


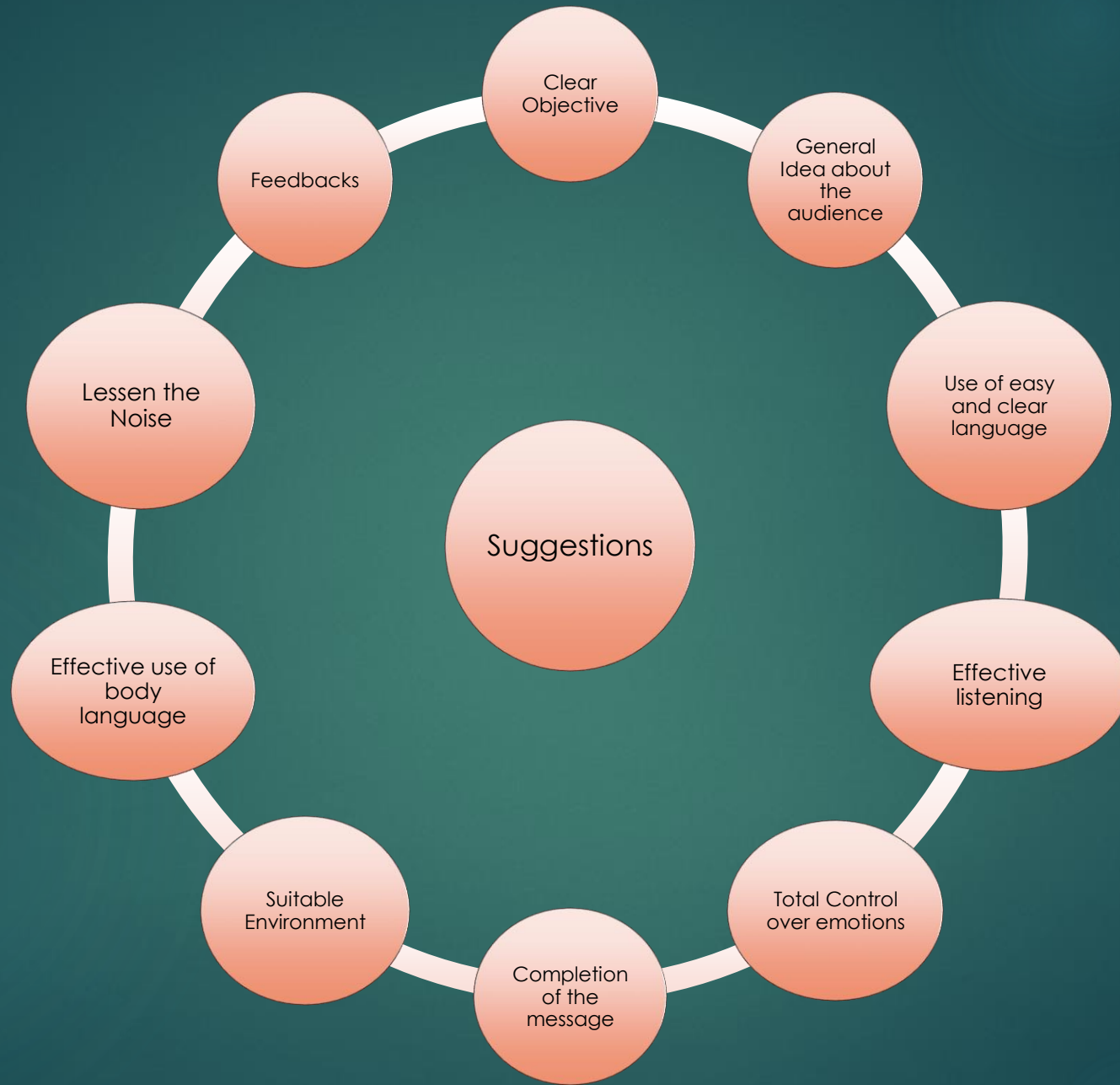


Suggestions for Improvement of Communication Barriers

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**“The most important thing in communication
is hearing what isn’t said.” – Peter Drucker**



Suggestions:

- ▶ Clear Objective
- ▶ General Idea about the audience
- ▶ Use of easy and clear language
- ▶ Effective listening
- ▶ Total Control over emotions
- ▶ Lessen the Noise
- ▶ Completion of the message
- ▶ Suitable Environment
- ▶ Effective use of body language
- ▶ Proper use of feedback



▶ Clear Objective

Example: 1. To increase the performance of employees.

2. To inform the credit card facility to the customers.

➤ General Idea about the audience

Example: 1. Employees backgrounds, age, gender, religions, language etc.

➤ Effective listening

A good listener is a good speaker.



- ▶ Use of easy and clear language

Words, phrases, grammar, language should be cleared.

- Total Control over emotions

Anger, Eagerness, Love, affections, hate, fear etc. should be controlled.

- Lessen the Noise

External noise should be minimize and controlled.

▶ Completion of the message

Incomplete message always irritates and leads to distrust in communication.

▶ Suitable Environment

Environment should be favourable and suitable for healthy communication.

▶ Effective use of body language

Body language always support and compliment the original message.

▶ Proper use of feedback

Completion of message is depend on proper use of feedback.