

Example of compare the elements of an effective vs. an ineffective message reject...

[Sociology](#), [Communication](#)



After an advertisement is made about availability of a job, many people apply some of whom do not qualify and therefore they need to get that information on whether they qualify for the interview or not. Effective communication is important in ensuring that the relationship between the potential employee and the organization remains intact. However, sometimes this communication may be effective or ineffective. This research paper will compare effective and ineffective messages rejecting a job applicant.

One important feature of effective communication in this case is purpose. An effective message will show easily the purpose of the message to the job applicant while the ineffective one will not clearly show the purpose (Lehman, 2011). The purpose of a message is important in that it helps the organization achieve the purpose that it intended to achieve easily. The purpose in this case is to inform the applicant that he/she does not qualify for the job.

An effective message rejecting job application is clear. When the job applicant reads the message, he/she does not get any confusion since the message can be easily be decoded (Guffey, 2009). On the other hand, ineffective message is not clear and when the receiver reads it, he/she does not clearly get the intended information. Clear messages are important in avoiding confusion of the job applicant. This will reduce disturbance by the job applicant on further clarification of the message.

An effective message uses short sentences constructed using simple words. This ensures that the receiver is able to easily understand the message sent to him/her. The job applicant therefore wastes no time trying to understand

the meaning of the words used. Using short sentences ensures that the message is to the point and no time is wasted in trying to understand the meaning of the message.

An effective message will thank the job applicant honestly and then tell why the application was rejected. On the other hand, an ineffective message fails to appreciate the applicant and gives no reason for failure of consideration (Collins, 2009). Thanking the applicant is important in ensuring good relationship with the applicant since his/her services may be required later. Giving reason for consideration makes the applicant feel that there was fairness in the selection process hence the organization retains its good reputation.

References.

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