order to fulfil its full capacity.

There are no businesses, companies or organisation that can succeed without a comprehensive Communication tool, it all depends on the aims that people have to build long, lasting and effective relationships.

IV) REFERENCES

<https://www.businesstopia.net/communication/berlo-model-communication> accessed 19/10/2021

<https://www.communicationtheory.org/shannon-and-weaver-model-of-communication/>

<https://justworks.com/blog/easy-ways-improve-communication-workplace>