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Advantages and disadvantages of written communication pdf

If you ask most people to name different forms of communication in the workplace, they'll be able to identify oral and written communication, but may be hard pressed to name any others. Oral and written communication, known as verbal communication, is the most commonly used in the workplace. Visual communication takes advantage of visual aids. Stop lights, emojis, stock photos and billboards are all examples of visual communication. Used properly, it can be an effective way to drive important concepts home in the business world, but there are some disadvantages. Try to describe to a graphic designer how you want your job site to look, and you'll find it takes a lot of to-ing and fro-ing to accurately convey the message. Show her a photo, however, and she'll instantly understand. Trying to explain percentages or statistics can take a lot of time, but showing a graph can make things instantly understandable. When a company wants to demonstrate its philanthropic efforts, for example, a picture of a starving villager is far more powerful than a description. Similarly, people find it much easier to understand data that's presented as a pie chart than written in table form. Scientists have shown that just adding a visual communication to a speech makes the presentation more memorable. In our increasingly global economy, it is beneficial to be able to communicate to people from all backgrounds who speak other languages. A simple smiling emoji makes sense to people from all over the world, even those who are illiterate. Not everything can be expressed in images - just try explaining a new company policy regarding overtime with a picture. An image can only convey so much information before it becomes bogged down and difficult to decipher. Oversimplifying can be dangerous when it comes to complex issues that need to be addressed with a deeper understanding of the matter. If you are trying to convey a message about your company's competition with a picture of a baby, it could be interpreted as "helpless," "small," "young," "whiny," or "naive." If you oversimplify what you're trying to say by saying it in a picture, your entire message could get lost. It's also easy to forget that something that signifies one thing in one culture may not mean the same thing in other cultures. For example, a thumbs up might be a great thing in America, but might be offensive to people in China. Visual aids can cost more to print, especially if they are in a number of colors. Even if the image is only projected, the time to create a chart or graph can cost money in the form of man hours needed to create it. Sometimes adding visual media can take away from the verbal communication being used if people focus on the visual. In most cases, visual communication must be partnered with oral or written communication, whereas verbal communication can generally be used without any additional aids. Communication is defined by many different terms, with four types commonly found in business environments. Communication style affects how any message is received and ultimately how someone is perceived. There are advantages and disadvantages of the different styles to keep in mind when dealing with co-workers, subordinates and consumers. Passive communicators tend to avoid conflict by refraining from regularly expressing feelings and opinions. This style is perceived by others as patient and easygoing but somewhat aloof. Passive communicators avoid eye contact and extended conversations. Though passive, individuals with this communication style may be prone to explosive outbursts after prolonged disappointment, frustration and criticism. The advantage of this style of communication is that the individual is viewed as amiable and always concerned with others. Co-workers like to be around others who don't constantly make waves and agree to take on tasks without complaint. However, the outbursts are certainly negative. For the communicator, anxiety caused by growing but pent-up frustrations is another disadvantage. This type of communicator gives in to the ideas of others regularly and projects low self-esteem or self-worth. Recognize this style through email responses that are succinct and cordial with no additional input. Assertive communication is the opposite of passive communication. This style of communicator effectively states opinions and advocates for himself. This may be in leading a team or asking for a raise. Assertive communicators look you in the eye and are confident in conveying ideas. Managers, sales staff and communicators benefit the most from assertive communication. Because an assertive communication style considers others' opinions and values both parties, it is the preferred communication style in business. The aggressive communicator is always advocating personal opinions, ideas and needs. Communication is both verbal and, at times, physical. Aggressive communication by leadership might overwhelm subordinates in the work environment. It also creates tension among team members who feel the communicator is always confrontational. On the positive side, aggressive communicators know what they want and are willing to push forward regardless of adversity. This style suits a litigator more than an administrative assistant. Many salespeople are aggressive communicators, but they would be more successful with an assertive communication style. Whether in email, memos or other work communication mediums, this communicator is telling others what to do and is argumentative if there is no buy-in. Passive-aggressive communication is not a desired style for the workplace because passive-aggressive individuals aren't truthful about their feelings and opinions. This style sabotages healthy working relationships and projects because passive-aggressive communicators appear to be passive in style but have a constant internal anger at others. Recognize this communication style by sarcastic remarks, whispered muttering of complaints and disruptive behaviors like using chat software to gossip about co-workers who are often in the same room. This is a toxic communication style that needs to be dealt with in a business environment quickly to prevent strife throughout the team and clients or consumers. 1 How Much Garlic Powder Equals One Clove of Garlic? 2 How Long Does a College Hockey Game Last? 3 Civil Rights Leaders You Won't Read About in History Books 4 What Is a Group of Turtles Called? 5 Tips and Tricks for Making Driveway Snow Removal Easier

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