

# **EFFECTIVE COMMUNICATION**



# Objectives

- **Define and understand communication and the communication process**
- **Identify and overcome the various barriers in a communication process**
- **Understand Effective Communication**
- **Various means of communication in the community**
- **Counseling & Counseling skills**

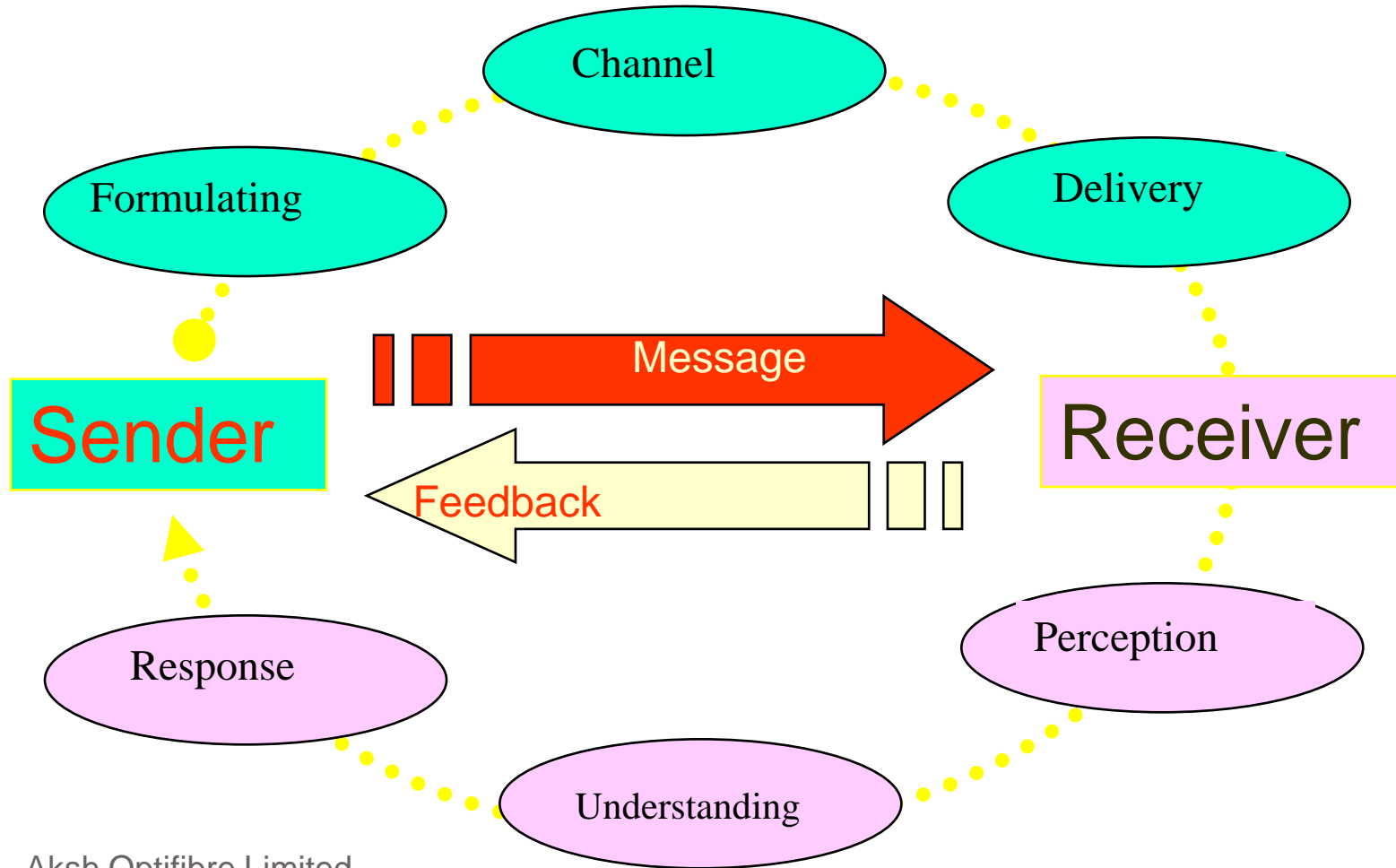
# Why do we Communicate???

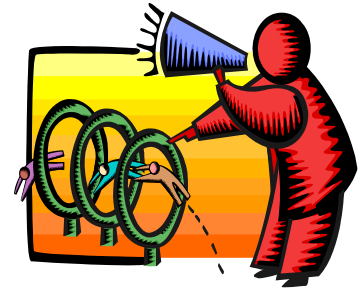
- **to express our emotions**
- **achieve joint understanding**
- **to get things done**
- **pass on and obtain information**
- **reach decisions**
- **develop relationships**

## **Types & Methods of Communication**

<b>Written</b>	Letters, Memos, Reports...
<b>Spoken</b>	Conversations, Interviews, Phone Calls, Requests...
<b>Non-Verbal</b>	Facial expressions, Postures, Actions, Voice Tone, Silence...
<b>Visuals</b>	Photographs, Paintings, Videos, Film...
<b>Multimedia</b>	Television, Newspaper, Magazines, Internet...

# Communication Process: The Flow





- **Is scarcer than quality water**
- **Is measured by results or actions**
- **Does not need to be very complex**
- **Is aimed at informing others**
- **Is complete and clear**

**..... Complete sharing of meaning and understanding between the person sending the message and the person receiving the message.**

# Barriers to communication



## Personal Barriers:

- ❑ Fatigue, low energy, exhausted
- ❑ Poor listening skills,
- ❑ Attitude towards the sender or the information,
- ❑ Lack of interest in the message,
- ❑ Fear, mistrust, past experiences,
- ❑ Negative attitude,
- ❑ Problems at home,
- ❑ Lack of common experiences,
- ❑ Lack of clarity in the message,
- ❑ Emotions.



# External barriers

- ❑ Noise,
- ❑ Distractions,
- ❑ E-mail not working,
- ❑ Bad phone connections,
- ❑ Time of day,
- ❑ Environment,
- ❑ Attenuation (message passing through many persons)

# Tips for effective communication

- ✓ Simplify language
- ✓ Listen actively
- ✓ Break the barriers
- ✓ Use feedback
- ✓ Do not depend upon grapevine/rumours
- ✓ Be aware of others levels, feelings and attitudes
- ✓ Do not act on assumptions
- ✓ Do not jump into conclusions.

# Hearing Vs Listening

- **to receive information**
- **to understand effectively**
- **to enhance clarity**
- **to empathize**



**Good listening skill can improve social relations and conversation.**

# Counseling Skills



# Counseling involves

- ✓ Rapport building with the client
- ✓ Show that you understand and care about them. Build Trust.
- ✓ Give clients useful, accurate information. Help them understand what this information means to them.
- ✓ Help clients to make their own choices, based on clear information and their own feelings, situation, and needs.
- ✓ Help them remember what to do.

# 6 STEPS OF COUNSELING

- (Greet)- Welcome the Client
- (Ask)- Ask about the Problem
- (Tell)- Tell about the client about the choices
- (Help)- Help the client in making the decision
- (Explain)- Explain clearly what to do
- (Return visit)- follow up the client

# Qualities of a Good Counselor



# Means of Communication approaches at community level

1. Interpersonal Communication
2. Group Interactions
3. Community /outreach events
  
4. Media Channels
  - Print Media
  
  - Audio-visual Media
  - Folk /Traditional Media
  
  - Outdoor Media
  - Information Communication Technology (ICT)-



# Prepositions

- ▶ **Prepositions**
- ▶ A *preposition* is a word which precedes a noun (or a pronoun) to show the noun's (or the pronoun's) relationship to another word in the sentence.
- ▶ (The word *preposition* comes from the idea of being *positioned before*. It is not true to say that a preposition always precedes a noun or a pronoun, but it does most of the time.)

# Noun & Pronoun

- ▶ A noun is a word used to name a person, animal, place, thing or an abstract idea.
- ▶ A pronoun is traditionally called a part of speech in grammar , pronouns are words such as *me, she, his, them, herself, each other, it, what*.
- ▶ Pronouns are often used to take the place of a noun, when that noun is understood (has already been named), to avoid repeating it. For example, instead of saying
- ▶ *Tom* has a new dog. *Tom* has named *the dog* Max and *Tom* lets *the dog* sleep by *Tom's* bed.
- ▶ it is easier to say
- ▶ **Tom** has a new dog. **He** has named **it** Max and **he** lets **it** sleep by **his** bed.

# Role of a Preposition

- ▶ Prepositions are important when constructing sentences. A preposition sits before a noun to show the noun's relationship to another word in the sentence.

Examples:

It is a container **for** butter.

- ▶ (The preposition *for* shows the relationship between *butter* and *container*.)  
The eagle soared **above** the clouds.
- ▶ (The preposition *above* shows the relationship between *clouds* and *soared*.)

# List of prepositions

- ▶ Aboard
- ▶ about
- ▶ above
- ▶ across
- ▶ after
- ▶ against
- ▶ along
- ▶ amid
- ▶ among
- ▶ anti
- ▶ around
- ▶ as
- ▶ at
- ▶ before
- ▶ behind
- ▶ below
- ▶ beneath
- ▶ beside
- ▶ besides
- ▶ between
- ▶ beyond
- ▶ but
- ▶ by

# continued

- ▶ concerning
- ▶ considering
- ▶ despite
- ▶ down
- ▶ during
- ▶ except
- ▶ excepting
- ▶ excluding
- ▶ following
- ▶ for
- ▶ from
- ▶ in
- ▶ inside
- ▶ into
- ▶ like
- ▶ minus
- ▶ near

# Continued

- ▶ of
- ▶ off
- ▶ on
- ▶ onto
- ▶ opposite
- ▶ outside
- ▶ over
- ▶ past
- ▶ per
- ▶ plus
- ▶ regarding
- ▶ round
- ▶ save
- ▶ since
- ▶ than
- ▶ through
- ▶ to
- ▶ toward
- ▶ towards

# Continued

- ▶ under
- ▶ underneath
- ▶ unlike
- ▶ until
- ▶ up
- ▶ upon
- ▶ versus
- ▶ via
- ▶ with
- ▶ within
- ▶ without

## Speech and Language Therapy Service

### PREPOSITIONS WORKSHEET

Can you find the missing position word?

Jim leaned . . . . .the shelves.

Peggy walked . . . . . the shops.

Charlie waited . . . . . the corner.

Mum drove . . . . .the petrol station.

Julie ran . . . . . the bridge.

Sarah crawled . . . . . the chair and the wall.

Alice rang me . . . . . her mobile phone.

Dad worked . . . . . the roof.

The dog sat . . . . . Tom.

We played . . . . .the garage.

Robert leaned . . . . .the wall.

John sat . . . . . the piano.

Rachel reached . . . . . the table.

---

**words to choose from:**

**in**

**on**

**beside**

**beneath**

**across**

**at**

**by**

**against**

**from**

**between**

**inside**

**to**



# **METHODS OR TYPES OF COMMUNICATION**

A teal rounded rectangular bar containing the title text, with a dark blue horizontal bar below it. A light green vertical bar is on the left side of the slide.

# Communication may be classified into several categories.

- On the basis of organisational structure.
  - (a) Formal communication.
  - (b) Informal communication
- On the basis of flow or direction.
  - (a) Downward
  - (b) Upward
  - (c) Crosswise or horizontal or lateral.
- On the basis of methods or media used or expression
  - (a) Written
  - (b) Oral
  - (c) Gestural

# FORMAL COMMUNICATION

- A formal communication is that which the message is transmitted through the formal means in the organisation
- A strict channel laid down in the structure.
- Eg: Departmental meeting, Company magazines, Posters etc.

# DIFFERENT WAYS OF FORMAL COMMUNICATION

- SINGLE CHAIN.
- WHEEL.
- CIRCULAR.
- FREE FLOW.
- INVERTED V.

# INFORMAL COMMUNICATION OR GRAPEVINE

- Formal channels are inadequate for communication that leads to informal communication.
- It exist outside the formal network.
- It refers to interpersonal relationships.

# DIFFERENT WAYS OF INFORMAL COMMUNICATION.

- SINGLE STRAND.
- GOSSIPS.
- PROBABILITY.
- CLUSTER.

# FEATURES OF GRAPEVINE

- It comes into being to satisfy the communication needs of the members.
- It has no structure.
- It takes place through the word of mouth.
- Few people take an active part in this.
- It may be upward, downward, or crosswise.

# ADVANTAGES....

- It is quite fast and spontaneous enjoying a highr degree of credibility.
- Can achieve better human relation.
- Matters which can't be pass through official channels can be communicated through this.
- It develop interpersonal relationships.
- Through this form managers can easily know employees attitudes and reactions etc.



# DISADVANTAGES....

- The information can be distorted through this.
- It is highly unreliable as it often carries inaccurate informations.
- Leakage of confidential informations.
- Sometimes miscommunication may occur.

# FORMAL VS INFORMAL

- Its based on formal relationships.
  - Its slow because it has prescribed path.
  - The channel is pre planned
  - Work related matters.
  - It is easy to fix responsibility for managers.
  - It serves organisational needs
  - In formal communication status or position of the parties is very important.
- Based on interpersonal relationships.
  - Has no particular path.
  - The channel communication are unplugged.
  - Work related and social matters.
  - Chances of distroction is high.
  - It is not possible to fix responsibility of informal communication.
  - Both social needs and organisational needs.
  - Status or position of the parties is irrelevant.

**THANK YOU**



# Prepositions and Prepositional Phrases



How can we identify prepositions  
and prepositional phrases within  
sentences?



Definition

Sentence Examples



Prepositions

Picture



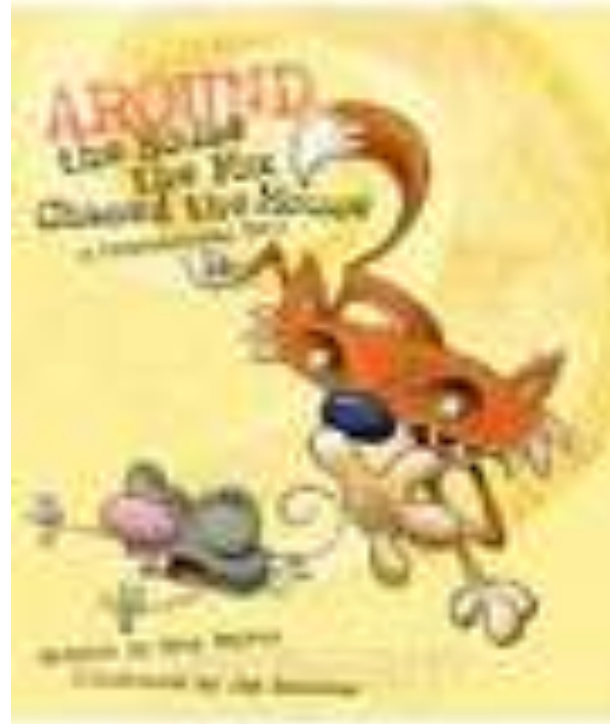


# Definition

- A preposition is a word that shows a relationship between a noun or pronoun and some other word in the sentence.
- Examples: under, above, beside, in...



Let's see if we can name  
some more examples in...





# Prepositions

Your turn- Add prepositions you heard from the story

- Examples: under, above, beside, in...







# Example Sentences

Locate the preposition in each sentence.

1. Then knight flew under the dragon.
2. Finally the knight went around the dragon to find his melancholy horse.
3. The dragon blew fire between the knight and his horse.
4. Afterwards the knight stood aghast until he came to his senses.
5. His horse ran toward the castle in a expedite manner.





# On your own...

- In your grammar book on page 150 please complete 1-10.
- **FOLLOW THE DIRECTIONS!!!!**
- When you finish turn it into your box.





# Review

Determine if the word below is a noun or preposition.  
If the word is a noun state whether its concrete or abstract.

conscience

under

utopia

across

Ms. Norris

antagonist

until

by

upon

protagonist

Ms. Kim





# Prepositional Phrases

On the back of your preposition notes that were taken yesterday, create another Venn Diagram.





Definition

Sentence Examples

Prepositional  
Phrases

Prepositional Phrases

Picture





# Definition

The prepositional phrase begins with the preposition and ends with its object. It includes all modifiers or adjectives.



# BrainPop

List any prepositional phrases you hear in this BrainPop. Write them in your prepositional phrases box.



What is the conflict that Tim and Moby have in the movie clip?



# Prepositional Phrases

- What were some of the prepositional phrases you heard in BrainPop?







# Sentence Examples

- 1. Desert lizards lie under the sand.
- 2. The Komodo dragon is a type of monitor lizard.
- 3. The dragon in the water is really a lizard.

