

Effective communication

Literature, Russian Literature



The paper " Effective Communication " is a good example of an assignment on communication. I have learned quite a lot about communication; my understanding of the concept today is relatively elaborate and my communication skills have improved significantly. I have learned that communication involves the transfer of information from one party to another. It involves the exchange of understanding and assigning of meaning. I have noted that there are generally six elements of communication which are: source, stimuli, message, channel, receiver, and feedback. I have become a better communicator and have learned to use both verbal and non-verbal communication including facial expressions, tonal variation, and gestures to effectively express myself. I have also learned to be clear, logical and coherent while speaking or writing and also to consider the characteristics of my target audiences. What I really need to work on is my vocabulary and confidence especially when having to address a large audience. I also need to master how to use figures of speech, and how to construct more complex sentences and to be a bit more humorous. In writing, I have learned how to spell and use some new words. I, however, have some trouble with punctuation marks and using connectors. I have noticed that my reading has improved especially in speed and pronunciation of some difficult words although I must continue with the practice. As I hope to be a leader, I have to learn how to effectively communicate both in writing and verbally. My improved reading and writing speed will help me write better reports and make better presentations at work. During communication, I will always ensure that I listen keenly to my audiences and do not interrupt their speeches. Also, I will take the characteristics of my

audience into consideration to ensure that they understand me better. It is important for one to learn how to communicate effectively; verbally, non-verbally and in writing. There are a number of factors that may inhibit effective communication which the parties involved in the exchange of understanding should strive to remove. A lot of practice is required to learn skills such as reading, writing, speaking and listening. I have gained a lot from this semester's communication class.