How to Communicate Effectively

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How to Communicate Effectively

Communication skills are important to make connections, linkages and to convey our messages with others. People interact with each other and with animals in various ways and every individual possesses communication abilities. This reflection is going to discuss about how to communicate effectively in business.

I believe that, to interact with other individuals must have communication skills to express ideas, listen to others, speak, and observe things in the surroundings. In business communication, people have to interact with other people, whether they are from their own organization or from other organizations. Communication skills are an important part of business communication as well as other fields of subjects. Communication skills include listening, speaking, observing, writing, and empathizing skills. Possessing abilities to communicate is an important part of life and survival. In this reflection paper, I will be starting with explaining communication skills academically.

# Communication Skills

Communications skills are those which allow us to understand the information provided by others and make others understand about messages which you provide to the second party. During communication, ideas, perceptions, knowledge, and feelings are expressed with other partners, while communication requires at least two people. Communication has to be clear and simple so that the other party could understand what has been mentioned and stated while communication may be verbal or non-verbal (Iksan et al., 2012). An individual spends most of the time with listening which means that it is the most used communicative skills and tool. Understanding the aim and purpose of communication is important to develop relations with others and make them feel that you are understanding all of the things which have been said. While communicating with others it is important to analyze the second party or the audience with whom we are interacting. We have a different tool to communicate and they may be, face-to-face talks, social media, and telephones.

**How to communicate effectively**

After a thorough explanation, now it is important to discuss about ways of effective communication particularly in business and business communication.

In managerial and business processes, communication skills are the important abilities to convey your messages and understand what other parties are saying. Development of communication skills is important to achieve organizational goals as well as for your own success. in business communication, it is important to have some communication skills to expand business and promote your own business. While in business, it has to be effective and the exchange between two parties needs to be done in a polite way. Communication in business has to be oriented towards goals and objectives. People whether, working within the organization or outside of organizations, expect a better understanding of objectives, regulations, aims and policies and this is possible when these are communicated in a better way. Communication has to be effective otherwise poor communication may lead to bad and mismanaged business outcomes (Markovic & Salamzadeh, 2018). There are some types of business communication

1. **Internal Communication**

This type of communication occurs within the premises of an organization which may be formal or informal communication functions of a firm. This type of communication includes coordination with each other about the objectives, goals, and policies of the organization

1. **External Communication**

Organizations also have to interact with people from outside and this communication between organizations and outside people is called external communication.

## Effective Communication in Business

For business organizations and companies, it is important to communicate effectively to make company successful and achieve organizational aims. Companies have some policies and objectives, which have to be made clear to the external and internal market forces. For an effective communication, there has to be a strong communication bond and understanding among vendors. Employees working within the business, customers, and other business firms. However, apart from these strong communication relations there has to be trust among all because trust enhances communication abilities, for example, there are two employees working in the company and they trust each other, so one will listen to others without interrupting, which may lead to effective communication.

For effective communication in business, there have to be stronger relationships between the business firms and there has to be face-to-face, verbal, and nonverbal communication is important because presence of other parties lets you listen with concentration and there are lesser chances of occurrence of misunderstandings between business firms. In business, meetings are often successful because employees get a chance to communicate and give feedback about on-going activities in the business.

Feedback is a process of giving and presenting a reflection regarding an activity or initiative being taken. Feedback allows employees to get involved in the communication processes to reduce higher levels of assumptions regarding business opportunities and risks. It also allows others to listen to others first rather than being heard in the beginning. This process of feedback involves the question and answer sessions, which improves communication skills and enhances effective communication in the business communicational processes. Above all, effective communication in business would be that in which the speaker delivers his or her concerns in a polite way and respects others while their speech and feedback time. I believe that, in business communication, firms should more focus on feedback in a polite way. This will help to analyze the needs and requirements of a business firm. Expressing emotions is something more important because sitting silent may lead to frustration and may be responsible for loses in the business because of ineffective communication.

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