

TIPS TO OVERCOME VARIOUS TYPES OF COMMUNICATION BARRIERS

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ABSTRACT

Good communication skills are required for everyone, whichever field or sector they belong to. Even in personal life, communication skills play very important role. Young graduates need them the most, because companies of any tire hire candidates with effective communication skills. Every company treats an employee with effective communication skills as an asset. A skilled communicator is helpful in creating pro-working atmosphere; in coordinating with team members; in making decisions; in solving problems; in resolving conflicts among the employees; in dealing with clients; in retaining old clients; in attracting new clients; in negotiation; in delegation etc., so companies prefer candidates with effective communication skills. In multinational companies, non-verbal communication skills also play very import role. Awareness of non-verbal communication is very important and useful for top position employees and team leaders as they have to deal with international clients, agencies and organizations. The author of this paper gives insights into all important aspects of effective communication skills. This paper deals with the types of communication, barriers to various types of communication and the tips to overcome the barriers to various types of communication.

KEYWORDS: Oral, Written and Non-verbal Communication, Business, Organizational and Teamwork Communication, Barriers to Communication, and Tips to Overcome them etc.