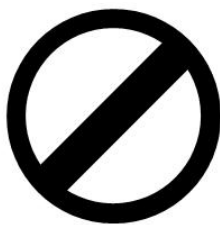


Types of communication

Communication means transferring thoughts, information, emotion and ideas through gesture, voice, symbols, signs and expressions from one person to another. Three things are most important and essential in any communication process they are Sender, Receiver and the Channel (medium). The Sender is encoding the messages in any form like voice, written or any signs. So they often called as Encoder. The Receiver is decoding the message from the sender to understand the message. So they often called as Decoder. Any message or Information needs some channel or a medium. Example: television is an audio visual medium which decode the electronic signals into an audio-visual to the audience. Communication has two basic types; verbal Communication and Non-Verbal Communication.

Verbal Communication is the communication that happens through verbally, vocally or through written words which express or convey the message to other. It has two types. First, Oral communication which happens through spoken words, conversations and also any messages or information are shared or exchanged between one another through speech. Example: Public speech, News reading, Television, Radio, telephone and mobile conversations. And, Written communication which happens through any word written or often written sign which refers the languages uses in any medium. Example: Simply any hand written, typed, Newspaper, printed word documents, letters, books and magazines.

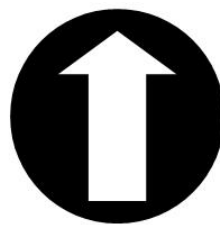
Non-Verbal Communication is any communication without spoken words, conversation and written languages. It happens through signs, symbols, colours, gestures, body language or any facial expressions. Traffic signals are one of the best examples for non verbal communication.



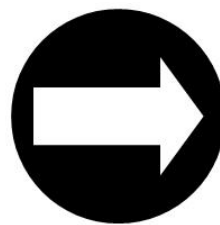
No parking



No stopping
or standing



Compulsory
ahead only



Compulsory
turn right

Non-verbal communication

Key sentences:

*Communication means transferring thoughts, information, emotion and ideas through gesture, voice, symbols, signs and expressions from one person to another.

*Three things are most important and essential in any communication process they are Sender, Receiver and the Channel (medium). The Sender (Encoder) is encoding the messages in any form like voice, written or any signs. The Receiver (Decoder) is decoding the message from the sender to understand the message. Any message or Information needs some channel or a medium.

*Communication has two basic types; verbal Communication and Non-Verbal Communication.

*Verbal Communication is the communication that happens through verbally, vocally or through written words which express or convey the message to other. Oral communication which happens through word of mouth, spoken words, conversations and also any messages or information are shared or exchanged between one another through speech. Written communication which happens through any word written or often written sign which refers the languages uses in any medium is called written communication.

*Non-Verbal Communication is any communication without word of mouth, spoken words, conversation and written languages. It happens through signs, symbols, colours, gestures, body language or any facial expressions.

Keywords:

Transferring (نقل) / thoughts (افكار) / information / emotion / ideas / gesture (اشارة او الاماءة) / voice (صوت) / symbols (رمز) = signs (رمز او اشارة) / expressions (تعبير) / Sender (مرسل) / Receiver (مستقبل) / Channel = medium (وسيلة) / Encoder (المشفّر) / decoding (ترجمة او فك الشيفرة) / Decoder (مفكك الشيفرة) / types (انواع) / verbal (لفظي) / Non-Verbal (غير لفظي) / verbally (لفظيا) = vocally (بشكل صوتي) ≠ written words (الكلمات المكتوبة) / express (يعبر) / convey (يبلغ) / Oral communication (الاتصال الشفهي) / spoken words (كلمات المنطوقة) = conversations (محادثات) / shared (يشارك) = exchanged (يتبادل) / speech (كلام) / Written communication (الاتصال الكتابي) / written sign (الاشارات المكتوبة) / refers (تعود على) / colors (الوان) / body language / facial expressions (تعبير الوجه).

Questions:

1- What is the difference between oral and written communication?

2- What are the three essential things in communication?

3- What are the mediums of the non-verbal communication?