



A GLIMPSE OF COMMUNICATION

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Communication is the art and technique of using words effectively to impart information or ideas. This concerns the transmission of ideas or information by various or different means - media, print, broadcast, and the like. In a communication process, there are two important people involved – the sender and the receiver. How do they play their roles depend on how effective they are to carry their own tasks. How do senders deliver the information well? How do receivers accept the ideas well? These questions are mutually implied as far as communication is concerned. Do you believe that a good sender can convey intact information to the receiver? The question is how. According to Jim Rohn, effective communication is 20% what you know and 80% how you feel about what you know. When do we consider a kind of communication is effective? Communication is easily transmitted normally. But the process is not as easy as it seems. There are many underlying factors to consider before it is received by a particular person or any concerned citizen. How does it happen? Simply, the ideas flow smoothly, correctly and accurately.

When a person sends information, he must make it sure to be intact or accurate. That is what we aim for. However, email, instant messaging, and cell phones give us fabulous communication ability, but because we live and work in our own little worlds, that communication is totally disorganized, according to Marilyn vos Savant. The discrepancy matters about how the process is done. Misunderstanding arises usually as well as misinterpretation. It means some information is not complete or difficult to understand. The utmost advantage of this kind of communication is the time. It really saves time. In a minute or two, you can send the information right away. In other words, just a few clicks away and voila. In a verbal communication, it has its own pros and cons. This is a face to face communication. Through speaking, we try to eliminate the misunderstandings, the misinterpretations, but sometimes it is really hard to do. Just as we assume, that our messages are clearly received, so we expect that way because something is important to us or it is important to others. Only an honest experience could prove this to be true. Speaking can be looked at in two major areas: interpersonal and public speaking. Since the majority of speaking is an interpersonal process, to communicate effectively, we must not simply clean up our language, but learn to relate to people. In interpersonal speaking, etiquette is very important. To be an effective communicator, one must speak in a manner that won't offend to the receiver. The relay of information is not distorted. It must be vividly complete.

In a nonverbal communication, it describes the process of conveying meaning in the form of non-word messages. Research shows that the majority of our communication is non verbal, also known as body language. Our gestures, body language or postures, facial expressions and eye contacts, object communications such as clothing, hairstyles, architecture, symbols info graphics, and tone of voice is the totality of this kind of communication. In an article of a nonverbal communication, it emphasized about speech. It also contains nonverbal elements known as paralanguage. These include voice lesson quality, emotion and speaking style as well as prosodic features such as rhythm, intonation and stress. Likewise, written texts include nonverbal elements such as handwriting style, spatial arrangement of words and the use of emoticons to convey emotional expressions in pictorial form. Looking at the differences of these kinds of communication is a great advantage to classify which one would be appropriate to communicate with other people. We should not forget that, there is no perfect communication process. It is how we use the tool of sending the information to another line. And it is always a mutual interaction between the sender and the receiver to achieve better reception. Try to glimpse the way and how you send and receive ideas and information.

Questions for discussion:

- 1..Define communication. Use your own words/ideas.
2. What are the barriers of communication?
3. Why is communication a mutual process?
4. How do we identify a good sender and a good receiver?
5. Differentiate verbal and nonverbal communication.