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Effective Team working and communication.

Assessment.

Communication is the act of conveying meanings from one entity or group to another through the use of mutually understood signs, symbols and semiotic rules. The main steps to all communication are the information of communicative motivation or reason,

Message composition. Message encoding, for example into digital data, written text, speech, pictures, gestures. Transmission of the encoded message as a sequence of signals, using specific channel or medium.

Noise source such as natural forces and in some cases human activity (both intentional and accidental) being influencing the quality of signals propagating from the sender to one or more receivers.

Reception of the signals reassembling of the encoded message from a sequence of received message.

Decoding and making sense of the presumed original message.

The scientific study of communication can be divided into: information theory, communication studies.

Human communication is unique for its extensive use of abstract language. Development of civilization has been closely linked with progress in telecommunication. In general or in a team working

communication can be: verbal communication, non-verbal, written communication entrapersonal, intrapersonal.

Non-verbal communication describes the processes of conveying a type of information in the form of non-linguistic representation. Examples of non-verbal communication include haptic communication, gestures, body language, facial expressions, eye contact. Non-verbal communication, also related to the content of a message. Examples of intent are voluntary, intentional movement like shaking a hand or winking, as well as involuntary, such as sweating. Speech also contains, non-verbal elements known as paralanguage, rhythm intonation, for example at my work places if my boss was telling us something but his information didn't was appropriate, also tempo and stress. It affects communication most of the subconscious level and established trust likewise, written style, the spatial arrangement of words and the use of emotions to convey emotion.

Some of the functions of non-verbal communication in humans are to complement and illustrate, to reinforce and emphasize, to replace and substitute, to control and regulate, and to contradict the denotative message. However non-verbal communication is ambiguous. When verbal messages contradict non-verbal messages, observation of non-verbal behavior is relied on to judge another's attitudes and feelings, rather than assuming the truth of the verbal message alone.

There are several reasons as to why non-verbal communication plays a vital role in communication. Written communication can also have non-verbal attributes. Emails and web chats allow individuals the option to change text font, colours, stationary, emoticons and capitalization in order to capture non-verbal into verbal medium. Non-verbal behaviours are multifunctional. Non-verbal signals allow the most basic form of

communication when verbal communication is not effective due to language behaviour.

Written communication and historical development.

Over time the forms of and ideas about communication have evolved through the continuing progression of technology. Advances include communication psychology and media psychology an engineering field of study.

Written communication can be divided into three information communication revolution.

Written communication involves any type of interaction that makes use of the written word. Communication is a key to any endeavor involving more than one person. Communicating through writing is essential in the modern world and is becoming ever more so as we participate in what is now commonly called information age. In fact, written communication is the most common form of business communication. It is essential for small business, managers to develop effective written communication skills and to encourage the same in all employees. The information age has altered the ways in which we communicate and placed an increasing emphasis on written versus oral communication. The need to develop good writing skills is very important. For example in my work place we have to write reports, morning, afternoon, and nights. That reports is a written communication and like that boss and relatives residents know how to residents are doing, if they eat, if they sleep, if they had a good mood, and in that reports we have to write all in details. The basic process of communication begins when a fact or idea is observed by one person. That person may decide to translate the observation into a message, and then transmit the message through some communication medium to another person. The receiver then must interpret the message

and provide feedback to the sender indicating that the message has been understood and appropriate action taken.

Advantages and disadvantages of written communication.

One advantage to using written communication is that written messages do not have to be delivered on the spur of the moment, instead, they can be edited and revised several times before they are sent so that the content can be shaped to maximum effect. Another advantage is that written communication provides a permanent record of the message and can be saved for later study. Since they are permanent, written forms of communication also enable recipients to take more time in receiving the message and providing appropriate feedback. For these reasons, written forms of communication are often considered more appropriate for a business message that includes important facts and figures. Other benefits commonly associated with good writing skills include increased customer/client satisfaction, improved inter-organizational efficiency and enhanced image in the community and industry.

There are also several potential pitfalls associated with written communication however, for instance, unlike oral communication when impressions and reactions are exchanged instantaneously the sender, of written communication does not generally receive immediate feedback to his or her messages. This can be a source of frustration and uncertainty in business situations in which a swift response is desired. In addition, written messages can take more time to compose, many companies however, have taken a proactive stance in addressing the latter issue. Mindful of the large number of workers who struggle with their writing abilities courses to be enrolled in business writing workshops offered by professional training organizations, colleges, and community education, programs.

Interpersonal communication is an exchange of information between two or more people. It's also an area of research that seeks to understand how humans use verbal and non-verbal ways to accomplish a number of personal and relational goals. Interpersonal communication research addressed at least six categories of enquiry: 1. How humans adjust and adapt their verbal and non-verbal communication during face-to face communication. 2. How messages are produced. 3. How uncertainty influences behaviour and information-management strategies. 4. Deceptive communication. 5 Relational dialectics. 6. Social interactions that are mediated by technology. Researches in interpersonal communication that come from many different research paradigms and theoretical traditions, adding to the complexity of the field. The study of interpersonal communication addressed a variety of elements and used both quantitative/social scientific methods and qualitative methods. There is growing interest in biological and psychological perspective on interpersonal communication. Some of the concepts explored are personality, knowledge structures and social interaction, language, non-verbal signals, emotional experience and expression, supportive communication, social network and the life of relationships, influence, conflict, computer-mediated communication interpersonal skills, interpersonal communication in the work places, intercultural perspectives on interpersonal communication.

Intrapersonal communication: is a communicator's internal use of language or thought. It can be useful to envision interpersonal communication occurring in the mind of individual in a mode which contains a sender, receiver and feedback loop.

Intrapersonal communication can encompass:

Speaking aloud as in reading aloud, repeating what one hears, the additional activities of speaking and hearing what one thinks, reads or hears. This is

considered normal although this does not exactly refer to intrapersonal communication as reading loud may be a form of rhetorical exercises although expected in the relevant young age.

Communication noise: refers to influence on effective communication that influence the interpretation of conversation while often looked over, communication noise can have a profound impact both on our perception of interaction with others and analysis of our own communication proficiency.

Forms of communication noise include psychological noise, physical noise, and semantic noise. All these forms of noise subtly, yet greatly influence our communication with others and are vitally important to anyone's skills as a competent communicator.

Conclusions: communication are very important doesn't matter if is in the communication at school or at the work places. The sender have to be understood properly and like that the sender will have to appropriate reasons, Regarding the work places, communication are most important, is essential to have a good communication skill with all team and writing which include communication, verbal, non-verbal, written communication.

References:

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