



Communication

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In this research we'll describe the communication and we'll identify the forms, elements and benefits of making relationships with other people And. we'll know why do we communicate with the society. We will also talk about social media a little bit because they have many affirmative and negative effects to our real life and even the fiction.

In the beginning we will start identifying the communication

What is communication?

Communication is a learned skill. However, while most people are born with the Physical ability to talk, not all can communicate well unless they make special efforts to develop and refine this skill further. Very often, we take the ease with which we communicate with each other for granted, so much so that we sometimes forget how complex the communication process actually is.

Well, communication has been defined as the act of giving, receiving or exchanging information, ideas and opinions.

I also can mention something in that site: most of people says that 'Most languages are situated. This makes it possible for different propositions to be communicated in different circumstances with the same sentence.'

As we see that we have many definitions to communication. so we can't put the communication in any constant situation, so you might be have many opinions about it.

Individuals who are good communicators find it easy to develop empathy and trust with others. These people adapt their style of communication to suit the audience and situation they are presented with.

Communication is also a complex two-way process that can involve several iterations before mutual understanding is achieved.

Most communication is a combination of some elements. By understanding how to use those elements effectively you can improve the way you communicate and achieve the best outcome for any situation.

So with that variety of communication definitions, I decided to explain about communication. There are too many kinds of communication, And there are extremely big amount of topics we can write



Chapter1: THE ELEMENTS OF COMMUNICATION

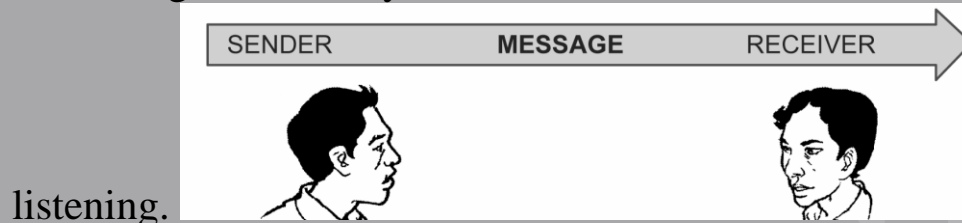
1.1: The basic communication model consists of five elements of communication: the sender, the receiver, the message, the channel and feedback.

Sender The sender plays the specific role of initiating communication. To communicate effectively, the sender must use effective verbal as well as nonverbal techniques. Speaking or writing clearly, organizing your points to make them easy to follow and understand, maintaining eye contact, using proper grammar and giving accurate information are all essential in the effectiveness of your message. You will lose your audience if it becomes aware of obvious oversights on your part. The sender should have some understanding of who the receiver is in order to modify the message to make it more relevant.

Receiver

The receiver means the party to whom the sender transmits the message. A receiver can be one person or an entire audience of people. In the

basic communication model, the receiver, is directly across from the speaker. The receiver can also communicate verbally and nonverbally. The best way to receive a message is to listen carefully, sitting up straight and making eye contact. Don't get distracted or try to do something else while you're



1.1.1: the communication process:



The sender sends a message with a certain intention in mind. The receiver of the message tries to understand and interpret the message sent. He then gives feedback to the original sender, who in turn interprets the feedback. This process, repeated continuously, constitutes communication.

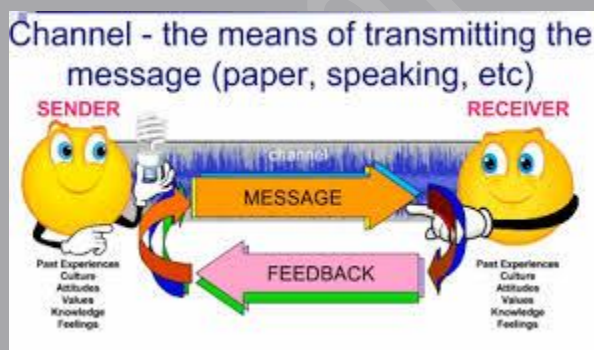
NOTE: A message is only considered successfully communicated when both the sender and the receiver perceive and understand it in the same way. If this does not happen, then there may be a breakdown in communication, which may ultimately stand in the way of you realising your goals, either personally or professionally.

Message:

The message is the most crucial element of effective messaging. There are many different way to the message to come in, like oral presentation (apart of speech which has information and advices), a written document (text) or even comment or feedback. In the basic model of communication, the way from a point to another represents the sender's message and amount of his comprehension travelling to the receiver. The message is just what the sender means it to be. Rather, the message is also what the receiver perceives it to be. As we see now that the sender must not only compose the message carefully, but also evaluate in which the message can be interpreted.

Channel:

It is not strange at all. As we know that we watch TV's channels every day. So the message travels from one point to another via a channel of communication. The channel must be between the main elements of communication (The sender and the receiver). I can mention that every channel of communication has its advantages and disadvantages. For example, the written word, on a computer screen or in a book, is that the receiver cannot evaluate the tone of message.

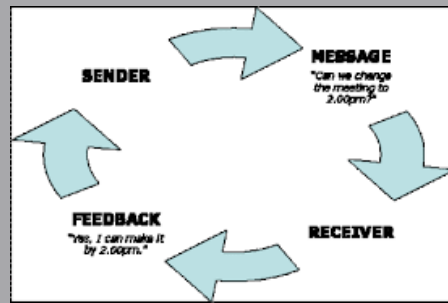


Feedback:

This is the last element of communication. It describes the receiver's response or reaction to the sender's message. The receiver can transmit

feedback through asking questions or even supporting the message that

was delivered¹.



1.1.2: ASKING THE RIGHT QUESTION:

When you feel that your mind has stopped and the channel of communication is blocked or has come to a standstill, you may need to pause a moment, and re-evaluate the situation. So you have to find out where the things have gone wrong. Immediately, you will think about a way which may help you to understand what is happening, so you will start posing questions to yourself: like: Why\Where did it go wrong? Or anything else will help to find out the suitable answer.

Upon receiving the written communication or report, the reader should understand the contents of the report clearly; know precisely what action needs to be taken and how to do it.

CHAPTER2: FACTORS EFFECTING COMMUNICATION

In the first of this research, I have talked about these things, so in this chapter I am going to describe the complete form of this side.

Below are some possible problem areas that may turn out to be barriers to

Effective communication:

2.1.1 Status/Role

The sender and receiver of a message may be of equal status within a hierarchy (e.g. managers in an organisation) or they may be at different levels (e.g. manager/employee, lecturer/student, business owner/clients). This difference in status sometimes affects the effectiveness of the

communication process.

2.1.2 Cultural Differences

These are the most important section in that side Cultural differences, both within or outside the organisation (for example, inter-departmental dealings and communication with outside organisations or ethnic minorities) may impede the communication process.

2.1.3: Choice of communication channels:

Before you choose your communication channel, you should know that if it is suitable for a particular purpose and the receiver you have in mind. Sending messages via inappropriate channels can send out wrong signals and end up creating confusion.

2.1.4: Length of communication:

The length of message has a huge and clear effect on your communication process. Most of you ask himself “Is it long or brief!!!!????” so your communication must serves your aim and purpose>

2.1.5: Use of the language:

When you choose poor words and weak sentences you will structure hampers communication. The same goes for inappropriate punctuation. Here there is a comparing between two sentences are partly different because of punctuation marks position.

woman, without her, man is nothing.
Woman, without her man, is nothing.

2.1.5: Disabilities:

They are such as physical sites, like impaired sight, dyslexia and poor

mental health can be barriers to good communication. So you must use hearing aids, magnifying systems and symbols to reduce that disability.

2.1.6: Individual perceptions:

Sometimes the problem might be in the audience itself. So the method of communication needs to take into consideration the receiver's talents, comprehension, traits and age. For example, when you are sending a message to set of children you must take care about their comprehension and up growing talents. It means that you should not give complex styles and sentences.

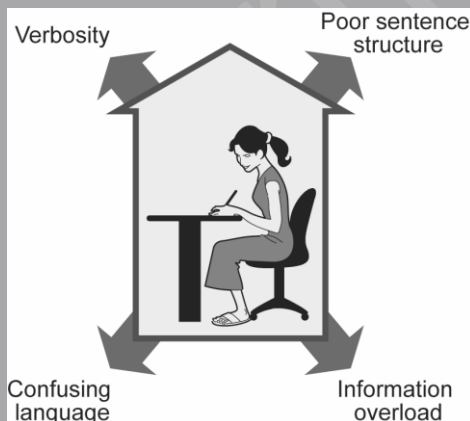
2.1.7: Noise \ Distraction:

There are too many surrounding conditions that have a lot of negative effects. So we must delete that conditions such as noise which can distract you.

2.1.8: lack of feedback:

Feedback is very important in communication because it shows the amount of receiver's comprehension. So when you reduce the feedback and questions, there will be many problems that are created by that.

2.2: pitfalls to avoid:



2.2.1: Confusing Language:

This refers to complicated words that make the reader feel lost. So it

makes a barrier between the reader and the writer. So keep out of complex, grandiloquent and unclear words.

2.2.2: verbosity:

It means the use of too many words, so much so that it makes the listener does not understand what is happening.

2.2.3: Information overload:

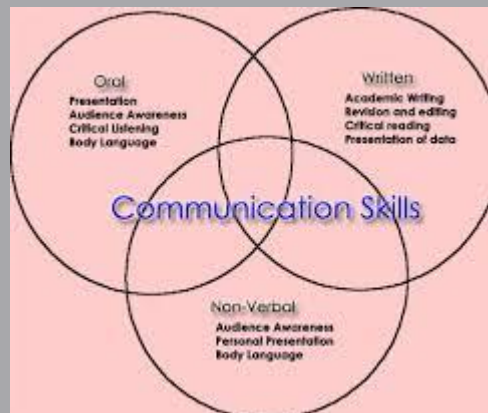
Information overload means giving\ sending a huge amount of information till you make the receiver stop collecting information and



achieving aims.

CHAPTER3: COMMUNICATION SKILLS:

This competency means that the sender is able to express his ideas and re-actions clearly. The good communicator can make virtual contact with other people, he is also able to provide feedback, be tolerant to other cultures, look for, find and transfer different information and



coordinate all inner and outer.

CHAPTER4: COMMUNICATION STYLES:

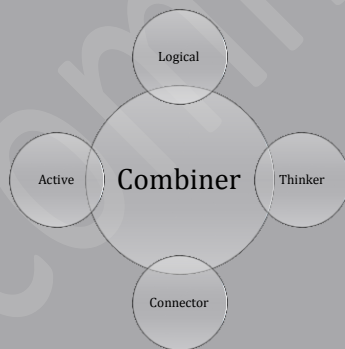
The ability to communicate is an essential life skill and everybody has their own style that they naturally adapt and develop to suit the different environments.

Each person's communication style is a unique combination of their own innate skills and those learnt both formally and through experience.

What makes some people better than others at communication is their ability to adapt their style to suit the message and exchange.



Whilst individuals may favor a particular way of communicating, they can alter their behavior to other communication styles if necessary to suit a particular situation. This flexibility helps them to come across as knowledgeable, confident and empathetic.



There are four basic styles of communication, each of the four styles describes how you act in your communication.

Active: When I am talking to someone I must express my ideas with some movements, so I should show the others that I am involved. On the other hand we have many examples to mention such as: I can express my ideas clearly, I interrupt a speaker if I disagree with his opinion, I tend to talk more than I listen to show myself and if I do not care about what is happening I will end the discussion immediately.

Connector: The form of relationship between the members of communication. Here are some examples and reactions you must do when face like these situations: shifting off topic does not bother me, I frequently repeat statements to check my understanding is correct and I can easily appreciate another's viewpoint.

Thinker: is the operation and processing of the communication and its topic, I will give you some situations and examples: I consider the best way to present my views so others are receptive, I prefer to focus on facts and information, I express my viewpoint and ideas using charts, I like to be in control of my posture, I take care to select the right words or phrases, I like to receive information that helps me to create or find a resolution and if I do not understand something I prefer to figure it out later rather than speak up.

CHAPTER 5: THE WRITING PROCESS

Successful written communication requires intelligent and careful thought and planning. It should contain comprehensive information about useful subject.

A well-written piece of that work requires focusing on later points I will describe, they are planning; writing and editing.

Planning: To write a good report, you need to plan what you want to say. After you have decided on what you want to say, list down all the points and arrange them in a logical and suitable sequence. This approach will

ensure the clarity of your message and help you to avoid omitting relevant details.

Writing: In this side you must have strong background, it means that you should plan very well. Then, gather all necessary information to ensure that there is substance \ subject to your writing. In the beginning start describing your topic by easy English, do not use complicated phrases. Move from something concrete to something more expressive even though they were complex a little bit.

Nobody has this skill as instinctive form, because you will have it from your surrounding environment and by working hard, so you need to practice writing in the target language every day until you are able to express yourself clearly and meet the needs of your reader. Once you start writing, the words, sentences, paragraphs and lay-outs become writing tools which you can use to convey your message concisely, courteously, and confidently.

Editing: The third stage in the writing process is editing. It is crucial to check for grammatical errors and ensure that there is smooth language flow. The longer the report, the more editing is usually required. It can be useful to get someone else to read through the written piece for you.

CHAPTER 6: ATTITUDES TO COMMUNICATIONS:

Effective communication depends on your ability to read the attitude of the other person or group. This is something can be picked up from the behavior you see and will reflect their emotions and feelings towards the communication.

The emotions you identify throughout your communication will alert you to any need to alter your communication style to suit that emotion being displayed.

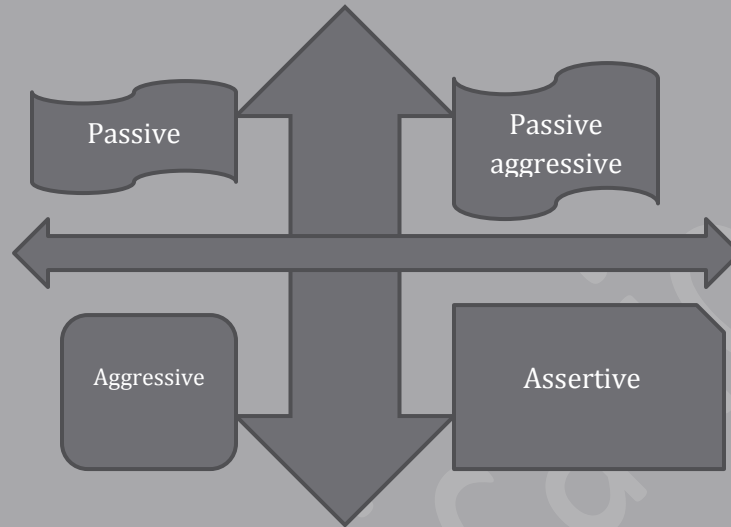
There are four types of attitudes towards communication:

Passive, passive aggressive, aggressive and assertive.

Passive attitude:

Firstly, there is the “passive” communications attitude. This best describes someone who tends to remain silent and go along with other people’s views and opinions, even if they disagree with them.

You may recognize this individual within your team or department and have thought that they were uninterested in the discussion so did not ask for their views.



Passive Aggressive Attitude:

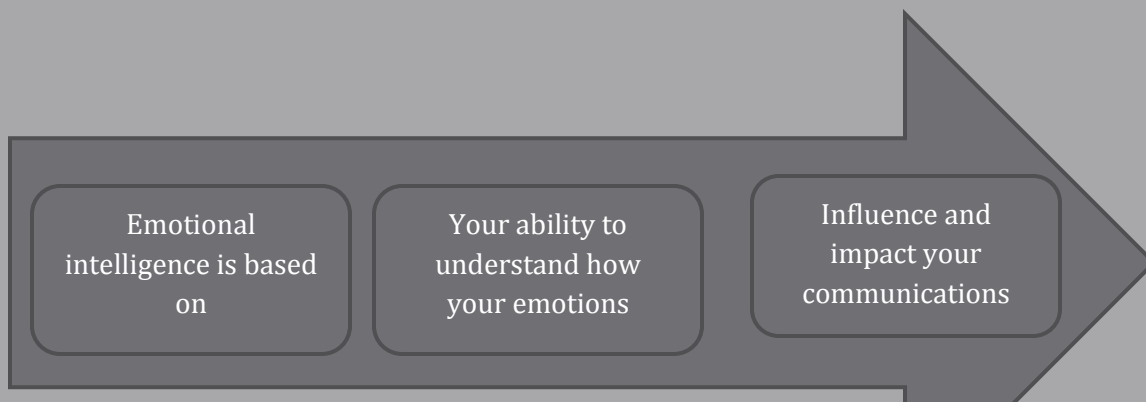
The second communication attitude is known as “passive Aggressive”. You will be able to identify such individuals in your discussions because they are the ones who use their body language or tone of voice to gain control over people or situations.

Aggressive Attitude:

The next communication attitude is called “Aggressive”. This behavior, if not brought swiftly under control, is very destructive. This attitude describes a one-way style of communication as the person is not listening anyone else in the exchange.

Assertive Attitude:

The fourth communications attitude, known as “Assertive”, is the one you and others in the exchange need to adopt in order to communicate successfully. This attitude creates an environment of honest and open communications where the people are able to express their beliefs and views.



The resources of this chapter:

- 1- Effective communications; communication skills, ISBN: 978-1-62620-926-6, Website: www.free-management-ebooks.com
- 2- Cook, C. (2002). Line by line. New york, Longman.
- 3- Flesch, R. (1996). The art of plain talk. New york. Harper Brothers Publishers.

CHAPTER7: SOCIAL MEDIA;

What are the social media?

The term “social media” refers to the wide range of Internet- based and mobile services that allow users to participate in online exchanges, contribute user-created content, or join online communities. The kinds of Internet services commonly associated with social media, includes:

Blogs: Short for “web log” , and it is an online journal in which pages are usually displayed in reserve chronological order.

Wikis: A wiki is “ a collective website where any participant is allowed to modify any page or create a new page using her website browser.

Social bookmarking: Social bookmarking sites allow users to organize and share links to websites.

Social network sites: These have been defined as “web-based services that allow individuals to construct a public profile, etc.

So we see that social media provide a way of keeping in touch with friends, relatives and communities. It also allows companies, organizations and governments to reach large number of people. At the same hand, social media are changing the ways in which people interact with others.



The resources of this chapter:

- Social Affairs Division (2010), Social media: An introduction, Michael Dewing.

CHAPTER8: WHY DO WE COMMUNICATE?

Why Do We Communicate?

Expression of needs and wants

- Indication of interrupted activity - Actions by the student directed towards the partner, which indicate the student's awareness that the partner interrupted a shared activity (e.g. "Do it again.")
- Acceptance - Acts or utterances which indicate intention to receive an object from another or to accept the partner's offer.
- Protest/Rejection - Acts or utterances which indicate objection to the action or lack of action of another. Acts or utterances which indicate refusal of the partner's offer.
- Communication of choices - Indication of preference between two concrete objects, concepts, etc. presented by the partner.
- Request for assistance - Acts or utterances which attempt to direct the partner to provide physical assistance.
- Request for object/action - Attempts to direct the partner to provide an object or activity within or outside the immediate environment.

Social Interaction

- Attention to partner - Physical and/or visual orientation to partner and/or partner's action(s).

- Reciprocal action - Acts or utterances directed towards a partner which suggest turn taking.
- Greeting/Closing - Acts or utterances which acknowledge the partner's arrival or departure.
- Request for attention of self - Attempts by the student to gain the partner's attention to their self. These acts serve to gain the partner's attention but do not direct the partner to a specific object, concept, etc..
- Comment - Acts or utterances which label, describe, or provide information about a person, event, or object.

AS A RESULT: I see that we can answer this question easily now, It is: How to be a good communicator

- express own reflections and ideas clearly
- develop relationships
- provide feedback (answers, reacts)
- be open to others' feedback (accept others answer without prejudice, references etc.
- respect attitudes and opinions of others
- be tolerant to different customs and cultures
- Give full attention to people while they are talking to you.
- Encourage other people to talk, and ask appropriate questions.
- Present your ideas so that others are receptive to your point of view.
- Treat people fairly and let others know how you want to be treated.
- Value teamwork and know how to build cooperation and commitment.
- Strive to understand other people and to be empathetic.
- Be able to easily win people's trust and respect.
- Check to make sure you have understood what other people are trying to communicate.
- Follow through on your commitments.

- Be able to work with people you have difficulties with without becoming negative yourself.



Step1: Know
People and culture



Step2: create strategy



Step3: produce and implement

Step4: Measure, refine and repeat

Samples:





Conclusion:

We see that the communication is the main part of your\ my life, it is also the most difficult task in our society, and we need it a lot. It has the most important part of business.

So when you make a decision, we have communicated with yourself, you also could read your feelings and identify the channel and the information.

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