

Success for Life and Ministry

Bilhah Kiura

ATh 115

24th June 2020

Professor Christopher Scott Bowen

Research Paper on Communication Styles

TABLE OF CONTENT

1. Introduction.....	3
2. Types of Communication.....	4
3. Written Communication.....	5
4. Communication Skills.....	5
5. Barriers of Communication.....	6
6. Conclusion.....	10
7. Bibliography	11

Introduction

Communication is the exchange of information between one person to another through a common medium of exchange. Communication plays a big role both at social level, business level and at the global level.

This paper will be examining the different styles of communication, communication skills and barriers of communication.

TYPES OF COMMUNICATIONS

I. A. Verbal / Oral Communication

1. Intrapersonal communication
2. Interpersonal communication
3. Small group communication
4. Public communication

5. Video

6. Phone calls

B. Non-Verbal Communication

1. Body language
2. Gestures
3. Facial expressions
4. Postures

C. Personal Communication Styles

1. Sensing and intuition types
2. Feeling and thinking types

3. Indulging and perceptive types

D. Written Communication

1. Business Communication

- a) Business letters

- b) Contracts

- c) Proposals statistical

- d) Emails

E. Intercultural Communication

1. Interaction between different cultures
2. The emerging trends in globalization communication

II. A. Communication Skills

1. How to communicate effectively
 - a. Know your goals and state it clearly
 - b. Use correct tone for your purpose
 - c. Keep language suitable
 - d. Use active voice
 - e. Have someone proof read your writing

f. Effective skills require

i) Connection

ii) Clarity

iii) Cause

iv) Conciseness

2. Barriers to Effective Communication

A. Intercultural Communication Barriers

1. Trade agreements

2. International trades governed by barriers, for example tariffs, non-tariff barriers and prohibitions

3. Communication net works

4. Subsistence and material culture

5. Communication social behavior

6. Argumentative and alternative communication such as;

a) Electronic communications

b) Sign language

c) Structural factors

d) Ethnic conflicts

B. Written Communication Barriers

1. Writing Literacy
 - a. Sentences
 - b. Words
 - c. Syllables
2. Argumentative and Alternative communication
3. Models of communication
 - a) Transmitter
 - b) Channel
 - c) Receiver

B. Other Barriers of Communication

1. Planning for use
 - a) Convenience of movement in an office
 - b) Differentiate space for distinctive functions to facilitate action of the human
body
2. Word choice language
 - a. Choice of language

b. Cultural diversity in use of words

3. Dialect and regional differences

a) Dialect

b) Accent

c) Use of idioms

4. Emotional Barriers

Shame or eagerness to fit with other people in social situations

5. Active listening

a) People tend to find it hard to listen

6. Arguing especially in a meeting

7. Physical Barriers

Phones

Digital means of communications e.g emails

8. Message overload

a) Too much communication going on

9. Rapid thought talk

10. Noise and hearing problems

III A Communication Feedback

1. Feedback is receiving response to communications
2. Three different feedback based on purpose
 - a) Evaluation
 - b) Coaching
 - c) Response from receiver

B Role of Feedback

- a) To ascertain the receiver has understood the message
- b) Evaluate effectiveness of the message

CONCLUSION

Research Paper on Communication Styles

This research paper will be looking at the various communications styles both formal and informal methods of communications. It will also discuss other forms of communications such as intercultural communication and personal types communication.

The paper will bring out barriers to communication and feedback.

Bibliography

[Britannica.com/science/plant-reproduction-system/the-cellular-basis](https://www.britannica.com/science/plant-reproduction-system/the-cellular-basis)

Research Paper on Communication Styles

Book – Approaches to Intercultural communication

www.khacademy.org