

Barriers to Effective Communication.

The causes which seriously affect the smoothness and flow of communication between sender and receiver.

Followings are considered Noise/Barriers to the Effective Communication.

1. Semantic Barriers
2. Personal Barriers
3. Organisational Barriers
4. Psychological/Emotional Barriers

Semantic Barriers: Semantic means معنی سے متعلق

This barriers refers to the misunderstanding between sender and receiver due to the different meanings or words.

Homonyms

Homonyms are words that have the same spelling and pronunciation, but different meanings.

For Example

Crane : A Bird



Crane : Lifter



Crane : Stretch (Crane your neck mean stretch your neck)

Date: تاریخ
Date: کہجور

Right: درست
Right: دایاں

Homophones

Homophones are words that have the same pronunciation, but different spellings and meanings.

Like

Alter تبدیل کرنا

Altar قربان گاہ

Band باندھنا

Banned منع کرنا

Blew پھونک مارنا

Blue نیلا

Ate کھایا

Eight آٹھ

Bore بیزار ہونا

Boar جنگلی سور

Coarse عام

Course نصاب

Homographs

Homographs are words that are spelled the same, but have different pronunciations and meanings.

Example:

Read

He is going to **read** the book later. (Pronouncing read as Reed)
He **read** the book last night. (Pronouncing read as Red)

Wound

They **wound** (لپیٹا ہوا) up the toy as soon as they got it.

He received a **wound** (زخم) from the punch.

- Faulty Translation
- Technical jargons

Personal Barriers

The **Personal Barriers** relate to the factors that are personal to the sender and receiver.

- Lack of Listening Skills
- Selective Attention
- Lack of knowledge
- Lack of vocabulary
- Less faith in subordinates

Organisational

Barriers

The **Organizational Barriers** refers to the hindrances (رکاوٹیں) in the flow of information among the employees.

- Organizational Rules and Policies
- Status or Hierarchical Positions in the Organization
- Organizational Facilities
- Complex Organizational Structure

Conclusion: The communication is said to be effective when the employees interact with each other in such a way that it results in the overall improvement of the self as well as the organization.

Psychological/Emotional Barriers:

The **Psychological or Emotional Barriers** refers to the psychological state i.e. Opinions, attitudes, status consciousness, emotions.

- Lack of Attention توجہ کا فقدان
- Distrust عدم اعتماد
- Premature Evaluation قبل از وقت اندازہ کرنا
- Emotions جذبات

- Poor Retention ناقص حافظه

Conclusion: The communication largely depends on the mental condition of a person, if the person is not mentally or emotionally sound, then he cannot communicate effectively either as a sender or a receiver.

Summary:

- Messages that are unclear, incomplete, difficult to understand
- Messages sent over inappropriate medium
- Messages with no provision of feedback
- Messages that are received but ignored
- Messages that are misunderstood
- Messages delivered through automated systems that lack the human involvement or presence.
