

Name _____

The Communication Process

Communication - The _____ of creating and exchanging _____ through _____ interaction.

As a process communication constantly _____ and _____. It does not stand still.

Meaning involves the _____, _____, and _____ shared by communicators.

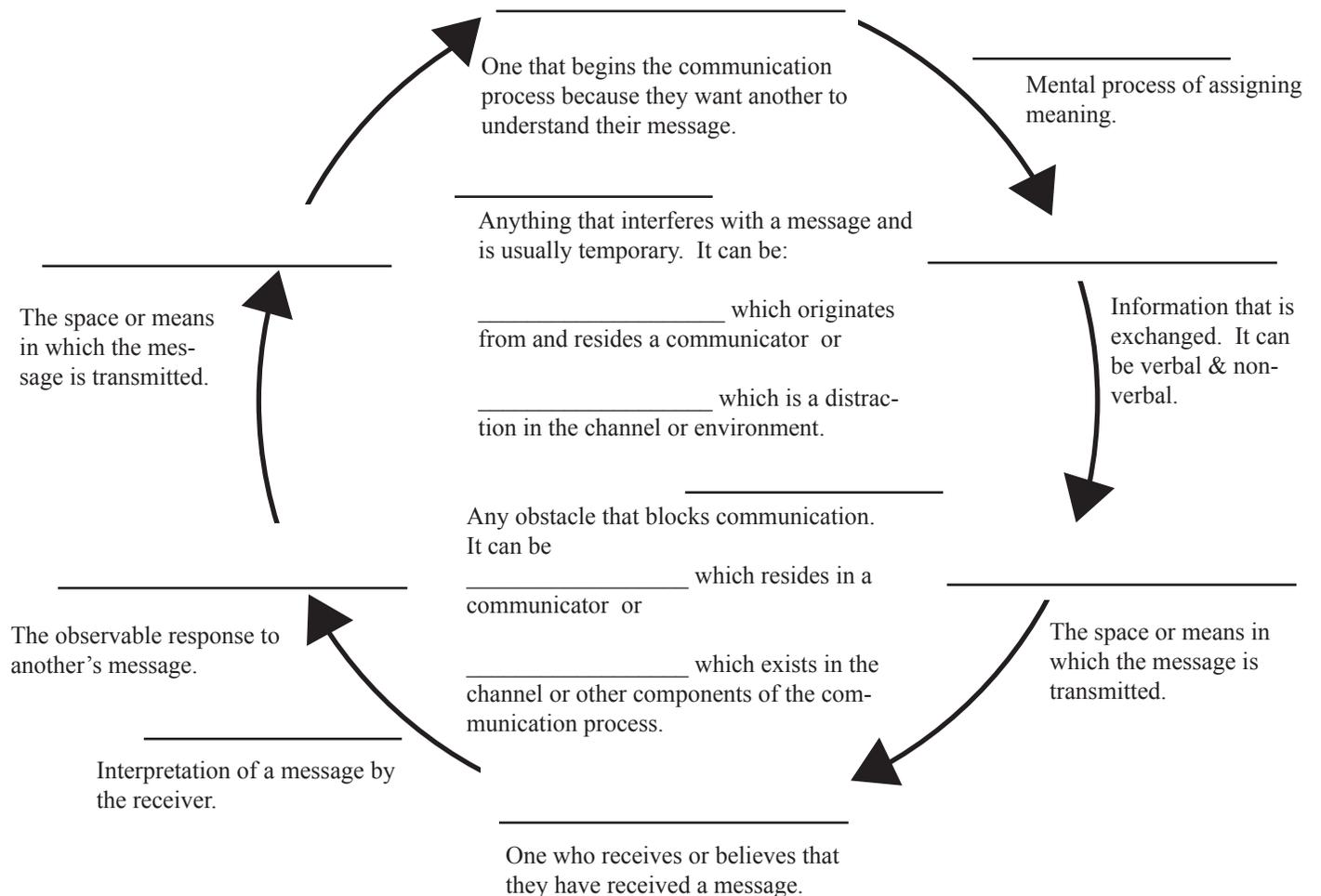
Symbolic means that we rely on _____ and _____ behaviors to communicate meaning and feelings.

The Process of Communication

_____ provides the people, occasion and task.

_____ is the actual place or space where communication occurs.

_____ influences the emotional atmosphere.



Principles of Communication

Communication is _____ because it involves an exchange.

Communication is _____ for several reasons.

It is _____ because many processes are involved.

It is _____ because symbols are open to interpretation.

It is _____ because a person's culture can add a new or different meaning to a phrase or gesture.

It is _____ because once a message is sent, it cannot be taken back.

It is _____ because it involves both original messages and feedback which is necessary to confirm that communication has occurred.

It is _____ because there is always a reason behind a message and it helps us meet our needs.

It is impossible to _____ because each interaction is unique.

Communication is _____ because it is impossible not to communicate.

Communication is _____ because it continues to impact and influence future interactions and shape our relationships.

Communication skills can be _____ because they can always be improved.

Five Levels of Communication

_____ communication is the communication that occurs in your own mind. It is "self-talk" which are the inner speech or mental conversations that we carry on with ourselves. It is the basis of your feelings, biases, prejudices, and beliefs.

_____ communication is the communication between two people but can involve more in informal conversations. Through this kind of communication we maintain relationships.

_____ communication is communication within formal or informal groups or teams. It is group interaction that results in decision making, problem solving and discussion within an organization.

_____ communication involves a speaker who seeks to inform, persuade or motivate an audience.

_____ communication is the electronic or print transmission of messages to the general public. Outlets called _____ include things like radio, television, film, and printed materials designed to reach large audiences.

Competent Communicators are:

_____ This means that a communicator follows the morals and codes of conduct within a society. It is how a person behaves and how they treat others.

These type of communicators:

Are _____ and _____.

They _____ and are cautious about spreading gossip.

They also consider the _____, _____, and _____ of other people.

_____ This means that they take responsibility for their own communication choices and behavior. They tend to be:

_____ and are able to support what they say with facts and examples that are true.

_____ with developed reasoning skills and the ability to draw conclusions and reach decisions.

_____ taking responsibility for their information, decisions and actions.

_____ They can be trusted to keep their word even if a decision may not benefit them.

_____ They tend to value positive relationships with peers, supervisors, and clients. They are open and approachable. They are seen as caring, likable, and pleasant to be around.