

Barriers to effective communication essay



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Barriers to Effective Communication Barriers are obstacles that can prevent you from having an effective communication.

According to the U. S. Coast Guard Training Manual, it states that, “ Barriers are influencing factors which impede or breakdown the continuous communications loop. They block, distort, or alter the information. By identifying the barriers and applying countermeasures, team members can effectively communicate. ” A person must overcome any barriers to be able to communicate effectively. There are four types of barriers that can occur in an effective communication are emotional barriers, physical barriers, semantic barriers, and ineffective listening. The Process of Communication and Components According to Written and Interpersonal Communication, it states that communication can, “ be defined as “ a process involving several steps, among two or more persons, for the primary purpose of exchanging information.

” The five steps needed in the process of communication are transmitting an idea, sending the idea, receiving the information, understanding the information, and lastly giving the sender feedback on the message. A person first needs to transmit the idea, for communication to exist then the idea needs to be transmitted or act upon to another person. Next act in the process of communication is sending the idea. Sending an idea can be done in three ways. The three ways the idea can be sent to the receiver is either verbally, written or by an action.

The following act in the process of communication is to receive the idea. This is done by hearing or receiving an action. A person sees an action or hears

wave sounds that are then sent to the brain to process. The next step in the process of communication is to understand the idea received. Once the idea or action has reached the brain then the brain needs to process the idea or action and understand it before giving the sender feedback. The final step in the process of communication is to provide feedback to the sender.

Once the information is processed then the receiver will send (thus becoming the sender) the original sender feedback that the message was understood or they it needs to be clarified. All of these steps need to be followed in order to have an effective communication. If at any time any of the steps is not done then there will not be an effective communication. Differences between Listening and Hearing Listening and hearing are two different steps in the communication process. Hearing is when a person hears a sound. The sound then is sent to the brain to be process. Listening is when the brain receives the wave sounds and process the meaning of the sounds.

A person needs to evaluate the information they have received before they should respond. A brain can process information faster than what the sender can send the information. While a sender is sending information then the receiver needs to hear it and then listens to what the information is. Formal and Informal Channels of Communication in Criminal Justice Organization There are two channels of communication and they are formal or informal. A formal channel in a criminal justice organization is one that mostly goes through the chain of command. This type of formal communication can be made by formal orders, written memo's, and/or direct orders. There are disadvantages to formal channels of communication.

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One disadvantage to a formal channel of communication is that it is time consuming. According to Written and Interpersonal Communication, it states the following disadvantages in a formal channel of communication: First, strict adherence to formal channels of communication is a time- and personnel-consuming effort. The memorandums must be carefully drafted, endorsed through the chain of command, and forwarded to the addressee pursuant to departmental policy. The second...is the effect they have on the free flow of information. By nature, their rigidity restricts spontaneous ideas and thought.

Third, formal routes usually require a written record, which may further restrict the flow of information because many people hesitate to put their thoughts or ideas in writing. A fourth disadvantage is the inability of this form of communication to respond rapidly to changing situations. " There are advantages to formal channels of communication. One advantages is that they ensure uniformity everyone receives the same information. This is important in a police department when there are new directives or information regarding crimes or cases that need to be sent to all patrol officers. Another advantage is that the information is usually more clear and concise; this will lessen the chances of confusion. Finally, the last advantage of a formal channel of communication is that it provides a paper trail for any purpose. Informal channels of communication can be mere gossip but they also provide a link to all within the organization.

A detective may ask a patrol officer questions about the report they wrote this can be considered as an informal channel of communication. Different Barriers to Effective Communication Emotional barrier is a barrier that is

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either, sent by the sender or received by the receiver. A person sends or receives information according to their personal beliefs, experiences, and/or expectations. A person who wants to communicate information but believes that they are going to be laughed at, may not communicate their information out of fear of being made fun of. A person who has low self-esteem may not communicate effectively because they do not feel their opinion or information is worthy. A physical barrier is a barrier that makes the communication more difficult because of the environment.

According to *Written and Interpersonal Communication*, it states that a physical barrier can be, " Equipment malfunctions, such as a faulty radio or computer, are another source of physical barriers to effective communication. Semantics can also be another barrier. According to *Written and Interpersonal Communication*, it states that, " Semantics can pose another form of communication barrier. Strictly speaking, semantics is the study of the development and meaning of words. " Words have different meanings, when these words are used then the receiver can conclude a different meaning than what the sender was trying to convey. Ineffective listening is the final barrier. Ineffective listening is when the receiver does not hear or receive what the sender is trying to send. There are different factors why a person may be an ineffective listener.

A person can be an ineffective listener if the subject to the information they are receiving is boring or not important to them. Another reason why the person may be an ineffective listener is that the information they are receiving can be too simple or too complex for them. The last reason why a person can be an ineffective listener is that they are occupied with other

things either physically or mentally. Strategies to Overcome Communication Barriers A person needs to concentrate in order to become an effective listener. Once a person hears information, it quickly goes to the brain to be processed. A person can process information at a faster speed than the speaker speed. Therefore, a receiver can daydream during the lag time of the speaker speed.

The receiver needs to concentrate on the information they are receiving to prevent themselves from daydreaming. Another way to overcome communication barriers is to avoid developing any preconceived ideas of the speaker, and message. A speaker or receiver should also avoid making preconceived ideas as to what is going to happen when they say something. In order to overcome communication barriers is for the listener to retain the information they have received.

A person that concentrates must also make an effort to retain the information they have received. Feedback is a great way to overcome communication barriers. A receiver can ask questions if the information they received was not clear. If the information the receiver received is clear then he can also repeat the information they understood when giving feedback. All of the above are great tools that can be used to overcome any of the communication barriers. Conclusion. In conclusion, effective communication is crucial in the criminal justice organization. Constant training and effort will help develop a person's communication skills and avoid communication barriers.

References: U. S. Coast Guard Training Manual (2004). Retrieved on February 13, 2010 from <https://ecampus.phoenix.edu/content/eBookLibrary2/content/DownloadList.aspx>

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