

Effective Team Work and Communication

Student ID:2018126

Student Name: Lucia-Mihaela Jianu

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Introduction

In an organization, teamwork is the most relevant and required section of practices that can enhance the work quality and productivity of the organization. The greatest observations have shown that teamwork sounds productive when the communication is established well and positive (Veglis and Maniou, 2018.p. 40). The enhancement of work depends completely on team strategies as well as communication, if the task is based not on individual or it is not possible individually. In this report, the analysis is based on the experience gained from a working environment of academic research, where the requirements of teamwork stay at peak and have got tremendous importance in terms of discipline and time management. The report has several sections of discussions such as analysis, communication model and its application followed by communication skills as well as its importance and impact. Lastly, some recommendations over the communicative part in the academic section have been concluded.

Analysis

In academic research, the most fundamental issue is to combine the team efforts, ideas, and self expertise to enhance work quality and productivity. In an organization or a departmental study, a student or researcher both need to enhance their team perception and communication skills that can help them apply for higher studies for any master degree or a higher level as a promotional development in organizational performance (Çiftçi., 2018.p. 140).

Application of the Model of Communication

Model of communication is a genuine outcome from a systematic acknowledgment of several aspects in the communication part of a performance. Communication models offer a complete knowledge of structures through which a research team or its member can crop out ways for their better implementation (Schmutz *et al.*, 2019.p.e028280). Certain considerations are there must be acknowledged before involving oneself in an academic research team.

- Model of communication provides identification as well as acknowledgment of the various components that affect knowledge sharing while implementing research.
- It provides new views and ideas on several aspects which ultimately help to design a work mode or the processes that are required in any academic research. It has been observed that

these elements perform as stimulants for both researchers as well as the students in the research field.

- Communication models offer a picture form of representation for a communicative process that is utilized for researching as well as investigation of the related terms in an academic sector (Salas *et al.*, 2018.p. 593)
- It has been acknowledged that communication is the most rigid term to establish in academic research performance. Hence, to ease this establishment and minimize its rigidity the communication models are being implemented.
- Earlier as it has been discussed that communication affects and impacts the performance of academic research, therefore, it is very important to establish such a model of communication that could enhance work in the contemporary as well as in future terms also.
- Models simplify the concept and offer an easy way of understanding to the team and provide a better procedure for the task of research (Bravo *et al.*, 2019.p. 1160).
- These models of communication help to identify the issues to overcome the negative impacts and generate future methods of solving any critical research terms.

Certain models can be enlisted in the following ways:

Single-mode of Communication.

In this kind of communication, the idea flows from the sender to the receiver but no reply over the topic goes or emerges in reply. It can be said that most decisions, commands, or orders work in such communication modes (Tripathy, 2018.p. 6).

Transactional communication.

In the transactional form of communication the sender as well as the receiver, both share their part of knowledge and showcase the involvement of both parties in the research environment (Horan *et al.*, 2021).

Interactive model of communication.

Among the models discussed above, the best in my view and experience is the interactive mode of conduct. This is so because the way of communicating allows both the sender as well as receiver and open passage of sharing information and queries that can directly or indirectly serve the requirements of any work form at any workplace say academic research only (Maarof, 2018.p. 70).

Communication skills in academic activities and their importance

The basic requirement for an effective team task involves the assembly of an authentic team with a clear membership managed in its perfect size and resources required. It must be acknowledged that a team's effectiveness on a larger count affects the progression at different stages of its performance. At the initial stage of team formation, it is usual that the productivity might decline, hence, it is important to identify conflicts as well as the internal performance that happens within a research team (Ali Alghail and Ali Mahfoodh, 2019.p. 320). On the other hand, there is the communication factor that affects teamwork at its core level. In terms of managerial performance and time management of ongoing research, the communication factor plays an effective role in impacting the team task. Communication provides a model of good conduct between members as well as the team manager that eventually leads to a productive discussion section that involves good gestures, knowledge sharing, productive outcomes, etc (ÖZİŞİK, 2021.p. 50).

Two forms of communication skills have been observed to be applicable for a better workforce in the academic sector. These are as follows,

Oral skills of communication

Oral skills of communicating have been observed as the most practical as well as social practices which are mostly utilized in daily research work. It involves what, how as well as non-verbal conversations, for example, eye gazing, facial expressions, and also body language. The navigation of the organizational environment and surrounding in a particular department of research involves the use of relevant languages in that sector. It has been observed through my experience that effective communication with peers and managers helps in setting a productive stage for self-development. When I was a student in this sector, I experienced an empowered sense of social behavior that eventually promoted my research skills. Being a student, I learned that the oral mode of communication allowed me to advocate myself throughout my academic period. It helped me in articulating my needs whether they are enough or not for my academic resources as well as studentship for further learning in the research sector. Regular queries to my peers as well as senior researchers through verbal communication enhanced my social behavior as well as learning and working skills, also it provided my seniors to share a free environment of learning with me that promoted my experience in a rapid and stable form.

Writing skills of communication

In a working area especially in the academic sector, it is not only up to verbal ways to communicate and share words to fellows or seniors. A student or any researcher needs to have both pieces of knowledge of communication. That means he or she must have the ability to communicate in oral as well as written form. During my period of experience as a student, I found that apart from social and learning points, every task done or implemented were needed to follow the formal mode of communication. It can be said that communication based on a written form is mostly offered and is mandatory in a formal way in every academic or official sector of work. For a student to apply at an organization for learning a subject or to get a studentship or related resources, he or she must apply through mails or formal letters that involve written communication. On the other hand, being an academic researcher at present, I have still experienced the importance of written communication that allows me to exaggerate and explain my views, needs, ideas, or queries to my peers and managers regarding research as well as personal matters. Whether one applies for a job or attends a test or applies for any administrative needs, one has to go through a written form of communicating as it sounds more relevant and more formal than a verbal one.

Impact of poor communication in the workplace

The impact of poor communication on the procedures as well as outcomes of learning and working in an academic research team identifies that the lack of communicating effectively among the peers and learners causes a dull form of learning as well as work experience that leads to an outcome of poor research material with half and poor knowledge for future use and experience. This impact shares a sense that the necessity of a learning environment from the very beginning of a profession is high and this is why it requires a better communication skill that should be implemented to furnish the learning and work experience for students as well as the professional researchers. A very crucial experience states that an ineffective mode of communication in an academic environment leads to the reduction of interest in a subject that might show the downfall to a particular academic research team that experiences failure and more challenges from the competitors in the market (Ariyananda, 2019). It has been observed that poor writing skills in communicating led to the absence of accurate vocabulary and utility of tenses that have affected the communication giving rise to improper or different senses to any

statement in a research paper. In this report, I must share through my learnings that the most vital requirement is to understand and be able to use the correct terms to define any term in a research study. Also, it must be acknowledged before proceeding through any task, the necessity of teamwork by establishing proper communication with peers and seniors. Otherwise, learning and experiencing academic research as a student or an intern of the platform might experience failure due to poor assessment and lesser knowledge of the topic, its format, and valuable terms that could proceed with the research as per plan.

Suggestions for recommending Communication Skills

After identifying the issues and criteria in the said field of the workplace, it has to be summed up under a certain recommendation that has worked earlier for promoting the working strategies and getting a productive outcome in an academic research organization. The following points are the suggestion for better communication and how it can work in achieving an academic goal for students as well as interns in learning and experiencing.

- Through smart executions, managers should take a stand in making the organization appeal to its researchers. Researchers and students should possess a positive attitude in the organization that might show their sincerity towards organizational goals and commitments. Managers should create a desirable culture, stimulate the employees as well as reward both loyalty and the quality of performance in the academic organization (Gamil and Rahman, 2017.p. 240).
- Observe the performance of competing for organizational bodies that possess higher commitment. Acknowledging business in similar organizations or workplaces offers the knowledge of committed teams and how they communicate successfully.
- Seniors or faculties should encourage the students or trainees through positive gestures by socializing at the beginning of building a team for a research project. Special attention and interactive communication should be established with researchers who contribute more to the strategies.
- Frequent communication must be established. It has been observed that employees in any field prefer transparency in the management to enjoy and get acknowledged over all aspects of the working platform.

- Good gestures, appreciating works, helping and offering assistance through direct and interactive communication has always been one the best suggestions to be acknowledged by the leaders, managers as well as interns to survive and keep each other committed in a working environment especially when it is about the progression of an academic research organization.

Conclusion

The report aims to serve a descriptive analysis in the platform of teamwork as well as communication that will carry as the root of academic research. For a better acknowledgment of this matter, it is important to understand the base of psychological points that evaluate teamwork. In this report, it was found that there are three ways of communicating namely, single way, transactional way as well as an interactive mode of communication. According to my experience, through this report, I must put this into words that in an academic workplace or any official firm it is very important to be well-skilled over team tasking and establishing communication with peers. The report has successfully discussed and described the teamwork terminology as well as the root assumptions of teamwork. The report has shared knowledge and findings regarding the effectiveness of the team and its communication methodology for an efficient outcome.

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