

Effective Team Working and Communication Report

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Date: 04/05/2022

Table of Contents

Introduction.....	3
Three models of Communication.....	3
The Shannon Weaver Mathematical Model, 1949.....	3
Berlo's Model of Communication.....	4
Schramm's Model of Communication, 1954	6
Case study refer to Berlo's Model	7
Communication skills	8
Advantages of technology in communication	8
Disadvantages of communication technology	9
Conclusion	9
References:	10

Introduction

The basic purpose of this report is to describe the communication in the classroom as part of good environment, also reflects the communication models, the advantages, and disadvantages of communication skills.

Effective teamworking and communications help students to promote bonding, build trust for a shared goal. **Communication** builds relationships and stronger **teams** between all students. The models of communication render an important contribution in facilitating the processes of communication in an efficient manner.

Three models of communication

In the classroom, the model of educational communication refers to the process while the teachers create messages and establish some objectives to teach their skills properly. In this situation, the skills are necessary to send the messages and to achieve the objectives of students through the suitable channels that affect the learning innovation process (Ceur-ws, 2022). The basic communication models consist of several components such as the sender, receiver, contextual factors, medium of carriers, the messages, message itself and also the feedback. In a classroom being able to communicate effectively stimulates thinking, modifies attitudes, encourages efforts and encourages in their work also. In the classroom environment, the communication models help to understand and identify the relationships and the components in the process of communication. Also, it represents several new thoughts and ideas in the various aspects of communication skills as well as it helps in effective communication system planning. Some of the effective communication models are-

The Shannon Weaver Mathematical Model, 1949

The Shannon Weaver communication model refers to the integrated model of communication and the concepts of information decoding, encoding, information destination, receiver, noise, probability of error, channels, signals, transmitter, messages and sources (Leaderinme, 2022). Ineffective communication is the original model as well as it has several components such as destination, channel, transmitter, receiver, information source and many more. In this information source, the collected information is stored properly. The advantages of the model are that the concept of noise in the classroom helps to make effective communication by removing the problem causing noise and removing the noise properly.

Sender- This model starts with the information source or sender. It is that person who informed everything from the beginning. Senders can send messages in several ways in this model like through body language, orally, music, written form or many more.

Encoder- In this model, it is the next step that converts the ideas into the signals that the senders send the message to the receivers (Communicationtheory, 2022). It is the person who turns the ideas into sign language, written words, and spoken words while teachers communicate with their students.

Channel- The communication channel is the infrastructure to get some of the information from the transmitter or the ender through the receiver or the decoder (Rohid and Rusmawati, 2019).

Noise- In the next step of the Shannon Weaver model that could interrupt the understanding of the message. In the classroom, there are external and internal types of noise that affect the environment.

Decoder- In this communication usually needs a device as well as it decodes the messages. While students communicate face to face, they can use decoding without using technology.

Receiver- It is the endpoint of this model that the receivers can properly receive the message (Monoskop, 2022).

Feedback- In the last step while the receiver receives the message, they need to give the feedback to the sender.

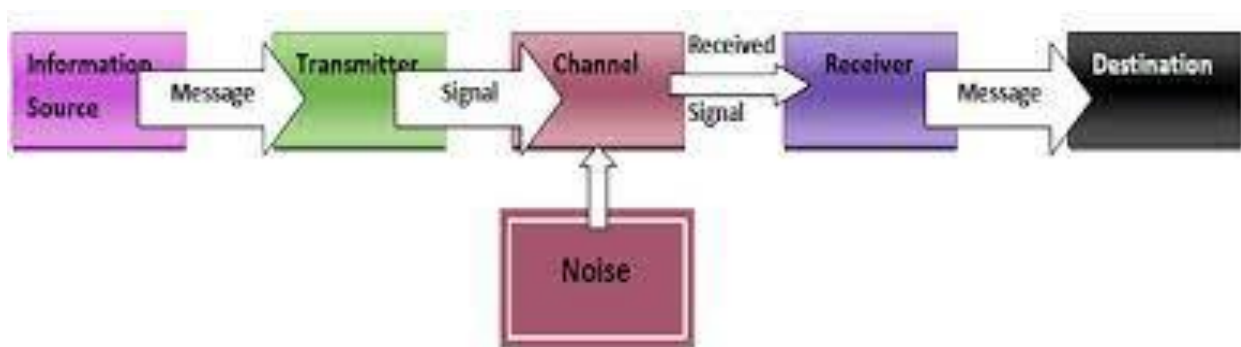


Image Source: (Communication theory, 2022).

Berlo's Model of Communication

Berlo's model of communication it is considered the message of emotional aspects. Also, the model operates the communication on SMRC model like Source, Message, Channel, Receiver. The communication model is outlined in several stages such as the message received, the message, the decoding of the message, the encoding of

the message, the delivery method of the message, communication source (Journals, 2022).

Source- In this model, it is the first step while the senders transfer some of the information to the receivers as well as they carefully put their thoughts into it. Also, this step is done with some steps like social system, knowledge, culture, attitudes, and communication skills.

- **Knowledge-** In a classroom, it is the clarity of any information that senders send to the receivers also it is the depth of information of any subject.
- **Attitude-** While a person who is a very good speaker, they have a great attitude in their nature so that they can effectively communicate with each other. It inspires the receivers, and it creates a great impression that is long-lasting.

Message- In Berlo's communication model while the individual converts their thoughts into words then the message is being created also the process known as the encoding process. In this model, the messages comprise some of the components like content, element, treatment, code, and structure.

- **Treatment-** Actually, it is the way the sender treats the message and conveys it to the listener. Also, it refers to the treatment of some messages.
- **Element-** It is the only speech that cannot be different from communication. Speakers constantly speak in the classrooms as well as listeners can be active listeners.

Channel- In this model it refers to the medium that the information flows from sender to receiver (Jstor, 2022). Receivers can receive the messages through hearing, viewing, communicating, and many more sources.

Receiver- In the final stage of communication the receivers can receive the messages through several things easily and they get it properly. In the communication process, the receivers and the speakers have a common background in culture and society.



Image Source: (Journals, 2022).

Schramm's Model of Communication, 1954

The communication model suggests in the two ways in process of both receiver and sender that they take turns into the receiver and the sender of a message. In this model, Schramm's initially proposed that communication is not the linear process of the model, it is the circular model process. Also, it takes the classic approach while explaining the flow of the communication process. In this model, the basic parts are divided into two parts: a receiver and the sender (Communication theory, 2022). In this communication model, some of the elements are included like the message, interpreter, receiver or decoder, sender, or encoder. This model emphasizes the communication process until senders get some feedback from their receivers. Some of the communication in Schramm's model elements are-

Source- In this model, the sender must be sure about the information that they send to their receivers because it is precise, essential as well as relevant. The messages must be legible and clear to be understood by receivers. Also, the senders take care of all these things.

Receiver- In this process, it is the decoder of the message. There are several factors while considering ensuring the recipients understand the messages while receiving them properly. In this model, it is considered the psychological process of communication and it is successfully termed.

Message- In Schramm's model of communication, it is the core content. The communication messages in various ways like video, audio, text and all combinations are presented (Pehlivan, 2020). Sometimes it is non-verbal and verbal. It also depends on the receiver and sender.

Feedback- In this model of communication this final part plays an essential role. In the communication process feedback is the crucial process of understanding that the sender sends messages to their receivers as well as understanding all the information properly.

Semantic Noise- In Schramm's model it is the interruption of the cause of process in communication. Sometimes the noise disrupts the communication process, failing the message and also disrupts the messages.

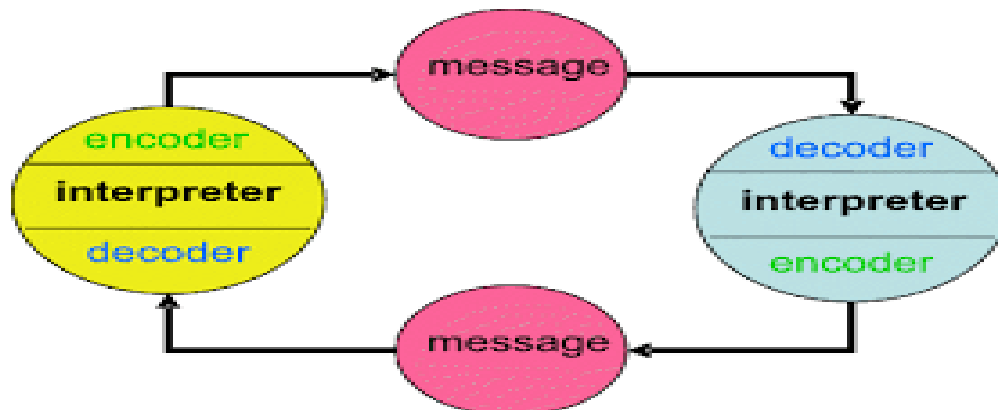


Image Source: (Internet, 2022).

Case study refer to Berlo's Model

Three years ago, I worked at the hotel as a cleaner, being a new employee, I had a not very pleasant situation with my manager. So, one day by mistake a customer broke a very expensive vase with her luggage as she prepared to leave the hotel, the accident happened because she was late at the airport and her luggage was too heavy and the vase overturned. Being at the scene of the incident, she asked me if I can help her to clean everything there. I started to clean and in a few minutes my manager came and started shouting at me. I panicked and I started to cry. The situation was saved by the customer who said that is her fault and she will pay for all the damages, and this is not my fault. The manager looked at me furious and left. After an hour we were called to the meeting, the manager came and in a loud tone began to tell us that we must be careful about everything that happens in the hotel, to be more responsible and to pay more attention to the situations.

Suggestion: In my opinion between me and my manager was a poor communication, also missing feedback. Like a manager he should be more understandable and respectful and take care of his workers. His reaction wasn't explained, in this situation my manager shows his negative parts: lack of knowledge and missing feedback. To

improve communication, we must be careful how our verbal communication can affect people. Being a good communicator requires the ability to listen, be conscious of leaving space and time for input.

Communication skills

Communication skills help people to achieve their academic potential, share ideas and feelings: positive feedback, teamwork, active listening exercises and some more that improve the communication. Classroom communication consists of three parts: non-verbal, written, and verbal communication.

Non-verbal communication- In this communication process eye contact is the most essential part of the conversation and receivers can focus on the conversation of the signals that are non-verbal (İhtiyaroğlu, 2019).

Verbal communication refers to the receiving or sending of any message through languages and sounds. Also, teachers can address the whole classroom or the individuals through verbal communication. Also, **written communication** is an essential part for students because they carefully listen so that they can take their notes properly.

Effective communication means that the concepts and the ideas are as well as people act on them (Pourmand, Pudasaini, and Shahandashti, 2021). Also, that means students can listen carefully and understand in a proper way. Some of the communication skills that develop the process properly. These are **friendliness, listening, confidence, concision and clarity, confidence, empathy, respect, open-mindedness, respect, feedback** and many more.

Listening- In the classroom the active listeners are involved while they pay attention to the other person. While communicating the speakers speak about the information as well as the listeners listen carefully to the information.

Confidence- In communication the most essential confidence from the interaction process. It shows that the co-workers believe in the process that senders send to their receivers.

Advantages of technology in communication

In communication, technology comes to facilitate smooth communication processes among all the individuals in business and in individuals. Also, the technology provides some alternatives to lead communication effectively (Ipl, 2022). It reduces face to face communication and it becomes massively easier in the conversion process. Also, it

influences the usefulness of both goods and services and helps in creating value.

Some of the advantages of new technology in communication are:

- Efficient and Instantaneous.
- Low cost of ownership.
- Easy Retrieval and Archiving.
- During emergencies, faster communication methods.
- Communication anywhere in the world.
- Communication made something easier.

These are the pros of communication technology and also senders can communicate with other people to service the new products, or the teacher can communicate with their learners from many different things in the classroom area (E3s-conferences, 2022).

Disadvantages of communication technology

The nature of communication is how technology works on the inhibition of personal communication that is instant and short as well as there is no way to express emotions or feelings compared to face-to-face communication (Ipl, 2022). Some of the communication technology disadvantages are-

- The increasing level of dependency on technology.
- Not always reliable.
- Makes the communication process less personal.
- Harder to use for the older generation.

The technology disadvantages can lead to loneliness or depression in the stage. Sometimes people feel that modern technology wastes their time in various ways (E3s-conferences, 2022). In this situation, technologies are the cause of distraction from study or from the work and it reduces the creativity of the people.

Conclusion

The above study shows that effective communication is essential and the theories in communication play an essential role. These are some of the skills that help in the communication process effectively. Also, while using the technology the senders and the receivers can communicate effectively anywhere in the world. There are some disadvantages of communication technology because people invest a lot of their time in it. The classroom communication relates to the counter messages and with other messages as well as it constitutes the process of teaching-learning. In the classroom that involves response, reception, initiation as well as serves as feedback.

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