

## **Types of communication**

### ***Intra-personal Communication***

Intra-personal Communication — is the kind of communication that occurs within us. It involves thoughts, feelings, and the way we look at ourselves.

Because intra-personal communication is centered in the self, you are the only sender-receiver. The message is made up of your thoughts and feelings. The channel is your brain, which processes what you are thinking and feeling. There is feedback in the sense that you talk to yourself, or discard certain ideas and replace them with others.

Even though you are not directly communicating with others in intra-personal communication, the people and the experiences you have had determine how you “talk” to yourself. For example, if you had a good day, you are likely to look at your-self in a positive way. If a teacher was disappointed with your work, or if you had a fight with a fellow student, you are likely to focus more on your depression or anger. You can never look at yourself without being influenced by the relationships you have with others.

### **Interpersonal Communication**

Interpersonal communication occurs when we communicate on a one-to-one basis— usually in an informal, unstructured setting. This kind of communication occurs mostly between two people, though it may include more than two.

Interpersonal communication uses all the elements of the communication process. In a conversation between friends, for example, each brings his or her back ground and experience to the conversation. Outing the conversation each functions as a sender - receiver. Their message consists of both verbal and non-verbal symbols. The channels they use the most are sight and sound. Because interpersonal communication is between two (or a few) people, it offers the greatest opportunity for feedback. Psychological noise is likely to be minimal because each person can see whether the other is distracted. The persons involved in the conversation have

many chances to check that the message is being perceived correctly. Interpersonal communication usually takes place in informal and comfortable settings.

### **Small-Group Communication**

Small - group communication occurs when a small number of people meet to solve a problem. The group must be small enough so that each member in the group has a chance to interact with all of the other members.

Because small groups are made up of several senders-receivers, the communication process is more complicated than in interpersonal communication. With so many more people sending messages, there are more chances for confusion. Messages are also more structured in small groups use the same channels as interpersonal communication, however, and there is also a good deal of opportunity for feedback. In view of their problem - solving nature, small groups usually meet in a more formal setting than people involved in interpersonal communication.

### **Public Communication**

In public communication the sender-receiver (the speaker) sends a message (the speech) to an audience. The speaker usually delivers a highly structured message, using the same channels as in interpersonal and small-group communication. In public communication, however, the channels are more exaggerated than in interpersonal communication. The voice is louder and the gestures are more expansive because the audience is bigger. The speaker might also use additional visual channels such as slides, flip charts, and so on. Generally, the opportunity for verbal feedback in public communication is limited. The audience members may have a chance to ask questions at the end of the speech, but usually they are not free to address the speaker as he or she is talking. However, they can send nonverbal feedback. If they like what the speaker is saying, they may interrupt the speech with applause. If they dislike it, they may move around a lot of simply stop paying attention. In most public communication the setting is formal.

### **Non-verbal communication**

Non-verbal communication includes the gestures, facial expressions, movements of arts, etc., which make our communication more effective.

### **Actions**

A direct form of communication which traditionally speaks louder than words but which uses words as well as every conceivable body movement in the human repertoire and every object or device in the environment is action. Consequential communication involves action. Sometimes, moreover, action is a form of purposive communication, the action achieves the social goal, as when a murderer is executed to convey to people the punishment associated with a particular crime.

Almost any action can be subtly interpreted by people who have been taught its meaning. More often than not actions are difficult to interpret, especially when communicator and audience come from different cultures.

### **Appearance**

On days when you are going to make a speech it is a good idea to look your best. Not only does looking good give you a psychological boost, has it also given the audience a positive impression of you. Looking your best doesn't necessarily mean dressing up in your best clothes. If you wear a suit and he, for example, and everyone else is wearing T-shirts and jeans, you are going to stand out a little too obviously. Looking your best means wearing the top of the line of what every one else is wearing.

Changes in the appearance of the human body are deliberately produced for the sake of communicating information. The communicator is considered to be the person on whose body the changes occur.

The appearance of the human body may be permanently affected by the removal of one of its parts, such as an arm, an eye, a finger, the genitals, a foot, the nose, one or more teeth, or the tongue.

Another way to change the body is by concentrating upon hair only: coiffure, shaving (including beard and mustache). The way the hair is done can help to distinguish married and unmarried

women. (Sadula, gofer etc. in Ethiopia). Another change on the human body can come through the use of ornaments and insignia.

### **Use of Objects**

Physical objects other than buildings that protect people, tools, and decorations and insignia upon the body are also extending media. The boundary between the objects being considered here and those previously considered is thin and almost indistinguishable, but worth retaining. For there is a difference between a building used as a dwelling and one used as a tomb; between a hoe and a ceremonial baton; and between a ribbon on the chest and a flag upon a pole.

### **Paralanguage**

In contrast to kinesic behaviour, which relates to bodily movements we see, paralanguage relates to the sounds we hear. Paralanguage concerns how something is said, not what is said. We have all developed some sensitivity to the clues people give through their voices. Let's consider two major categories of paralanguage.

#### *Voice Qualities*

The four major qualities or characteristics of voice are pitch (highness or lowness of tone), volume (loudness), rate (speed), and quality (the sound of the voice). Each of these, by itself or in concert with one or more others, complements, supplements, or contradicts the words used. People talk loudly when they wish to be heard over greater distances, but some people also talk louder when they are angry and softer when they are being loving. People tend to raise and lower their pitch to accompany changes in volume. They may also raise pitch when they are nervous or lower pitch when they are trying to be forceful. People may talk more rapidly when they are happy, frightened, or nervous; they will talk more slowly when they are unsure or trying to emphasize a point.

#### *Vocal Interferences ( vocalization)*

Sounds that interrupt or intrude into fluent speech, causing distraction and occasionally, total communication breakdown are termed vocal interferences. Excessive vocal interferences are bad speech habits that we develop over a period of time. The most common interferences are the

“uh’s”, “er’s”, “well’s”, and “Ok’s” that creep into our speech, as well as that nearly universal interrupter of thought, “you know”.

Vocal interferences are sometimes difficult to eliminate from our speech, but they can be reduced through a program of awareness and practice. Vocal interferences are often caused by a fear of momentary silence.

## **Touch**

Touch is often considered the most basic form of communication and, as such, is a fundamental aspect of self- presentation. Some people use their hands to pat, slap, pinch, stroke, hold, embrace, and tickle. Usually, we use these and other touching behaviours for a variety of reasons, from impersonal and random to very intimate and purposeful. We shake hands to be social and polite, we pat a person on the back for encouragement, and we hug a person to show love.