

Conveyance

Business



Communication a process in which meaning is defined and shared between individual living organisms, the concept has been in existence as long as the existence of human. Three major components are vital, sender, the message and the media. Communication can be nonverbal, visual and oral. There are varied kinds of communication that need to be carefully evaluated before utilizing them. The easy in addition of doing this will also talk about five concepts of communication and finally the role of technology in work life balance of human.

Various scholars have agreed that information is power and for that reason, it is rational for the stakeholders to derive ways that will foster effective communication. This may be achieved in part by correctly choosing the right channel and media to use while conveying information. According to Hadler, 2005 group meeting is a kind of communication in which individuals usually more than two gather where purposive discourse takes place. The minimum number of persons in such a meeting is three and maximum being fifteen. It is worth noting that in most cases, such meeting is face to face but with the recent technological advancement, individuals can virtually meet and discuss via videoconferencing or any other media.

There are two kinds of group formal and informal. The former is task oriented while the later can take an example of socialization. Group meeting can be used when there is need to arrive at better solution to a problem at hand 'two heads are better than one', it is appropriate when trying to solve conflict since it foster improvement in communication, when there is need for cross fertilization, it can also be used when there is need to instill higher levels of commitments especially from employees, when the possibility of bias might

arise group communication can help reduce it and finally it is applicable when greater outputs are desired. However, there are problems of conformity, competition and time consumptions associated with this kind of communication. Face-face communication is the exchange or sharing of information, thoughts, views, opinions as well as feelings when those taking part are present the same physical place. It has been suggested that when one want an effective communication, then face-face is the way to go.

Similarly it can be used when the information that is being conveyed needs more clarification, and when there is need for obtaining immediate feedback. Electronic mail communication, e-mail is a way of exchanging digital messages from a sender to one or recipients usually through internet or computer networks. This kind of communication can be applied when one is in need of contacting top managerial officials of an organization for instance CEO, when one needs to cut cost then e-mails is the way to go and the desire of transferring information to various recipients at the minimal time can also be achieved by using e-mail communication. The five communication concepts discussed are feed back, noise, coding and encoding, audience, and information richness. Feed back refers to the knowledge about the impact of information on receivers.

It is worth noting that how fast such impacts can be known not only depends on the urgency of the message but more importantly the media used to communicate such information. It has been established that face to face communication provide the sender with almost immediate feedback, followed by telephone, then e-mail and lastly mails and fax. With face-to face communication information are timely delivered and one can prompt for a <https://assignbuster.com/conveyance/>

feedback. Information richness which refers to the amount of information that can be transmitted via a communication media are conveyed through varied degrees (Abramson, 1992). Verbal communication through face-face communication has been hailed to have much more information richness than any other media as it is possible to read other non-verbal signs. Encoding refers to a mechanism whereby information from a sender/source is converted into symbols to be conveyed.

On the other hand decoding entails converting of the encoded information that it can be understood by the recipient. Electronic media such as email, texting do provide both the sender and recipient with the best opportunity of doing this quite easily and quickly. Noise is one of the barriers to communication and hinders the exchange of information between senders and the recipients. Media that are least affected by noise are e-mail, texting, mail and fax. On the other hand, such kinds of communication such as face-face, telephone are seriously affected by noise impeding transmission of information. Audience or the recipients are target individuals who need to get certain information in order to make decisions.

Media that support their active participation are hailed to yield results in trying let's say influencing their thoughts. Face-face communication can adequately do this as the audience can ask questions and get instant responses and clarifications. Print media such as mails also have the advantage of being referred to later. Technological innovation has impacted in spheres of human life. Through technology, it is evident that some people can work from the comfort of their homes. Similarly, the burden of travelling overseas to attend a business meeting is being gradually replaced by such

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concepts as teleconferencing and videoconferencing among others (Abramson, 1992). From the review of communication, it is apparent that the whole idea is responsible for shaping mankind.

Similarly, technology seems to play a huge role in trying to balance work-life of human beings.