

Answer the q

Business



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Business Communication in the Workplace Communication occurs when a sender sends a message to a receiver; who sends this message, then sends feedback to the sender. Communication also involves the exchange of messages and meaning; this means that messages are sent out through signals characterized by the medium (in this case, language) selected as the vehicle to cross the communication bridge and bring about understanding. A significant predicament is allied with development of a supportive work environment, through organizational culture alteration, especially in a condition where employees are not focusing on opinions (Olynk and Widmar, 1). However, there is a requirement of developing an environment facilitating communication before problem arises since different cultures have varying degrees of social acceptance in contradicting opinions from their employers. Nonetheless, employees can have a feeling of not contradicting opinions from their management, or the management be involved actively in the process of making opinions being heard, thus establishing difficulty of eliciting reduced performance of the employees. Therefore, this essay focuses on discussing the significance of communication in the workplace to an organization.

There is need for a clear communication in writing or verbally, between the employees and employers in order to eradicate challenges created by cultural barriers (Olynk and Widmar, 2). Communication in the work place has a significant contribution towards the business since it facilitates functions such as negotiations involved in getting into business deals. On the other hand, effective communication in the workplace enables increasing effectiveness in communicating with manager and stakeholders, employees and customers. Solving a problem related to a long-term shortage of clear

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communication is creation of awareness that is preceded by active steps aimed at improving communication that initiated for benefits of employees and operations in the organization. Thus, an effective communication process manages both uncertainty and anxiety amongst strangers resulting from lack of understanding of each cultural expectation at play. Therefore, lack an effective process of communication leads employees' isolation: especially strangers from different ethnic groups. Based on what elements people employ, they go on to develop various methods of communication. Some of them develop verbal means; while others develop non-verbal means.

Non-verbal language that involve ways a person, stands or carries themselves, holding of their hands and arms during a discussion and facial expressions have a significant influence on the communication. For example, problems are experienced during a conversation in a situation that involves people closing their arms closed across the chest, whereby this signifying a defensiveness. Therefore, in order to deal with problems related to cultural and non-verbal barriers, several mediums of communicating can be employed. Furthermore, there is a need to focus on the medium used in communication used while communicating with employees since each situation suits a certain medium such as face-to-face, over the phone, through text messaging or emails (Olynk and Widmar, 3). Therefore, management has the duties of determining the medium, which suits a certain message in a given situation, for instance, a manager should not avoid face-to-face communication by using text messages or emails; instead, they should focus on selecting the medium that suits every situation.

Works Cited

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Olynk, Nicole and Widmar, David. " Identifying and Addressing Barriers to Communication". Fact Sheet. March 5 2004. Web September 4 2013