## Barriers / Organizational Barriers

Barriers to Communication

1. Gender
2. Physical
3. Organisational
4. Personal
5. Ambiguity of words or phrases
6. Individual linguistic ability
7. Physiological
8. By passing
9. Cultural
10. Fear of being criticized

PERSONAL BARRIERS : There may be many internal factors b/w a sender and a receiver which may disrupt the flow of comm" b/w them. These are the following types :

1. Barriers posted by superiors.
- Superior's attitude
- Fear of challenge to authority
- lack of confidence on the abilities of subordinates.

- neglecting the juniors
- emphasis on the following proper channels of communication.

② Barriers posed by subordinates
- reluctance to comm$^n$
- lack of motivation.

③ Poor listening
- Egoism
- Emotions       • Selective perception

SOCIAL BARRIERS : Social barriers to comm$^n$ include the social psychological phenomenon of conformity, a process in which the norms, values and behavior of an induvidual begin to follow those of the wider group.

Social factors such as age, gender, socio economic and marital - status may act as a barrier to comm$^n$

① personal attitudes
② close - mindedness
③ status conciousness

* Business/ organizational barriers

Such types of hurdles come due to the functioning of an organization and thus are known as organizational barriers.

Some important barriers related to an organization are as follows:

- Organizational policy
- Necessary reliance on the organization's guidelines.
- Superior - subordinate relationship.
- Structure of the organization
- Shortage of facilities in an organization
- Wrong choice of medium of comm.

* Language barriers

Comm. may become incomprehensible if the speaker and the receiver do not use the same language and words. If person makes use of words that the receiver is unable to understand it makes the entire comm. process useless and ineffective. The recer are

many cause some being?

- Different language  • Words
- Pictures  • Actions  • Poor vocabulary

* Intrapersonal Barriers

when a person is not able to objectively listen to the sender's messages mainly because of mistrust, poor reputation, clashes of personalities, is referred to interpersonal barriers.

- lack of desire to participate
- reluctance to explore
- Space
- Attitude
- Poor listening
- High emotions

* Technological Barriers

Although technology has improved comm. process by leaps and bounds, it can ad

as a hurdle to comm^n are to :

- Use of obsolete technology
- Lack of technological knowledge
- Technical noise
- Hurdles at the decoding stage

* Physical Barriers ──→ Distance
       ↓          ↓
     Noise    Bad Timing

• Strategies to overcome barriers :
• Two way communication
• Encouraging participative approach
• Use of appropriate language
• Message credibility
• Effective listening
• Selection of effective comm^n channel
• Comm^n through actions and deeds
• Use of grapevine as a strategic tool
   (control of)

# Intrapersonal Communication

In intrapersonal communication, the individual communicates in his or her own mind through the process of thinking and feeling. By doing so, he or she is able to process the information and seek time to establishing with others.

Constituents:-

• Day dreaming
• Nocturnal dreaming
• Speaking aloud
• internal monologue
• writing one's thoughts and observations
• making gestures while thinking
• sense making
• interpreting non-verbal comm.

# Interpersonal communication

It is the transmission of info from one person to another and this understanding of it through the use of common language.

misunderstanding in the workplace and fosters clarity of rules and responsibilities of all group members.

Goals:

To distribute ideas ⟷ To avoid duplicate ideas

To remove confusion ⟷ To monitor progress

To provide feedback ⟷ To take efficient action

Tools of Group Comm":
- Meetings
- Seminars
- Memorandums (Memos)
- Conference
- Press release
- Workshops