

Communication paper

Sociology



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Verbal and Non-verbal Communication Affiliation Verbal and Non-verbal Communication In the modern society, communication is used freely by everyone. It is described as the relational avenue of creating and interpreting information that requires a response. It is a complex process that people view in different ways and deals with a wide array of matters that relate to many aspects of life. Communication involves giving and taking information and sending and receiving messages either through verbal or non-verbal communication. Communication plays the main role of tying people together in this diversified world. Our feelings, needs, wants and ideas are tied through use of communication. Being efficient in communication, gives us good outcomes in achieving our hopes and dreams. People must have to have good skills for communication since it is essential for survival. The main divisions of communication are verbal and non-verbal communication. Each of these deals with its own unique symbols, matters, processes and behaviors (Nayak & Chiranjeev, 2011).

Verbal communication entails use of vocabulary and understanding it. The key components of verbal communication include words, sounds, language, and speaking. The key aspect of this type of communication is to make sure that the person conveying information and his or her audience have a similar interpretation. Words are merely sounds unless they become associated and linked to an action, feeling, or object. Listening is an important skill when it comes to verbal communication. It is applicable in a wide range of occasions and situations ranging from public speeches to informal office discussions. Improving your skills on verbal communication can assist you foster better relationships especially at work place. In addition, it enables someone to maintain a large network of contacts.

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Non-verbal communication is described as a communication process that entails sending and receiving written messages and passing messages through use of gestures (Key, 2006). It is the most important of all types of communications. Non-verbal communication is divided into esthetic, signs, symbolic and physical. Physical entails use of touch, smell, body movements and most importantly use of facial expressions. Esthetic involves passing information through sculpture, dancing and painting. Symbolic is mainly included by those in religion and maintaining a status. The use of signs includes both physical and mechanical. People should pay attention to various aspects of nonverbal communication and the relation to verbal communication. As we interact, it is more likely for someone to get messages from a person's gesture, facial expression, eyes, use of space and touch and posture. Messages communicated non-verbally are inherently ambiguous. Much care is required when coming into conclusion about the message that was communicated non-verbally. Non-verbal communication encompasses extrasensory perception. This is defined as response or awareness to an external influence or event that is not apprehended by presently known sensory means (Key, 2006). This factor assists individuals in superior decision-making abilities and helps creativity enhancement.

Student Listening Inventory

I scored 110 marks in my Student Listening Inventory. I discovered I do so well when it comes to paying attention to what someone is saying and providing non-verbal feedback. In addition, I take time to listen to someone's point before I give my own response. I am not judgmental when it comes to listening even if the speaker has a different view from my own. However, there are a few changes that I have realized I need to make. I am so poor in

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asking questions where I do not understand. Most of time when I am listening to a speaker, I am not comfortable asking question in case I do not understand. In addition, if a speaker uses words that I do not understand, I rarely take time to note them and take my time to get the meaning. If I engage with such a speaker, it means that the message was not communicated. I realize that this is a thing or attitude I need to change. Taking into account that communication is so essential for survival, there is a need to ask questions and take time to research on what a speaker meant.

References

- Key, M. R. (2006). *The Relationship of verbal and nonverbal communication*. The Hague: Mouton
- Nayak, A. K., & Chiranjeev, A. (2011). *Types of communication*. New Delhi: Jnanada Prakashan.
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