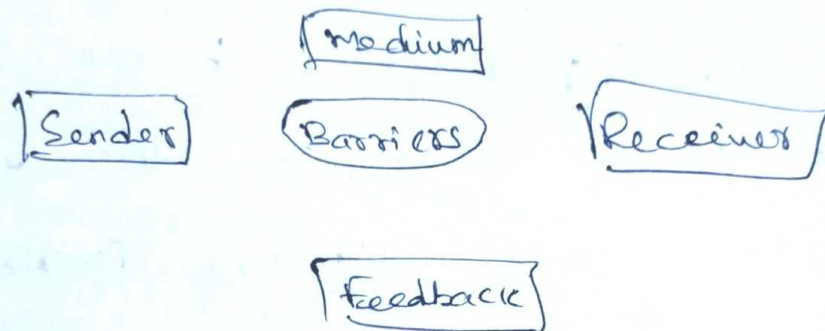


CCA - 103 - Communication & Soft Skill

Assignment - 3

Communication which means sharing of information.

Process of Communication



Types of Communication.

Verbal, Non verbal, Oral, written.

Formal Communication

It involves the transfer of information, instruction, advice, demand, feedback, and ideas to Subordinate Staff.

Level of Communication

- Extra personal level
- Intra personal level
- Inter personal level
- Organization level
- mass level

Classifications of barriers

1. Physical barrier
2. Psychological barrier
3. Organization barrier

Physical barriers :

The Psychological barriers can be described as the cause of disturbed communication because of human psychology problem.

Others include

1. Group identification
2. Self image
3. Premature evaluation
4. Distrust
5. Poor retention

Inadequate language base :

Insufficient technical vocabulary combined with fear or shyness to seek clarifications.