

Effective
communication
theme persuasive



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To be most effective, the sender must understand the communication process to magnify the receiver attention. Communicating effectively will help you in everyday life.

In this essay, the steps for effective communication will be discussed. I use the term effective military communication to relate to this topic. What does effective communication mean? Effective communication is the exchange of thoughts, messages, or information, as by speech, signals, or writing. Speaking from personal experience the communication process is very imperative to the overall success of the military strategic planning.

The art of battle is won during the planning process. The most vital part of planning is communication. Without this feat it would be impossible for the United State Military to be the superior force it is today. The communication process can either be oral or written.

There are four steps that military officials use during the communication process. These steps are; focus your message, magnify the listener's attention, penetrate barriers, and of course listen actively. Focusing your message involves; plan before you speak, clarify your intent/goal, be

Running Head: 3 specific, and be courteous and objective. You can magnify the listener's attention by one or more methods.

These methods can be; create interest, convey importance, or ask for the listeners' attention. Penetrating barriers can be very difficult at times. Some common barriers are; physical barriers, cultural barriers, language differences, format errors grammar, and spelling mistakes. Note; physical,

cultural, language barriers mainly relates to oral communication, while format errors and spelling mistakes are commonly see in written) To avoid these barriers the sender must limit distraction, ask for feedback, and revise-restate as needed. Listen actively may be the most important step.

The listener needs to; receive, perceive, decode, and respond. ? RECEIVE – concentrate on what is being said (verbally and non-verbally)