

## Oral Communication Vs Written Communication

BASIS FOR COMMUNICATION	ORAL COMMUNICATION	WRITTEN COMMUNICATION
Meaning	Exchange of ideas, information and message through <i>spoken</i> words is Oral Communication.	Interchange of message, opinions and information in written or <i>printed</i> form is Written Communication.
What is it?	Communication with the help of words of <i>mouth</i> .	Communication with the help of <i>written</i> form.

Literacy	<u>Not</u> required at all.	<u>required</u> for communication.
Transmission of message	<u>fast</u>	<u>slow</u>
Proof	<u>No</u> record of communication is there.	Proper <u>records</u> of communication are present.
Feedback	<u>Immediate</u> feedback can be given	Feedback takes <u>time</u> .
Revision before delivering the message?	Not <i>possible</i> .	possible
Receipt of nonverbal cues	<u>Yes</u>	<u>No</u>

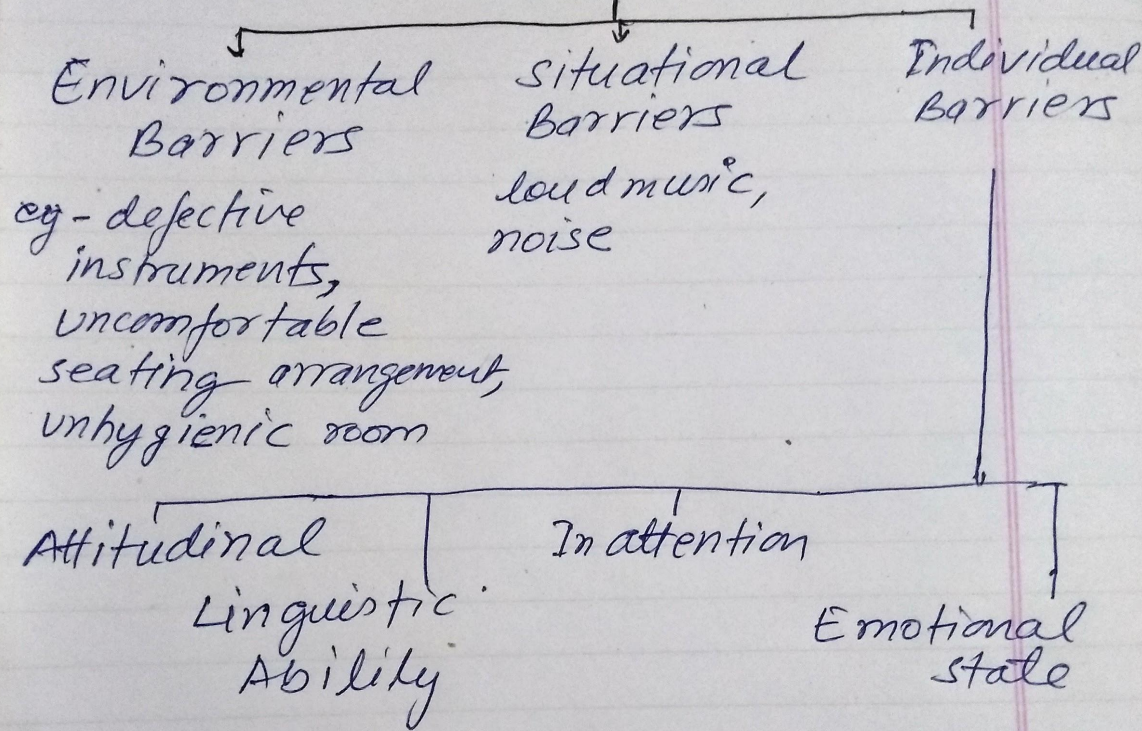
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Probability of  
misunderstanding

Very high

Quite low

## Barriers of Effective Communication





communication process.

## BARRIERS TO EFFECTIVE COMMUNICATION

A barrier to effective communication is any factor, individual, situational, or environmental, that prevents the receiver from receiving and understanding the message accurately. These barriers can lead to misunderstanding and confusion between a sender and a receiver. Some of the significant barriers are guided by the nature and purpose of communication as well as the relation between the sender and receiver.

**Environmental Barriers:** These are the physical conditions that affect the communication process. For example, defective instruments, poor lighting, uncomfortable seating arrangements, and unhygienic room conditions distract listeners.

**Situational Barriers:** The factors like distance, noise, and distractions cause unnecessary disruption in the communication process. For example, loud music and noise from generators or other machinery.

**Individual Barriers:** Some of the individual barriers are as follows:

- ✦ **Attitudinal:** Factors like age, gender, lack of interest, discomfort with the topic, culture, and socio-economic or professional status define how a listener perceives and interprets the message.
- ✦ **Linguistic Ability:** Speech disorders or other physical disabilities can distort the communication process. Additionally, the lack of proficiency in the language affects the interpretation of the message as well.
- ✦ **Inattention:** If the listener is preoccupied or distracted or just not interested in the conversation, he will likely be not attentive. It may result in an adverse effect on the outcome of the communication.
- ✦ **Emotional State:** Emotions of the sender at the time of encoding may result in the usage of wrong words or tone that may lead to miscommunication. Likewise, the receiver may misinterpret the message due to his emotions.

