

BUSINESS COMMUNICATION

UNIT -2

Channels of Communication

Irrespective of the mode, communication happens through different channels. There are usually formal channel and informal channel of communication.

Formal communication, as the very name represents, takes place between superiors and their reporting staff in organizations or the organization and its customers in a formal manner. Formal communication involves fixed standards and guidelines which have to followed in order to communicate a message.

Informal Communication has no fixed standards or guidelines but happens in a haphazard manner in organizations. Informal Communication prevails more in the middle and lower rings of the organizations.

Types of Communication

Based on the nature and flow of Communication, it can be divided into three types namely Upward Communication, Downward Communication and Horizontal Communication.

Upward Communication is the concept of new age Management and is also termed as Upstream Communication. When the employees down below are able communicate about their grievances and complaints to their higher ups, it is termed as Upward Communication.

Horizontal Communication can said to be the backbone of organizations. Also termed as Lateral Communication, this type of communication happens between heads of the Department who are in decision making capacities.

Downward Communication happens from the top level to the bottom level employees. Announcing policy changes from time to time, modifications in strategies and other employee related communication falls in this category.

Group discussion

Group discussion is formed by combining two different words i.e. group and discussion. Here, group means a number of people or things that are put together considered as a unit whereas the word 'discuss' is derived from the Latin 'discutere', which means to shake or strike. Thus 'discussion' refers to examine the topic thoroughly to reach a conclusion. Collectively, it is called Group discussion which means the exchange of ideas by participated candidates on a specific subject or topic. The whole concept is to bring collectively a unit of people on a common platform to share their ideas.

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