

BUSINESS SKILLS

Chapter 1

UNDERSTANDING BUSINESS COMMUNICATION IN TODAY'S WORKPLACE

Understanding Why Communication Matters

Communication is the process of transferring information and meaning between *senders* and *receivers*, using one or more written, oral, visual, or electronic channels.

- The essence of communication is sharing. This sharing can happen in a variety of ways, including a simple and successful transfer of information, a negotiation in which the sender and receiver arrive at an agreed-upon meaning, and situations in which the receiver creates a different message than the one the sender intended to convey.

“Johari Window” Know Yourself, Know Others

Introduction

A concept created by Joseph Luft and Harry Ingham in 1950's, Johari window is a psychological tool designed to understand interpersonal communications. The name Johari is the combination of the first names of the creators. The concept is especially useful in increasing common understanding between individuals within a group. Johari window is also known as an 'Information Processing Tool' as it represents information about people's attitude, feelings and intentions within the group. The window has four main areas each signifying an area of the individual's personality which may or may not be known to them.

- **The open area.** This is a place for those qualities that you know you have and so do others.

Chapter 16 Business Communication Answer Key

SB Merriam



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