

## Discus common barriers to effective communication and solutions

Communication: -This is the process by which information is exchanged between individual by means of writing, speaking, behavior, signs or using other medium like Radio Television etc.

Barrier: -These are the obstacles that one faces when trying to convey message to other individual.

### Common barriers to effective communication.

These are barriers which distort effective communication among individuals.

examples are: -

#### 1. Language barrier

This is a barrier to individual who can not speak common language. Language barrier is the major barrier to communication.

It is caused by

- (i) Lack of practice-When an individual fails to practice some language like English he would not be able to speak fluent English and this will cause barrier to the recipient
- (ii) Lack of confidence-when an individual lacks confidence this will hinder his/her ability to make opinion as well might make the listeners to doubt him and loose lack of belief of what he is talking about.
- (iii) Accent -if an individual always have accent problem he will always feel embarrassed when expressing himself this will keep him off from sharing very important view on something leading to language barrier. Accent may cause individual to avoid social interaction with those who may not understand him properly. Accent can as well cause frustration to an individual by continues repeating himself again and again.
- (iv) Fear of judgment by others-Language barrier may cause fear for being judged negatively by others thus it demoralizes the individual to share very important opinion.

#### 2. physical barrier

These are the physical factors that hinder the smooth flow of communication. there can be natural or man-made. They cause the receiver to misinterprets the message.

Example of physical barriers are: -

- (i) Noise  
Too loudly noise might distract the message conveyed to the recipient making him to misinterprets the message thus leads to communication barrier. Too much noise of machines can hinder performance of the

organization due to poor communication which is caused by communication barrier.

(ii) Geographical distance

This is where the sender and the receiver are separated by distance. Thus, leads to the below barriers

-Misinterpretation -when the sender and the receiver are separated by distance it will be difficult to interpret or understand message accurately due to lack of visual.

-Delay in response- when the sender and receiver are separated there will be delay in response due to distance barrier.

-Technical Barrier-Distance can lead to technical barrier such as poor internet connectivity which can affect the message leading to poor communication.

(iii) Time

This is when the receiver does not receive the message at the intended time as expected by the sender thus causes communication barrier. It mostly happens to individual who are geographically separated.

(iv) Message distortion

This occurs when the receiver misinterprets the message from the sender. It can occur both to the sender and receiver. When the sender creates a message, he might omit very important message thus makes the receiver draw incorrect conclusion leads to distortion of message.

(v) surplus of information

This occurs when there is too much information in a single conversation this can cause the receiver to misunderstand the context. When the sender delivers several or multiple messages at the same time the receiver might choose to focus on some parts not all and ignore very important parts thus will lead to communication barrier.

### 3. Cultural barrier

These are challenges faced by people due to their cultural difference. If individuals are not into of the same culture might become difficult to understand one another and interpret messages correctly.

Ways through which cultural barriers affects communication

- (i) In an organization negotiation technique will vary in every culture.
- (ii) In an organization people with different culture find it difficult to express their disagreement with people of different culture thus causes communication barrier.

- (iii) In an organization you find individual communicate and interact following their cultural difference of other individual from other culture.

#### 4.Semantic Barrier

This is resulted due to misunderstanding between the sender and the receiver. It arises due to different meanings and words and symbols used in communication.

Examples of semantic barriers are

- (i) Faulty translation  
This where the receiver translates the message according to his understanding leading to misinterpretation of message thus distortion of message.
- (ii) Unclear assumption  
Sometimes the sender may create some assumption thinking that the receiver is aware but in real situation the receiver is not aware thus creates miscommunication between the two.
- (iii) Symbols or words with different meaning  
These symbols with different words make people to become very much confused since they will interpret according to their understanding thus will lead to miscommunication between individuals.
- (iv) Bad expression  
The message is said to be badly expressed when wrong words are used. This is where the language used is so difficult that it could be misinterpreted by the recipient.

#### 5.psychological barrier

These are caused by human perception, negative thinking and lack of skills. For example

- (i) Perception  
This is the mindset of which an individual judge everything thus may lead to poor communication.
- (ii) Attitude  
This the way an individual think or feel about things either negative or positive thus might cause miscommunication.
- (iii) Emotional  
The moods of someone may make the individual to talk negative about things and this will lead to miscommunication.
- (iv) No attention  
When an individual fails to pay proper attention to conversation this may cause barrier.
- (v) Premature evaluation  
This is where the individual evaluates the subject matter before getting into detailed information thus leads to barrier in communication.

### Solutions to barriers of effective communication

1. Ensure the time of communication is good.  
You must set appropriate time convenient to both parties communicating and every individual must be willing or in good moods to communicate.
2. Individuals should be able to clarify ideas before communicating  
He should be able to set objectives and arrange them in order and should be very clear in his mind on what he wants to put across.
3. The sender should be able to consult the receiver before communication  
Communication should be properly planned between the people concerned this will contribute to success of communication.
4. Be aware of language, tone and content of the message  
The language should be simple and clear to the participants. The tone used should be friendly to concerned persons. The contents of the message should be brief and should be free from technical words.
5. Consistence of the message  
The message should be consistence and not contradicting. it should be according to the set objectives, policies and program of the organization.
6. Be a good listener  
The sender and the receiver should be good listener and avoid any barrier which will interfere with the content of the message.
7. The message should be short and to the point.  
Should avoid unnecessary information for success in communication.
8. Seeking participation  
Seeking participation is also very effective way of involving the audience in the process of communication