

ELEMENTS OF THE COMMUNICATION PROCESS...	COMMUNICATIONS BARRIERS (OBSTACLES)
<p><b>Sender (source)</b></p> <ul style="list-style-type: none"> <li>■ A person or group who wishes to convey a message to another (<b>Source - encoder</b>), this mean that the person or group sending the message must have an idea or feeling into a form that can be transmitted.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Does not</b> know the subject.</li> <li>- <b>Cannot</b> communicate the message.</li> <li>- <b>Does not</b> formulate clearly the objectives.</li> <li>- <b>Does not</b> formulate the message well.</li> <li>- <b>Does not</b> choose the language of the receptor.</li> <li>- <b>Does not</b> adapt the tone</li> </ul>
<p><b>Message</b></p> <ul style="list-style-type: none"> <li>■ What is actually said or written</li> <li>■ The body language that accompanies the words , and how the message transmitted</li> <li>■ Talking face to face with a person may be <b>more effective</b> than telephoning or writing a message</li> <li>■ Written communication is often appropriate for longer explanations or for communication that needs to be preserved</li> <li>■ Recording a message on a tape or communicating by radio or television may be more appropriate for larger audience.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Difficult words.</b></li> <li>- <b>Is not of interest</b> to the receiver.</li> <li>- <b>Is not related to</b> the stated objectives.</li> <li>- <b>Unclear, confusing.</b></li> </ul>
<p><b>Channel</b></p> <ul style="list-style-type: none"> <li>■ It is the <b>medium</b> used to convey the message and it target any of the receiver's sense.</li> <li>■ Channel should be appropriate for the message and it should help make the message <b>more clear</b>.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Noise</b></li> <li>- <b>Not adapted</b> to the message transmission.</li> <li>- <b>Not accessible</b> to the receptor</li> </ul>
<p><b>Receiver</b></p> <ul style="list-style-type: none"> <li>■ <b>(Decoder):</b> The listener who must listen, observe, and attend</li> <li>■ <b>(Interpretation)</b> who must perceive what the sender intended</li> <li>■ <b>Perception uses all the senses</b> to receive verbal and nonverbal message.</li> <li>■ <b>effective communication</b> If the meaning of the decoding <b>message matches</b> the intent of the sender , then the communication has been effective</li> <li>■ <b>Ineffective communication</b> occurs when the message sent is misinterpreted by the receiver.</li> <li>■ According to the sender intent , depends largely on their similarities in knowledge and experience and sociocultural background</li> <li>■ <b>Decode means:</b> to relate the message perceived to receiver, storehouse of knowledge and experience and to sort out the meaning of the message</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Indifferent</b> (does not care) to the message.</li> <li>- <b>Could not decode</b> the message.</li> <li>- <b>Cannot</b> receive the message.</li> <li>- <b>Poor listening</b> conditions.</li> </ul>
<p><b>Feedback</b></p> <p>The information or the reaction given by the receptor.</p>	<ul style="list-style-type: none"> <li>- <b>Feedback not well</b> prepared.</li> <li>- <b>Limited time.</b></li> <li>- <b>Selection</b> of those who respond.</li> <li>- <b>Questions</b> poorly formulated.</li> </ul>

