

Outline



**ASSIGN
BUSTER**

I. Introduction Communication is the tool to transfer and share thoughts, ideas and views. It helps in expressing the emotions, sentiments and feelings of a person. There are many factors that affect the communication process between people and groups. These factors involve the attentiveness of people, cultural diversity among them, age differences, gender distribution, personal skills including listening and comprehension skills, personal feelings and point of views etc. The communication process differs from person to person. Each person, group or organization has a different approach and technique of communicating ideas, views and messages. The communication process in use depends on the availability of resources, skills and understanding of the members. This paper aims to analyze the fundamental elements of communication, the effect of self-concept, perceptions, listening habits, language differences and non-verbal elements on communication. Furthermore this paper ends up creating a discussion on personal methods to resolve the communication barriers and strategies to promote healthy interpersonal communication and relationships.

II. Main Points

A. Elements of Communication Process and their Importance

1. A brief intro to the elements and their relevant importance in the communication process
2. Factors affecting Communication Process

B. Role of Self-Concept and Perception in Communication

1. Self-Concept and Perception with definition
2. The positive and negative impacts on communication

C. Non-Verbal elements

1. The effects of non-verbal elements on Communication
2. The evaluation of environment, noise and other distractions on Communication

D. Language Differences & Listening Skills

1. The effects of language differences and listening skills on communication patterns
2. Impacts of these elements on communication effectiveness

E. Resolving Communication Barriers

- 1.

Personal Methods to resolve barriers 2. Strategies to promote Healthy interpersonal communication III. Summary 1. The main points covered in the paper and the strategies proposed IV. Conclusion 1. An insight on the effects of factors which influence the communication barriers 2. A list of recommendations to avoid those barriers 3. Strategies to adopt in order to promote effective interpersonal communication