

Communication

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Communication is the ability to explain what you mean in a clear and concise way through written and spoken means. To listen and relate to other people, and to act upon key information/instruction.

Interpersonal communication is not just about what is said, the language used-but have it been said, and the non-verbal messages sent through tone of voice, facial expressions, gestures and body language.

The communicators

For any communication to occur there must be at least two people, in the discussion, it's easy to think about communication involving as sender and a receiver of a message. However, the problem with this way of seeing a relationship is the one that presents the communication as a one way process, where one person sends the message and the other receives it. While one person is talking and another is listening.

Noise

Has

a special meaning in communication theory , it refers to anything that distort the message , so the message can't be hear good by the recruiter , and it's sounds different of what the speaker said or the receiver can be disinterest or have a complicated jargon.

Students needs to have a good communication not just at the university but at the workplace too.

Workplace communication and university communication is good to have at the both of them,because with a good communication , for example at the workplace when communication is good ,allow the companies to increase and be more productive , and also at the university communication is important , because you need to have a good communication with teachers or your colleagues ,you have a good communication at the both of them and not just for this both categories , but you need to have a good communication in daily life too , because with a good communication you can make friends or a girlfriend and a lot of people who will love you, because you have a good communication with them.

Personally I have this skill , I don't need to improve it , because every day and everytime I am so happy to

know other people's and talk about everything ,for example in my workplace , from the first day I was have a good communication with my employer

,and I I was so happy to see we have a good communication , not just with him , but also with my other colleagues because I think when you have a good communication and you give some positive energy to other people when you talk with them they take your energy too , and like that the communication will be so good. I was talking about communication at the workplace up , but now I want to discuss about the communication I have at the university , personally I have a very good communication with my teachers and my colleagues ,we understand each other so good .

In the class we talk about the non-verbal communication too, the non-verbal communication is a way to send a message without sound just with an eye contact, the non-verbal communication can be make too just with a gesture , posture you stay and the distance from the person you want to send the message.Here we talk about the body-language who is ued a lot in our days especially by the people who can talk and hear.

Body language

Body language is a type of non-verbal communication when you use different parts of your body, doesn't matter just the verbal communication, the non-verbal communication matter too because you can say a lot of words just in the way you stay or gestures you make. Non-verbal communication is very important to know how to have a normal body talk, because if you start make a lot of gestures when you talk people will think you're a weirdo, because you can't control your body. A lot of people when talk start to shake their hands to tell where they go from where they come and a lot of stuffs like this. Personally I make the same, when I'm in a discussion with another person or with more persons I start making a lot of gestures, because I used to make this and now is a often thing, but I work to make this look a lot to normal.

Types of non-verbal communication

There are a lot of types for the non-verbal communication for example we start with **facial expressions**.

Facial expressions, when we talk about them, we say the face expressions is the most evident way to send a message or an information without saying a word and

the facial expressions have a lot of feelings like happiness, sadness, anger and a lot of feelings .

The second one is the body movement and the posture you have, let's think about that, your opinion about a person can be changed very fast because the way they walk, they stand, because the way they do that things can tell something to you that you don't like or like , this type of the non-verbal communication and body language is a good one.

Gestures

Your gestures can be a good way to express your feelings and what you want to say without words, and without talk. The gestures are part from our daily life when we talk with somebody we can wave, point and move our hands when we argue with somebody, often we make gestures without thinking. However, the meaning of some gestures can be understood wrong in different countries. For example, the sign OK, in the Germany and Brazil are considers an offensive sign, so you need to be careful when you make a gesture, because not all the people like to make gestures when you talk.

Eye contact

The eye contact is an important type of non-verbal communication, because the way you look at a person can say a lot of things and feelings like interest, love, affection, attraction and a lot of things that can be seen easily when you look at a person. When you talk with somebody you need to look in that person's eyes, because you talk to them, if you just talk with a person and look into the phone or around you, that person will think you're not interested to talk with him or her.

Verbal communication

It's the easiest way to transmit or give information. Verbal communication is when you use sounds or words to express your feelings or what you think, often it happens to combine the verbal and non-verbal communication because when you have an argument with someone you make a lot of gestures, which is like talk in non-verbal communication. Verbal communication can be broken because of a lot of things, like noise, language, type of writing and speaking, and a lot of things like that. To have a good communication you have to speak normally, not so fast because the person you talk to can't understand what you say to him, if you talk too fast. Verbal communication is the best way to have a conversation with someone because you can

talk and say all the things you want to say and all the feelings and thinkings that you have.

Formal and informal communication

Formal communication is a way you write a official information , you have to follow a structure to have a formal communication in a official information , you need to adress from the leaders team at the organsation staff and finish with the lower employees.

Formal communication is considered effective as it is a timely and systematic flow of communication.

Informal communication in a comparison with the formal communication is more free because you can talk a lot of things not to be official , you can talk free what topic you want , and you can adress to a lot of people free not like in the formal communication.

Conclusion

In conclusion at what we talk in the previous topics, all ways of communications is good because in our days we communicate but not so much , we are more efficient when we talk on the messages or phone than talk with that person face to face.I think I have all of the communications types and I don't need to improve no one.The communication between two persons

verbal or non-verbal can be so beautiful,when both of them enjoy about each other.

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