Effective Team Working and Communication

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INTRODUCTION

Communication is defined as the giving, receiving or exchanging of information, opinions or many ideas so that the message is completely understood by everybody. A two-way process, communication its following the elements; sender, message , channel , receiver , feedback and context. The communication is very important. I would like to discuss about the three models of communication:

Shannon and Waver was created in 1948 the model is more technological than others.
In these models the <u>sender</u> is the person who send the message, chooses the channel and sends the message.
<u>Encoder</u> is the sender who uses machine, which converts message into signals or data. It refers directly to machine.
<u>Channel</u>, medium used to send message.
<u>Decoder</u> is to use to convert signals or binary data into message or the receiver who translate the message from signals.
<u>Receiver</u> is the person who received the message.

<u>Noise</u> is the physical disturbances like environment, people, etc.
Ex. Maria and Pedro was about noise, Pedro does not understand what Maria she said because of noise.

Schramm's Model of communication 1954.
Information is of no use unless and until it is carefully put into words and conveyed with others.
SENDER/ENCODER-SIGNAL-DECODER/RECEIVER-NOISE when the information reaches the recipient his prime responsibility is to understand what the speaker intends to convey.

Berlo's model of communication 1960 is described factors affecting the individual components in the communication making more efficient.
Ex. The professor and the village people, the people they don t understood what the professor says, because he don t speak properly.

COMMUNICATION SKILLS

Verbal communication is about language, both written and speaking. Is to share information with other people.
Oral communication is the ability to transmit ideas from your mind to another person or person. That is means to present the idea clearly.
Written communication is when you written a message that two or more people change. Is less efficient than oral communication.
Non-Verbal communication is about how you feel, emotions, attitudes without the use of verbal language.
Ex. A Day with a Chief there was non-verbal communication, and when you have a good position but you don t know how to have a good attitude.

ACTIVE LISTENING is the preparing to listen when you need to listen and to give a good answer, always pay attention show that you're listening.
EMPATHIC LISTENING, let them dominate the conversation, try to be a patient listener, emotional connection shows someone how you feel. As human financial advisers compete with passively managed index funds and try to be

managed, can differentiate themselves and add value for clients. People that know will hear them without judgement and will helps how to solve all the conflicts.

ADVANTAGES AND DISADVANTAGES

The internet it offers several advantages to access the information, communication and global socialization.
Advantages is how to access the information with just a single click on the Google and Yahoo. It's easy access to information ranging from politics to health and nutrition.
To use emails, the internet has enabled faster communication between people in various parts. The speed and convenience of sending messages and trade. Internet protocol are some of the widely used real-time communication options over the internet.
The internet has also a led to the growth of social media. Through websites like Twitter, Instagram has enabled friends, relatives and the co-workers to stay for a longer distance. Has online business by linking potential buyers to sellers. With just a smartphone or a computer, it can search for your favourite

product and order it online. This is convenient for both the customer and the vendor and contributes to market efficiency. Entertainment is one of the major advantages of the internet. Users they can watch movies, live events, listen to music and play online games.

The biggest disadvantage of communication is that it takes a lot of time to listen, speak, read or write. Make communication less personal, not always sure who you are.

The disadvantages of communication in an organization for example, waiting for a response, dealing with incorrect information, navigation the barriers of the communication. Unless the mechanisms are put in a place to get feedback from the audience, many mass media communication methods are one-way.

IN CONCLUSION

The communication is very important, when we communicated is very easy because is defined as the information or transmission is the act of giving receiving and sharing all the information with the people.