Communication

Institutional Affiliation

Student’s name

Course

Date

**Communication**

**Organization in Communication**

Communication refers to the exchange of ideas between two or more people. It doesn’t really matter the means being used in transferring the information, but the main focus is usually to ensure that the message is received as expected. There are various aspects which must be considered during communication (Keller et al, 2018). This includes the relevance of the subject, the relationship between the parties involved among other things. But the main question remains, what are some of the things that need to be put into consideration in ensuring effective communication? Well, there are those who believe that provided they are fluent in the language they might be using then it means that they are good at communication. To some, what matters is the courage and audibility. To some extent, these people are all right, but then personally I consider the need to being organized as an important characteristic when it comes to communication.

Organization can be defined in different ways basing on the subject one is referring to. But when it comes to communication, it is the ability to have good mental alignment such that the flow of ideas can be well received and understood by the other party. For instance, when it comes to public speaking, organization can be seen when the speaker writes down short points on what he/she is planning to talk about (Strayhorn 2016). There are many issues most public speakers usually talk about, but failure to be well organized prevents the listeners from getting the point. This is the reason why you will get people failing to change their ways even after receiving a powerful motivational speech. Basically, organization plays an important role in ensuring that the listeners will understand what is being said, and also enables them to remember for the rest of their lives. This can be achieved by staring with a good introduction to capture the attention of the speakers, making them understand the relevance of the speech and also providing main points that are relevant.

Apart from that, organization need also to be observed when discussing various aspects. For instance, if at all the speakers needs to talk about a wide topic which probably has a wide subtopics or information, then in this case grouping of information is important. This is to ensure that there is minimal time taken in discussing all the issue and ensuring that all topics are covered. According to psychological research, most listeners always want the speech to end, no matter how interesting the topic might seem to be. This raises the importance of partitioning the ideas so that they can be easily delivered in a way that everyone can understand and even remember. Giving out many points, however relevant they might be increases the chances of listeners taking them lightly and even forgetting.

It is therefore important in communication to consider being organized. This will make the communication process more interesting and even more relevant. The kind of organization will also vary depending on the audience (Carnegie 2017). The way a speaker would prepare before talking to the youth is totally different on the preparation made before addressing elder people or even children. In this case, it is the role of the speaker to consider all factors that would facilitate organization in their communication, just to ensure that their message becomes beneficial to the receivers. Communication is not only what is shared, but more importantly how it is shred. In conclusion, it is important for the speakers to be organized, just to ensure that they don’t miss important information out, and to ensure they remain relevant throughout the speech and finally for the sake of ensuring that the audience understands and remember everything they say.

References

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