

# Communication and its forms

## Visual stimulation

Describe the people and the places in the pictures.

Mention the forms of communication that you can see there.

Talk about your favourite kinds of communication.

## Topic

### 1. The importance of communication.

Communication is an everyday part of everyone's life. It accompanies him in his personal, social or professional life. Communication is a mutual exchange of information, messages, meanings between individuals or groups. It improves not only our education, but also human relationships between people and other essential things. We communicate when we talk, listen, read or even look at somebody or something with interest. We all send or receive new pieces of information when we talk to somebody about common or specific things, explain something, persuade somebody, apologise for something.

Nowadays, many professions require excellent communication skills. Many companies have special communication training – they learn to communicate effectively.

### 2. Define communication and its basic types – verbal, non-verbal.

People speak and respond variously in various situations. Between our friends or schoolmates, when we are in ordinary situations and when we feel relaxed, we can use informal communication. On the other hand, formal communication is necessary for serious or official situations, for example when you apply for a job, or write a letter to some company. It is very important to distinguish the situations, because our incorrect manners and expressions could get us into embarrassed moments. It is also serious to learn symbolic gestures and traditions of other nations before visiting them.

**Verbal** - verbal communication is the most important means of communication. It can be spoken or written. The range of vocabulary depends on age and education. Some of the key components of verbal communication are sound, words, speaking, pronouncing and language. At birth, most people have a voice, which produces sounds. As a child grows it learns how to form these sounds into words. Some words may be imitative or natural sounds, but others may

come from expressions of emotion, such as laughter or crying. Words alone have no meaning. Only people can put meaning into words and then they create sentences.

### **3. Non-verbal communication (signs, symbols, signals, gestures, facial expressions, body language, colours...)**

**Non-verbal** – is a communication of our body. It is called also body language. We use our body or symbols to express our emotions, feelings, opinions or current mood. We know several kinds of non-verbal expression: facial expressions, eye contacts, gestures, the movements of our hands, touches, approximation, body and overall appearance, body posture, signals, signs, symbols, colours... For example, Morse code is a type of code which send telegraphic information using rhythm. We know also Braille font for blind people. Each colour has also their meaning. For instance Green, Yellow and red are used in semaphore and they are important for traffic. The black colour is used at a funeral because it shows the sadness. Yellow, blue, red and other colours are optimistic and they show our good mood.

### **4. Oral and written communication**

**Oral form of communication** is more or less a subconscious process and does not require as much concentration as the written form does. Speakers and listeners interact in real time. Real-time communication enabled listeners to ask for a repetition of information which was not heard or understood. Since the message is expected to be given immediately without much thinking, speech often contains many pauses, fillers (actually, well, you know what I mean, right...) and hesitation words (uhm). However, their overuse can be very disturbing for listeners. The intonation of the voice is often varied according to the emotions of speakers.

**Written communication** is popular nowadays. People spend their free time in front of the computers and they chat or send e-mails. They send letters too, but it isn't so usual in this modern age. Communication through internet is faster and easier. However, there is a threat that people will prefer the written and indirect communication which weakens socializing and the oral form of communication. We can only imagine how people will converse in the future.

### **5. Discuss formal and informal communication in different situations.**

**Informal communication** is used between family members, friends, partners, colleagues, schoolmates... Students among themselves would rather use informal and usually incorrect language, filled up with slang, jargon and sometimes swear words. Breaking grammatical rules

and leaving words which do not carry the main meaning is also quite typical for informal communication among the young.

**Formal communication** is very specific in different cultures. Politicians, diplomats and business managers practice different social behaviour in accordance with rules written in Diplomatic Protocol. Common people should behave and converse according to etiquette or some moral code. The choice of words, grammar and style of communication depends on formality and the importance of communication situation and communication partners. We use formal communication when we speak with someone who we don't know or haven't ever met. It can be used also between people of different social or age groups. We use formal phrases, respect and polite forms of language.

#### **6.Characterize modern types of communication – mobile phones, e-mails, social networking sites.**

Nowadays we use modern forms of communication. They are faster, easier and sometimes cheaper. Here belong mostly the mobile phones and the Internet. Mobile phones are very popular these days, almost everybody one, also small children and the old people. Everyone wants to be in touch. Some people have two or more mobiles. It is very simple form of communication. People can phone everywhere and to everyone, they can send messages, play games, listen to music or use the Internet too. There are a lot of kinds of mobile phones and we can choose the best one. I use my mobile very often and when I don't have it, I feel like without hand. This is the way how people can become addicted to their phones and it is a big disadvantage. People talk to each other, but they don't see each other. The socializing can weaken too. Mobiles also contain a small radiance which can be harmful. The Internet or the World Wide Web is a wonderful, useful and amazing addition in our lives. The Internet can be known as a kind of global meeting place where people from all parts of the world can come together. It is a service available on the computer and a big source of a lot of information and opportunities. We can find here everything. Communication is easy, fast and cheap, we chat or send e-mails to other people, to our friends or family. We can also buy some things through e-shops, watch films and listen to music. The Internet has disadvantages too. We share our personal information, such as name, address, age... If we use a credit card to shop online, then our credit card information can also be stolen. Pornography is the other bad issue of the Internet, especially when it comes to

young children. There are thousands of pornographic sites on the Internet that can be easily found. There are also undesirable advertisements or spam in our mailbox.

### **7. Analyze learning foreign languages – reasons, advantages, difficulties, use. (English - the language of international communication)**

Learning a foreign language, especially English as the language of international communication – advantages:

1. Global Communication: English is widely recognized as the global language for business, diplomacy, science, and technology. Learning it facilitates effective communication on an international scale.

2. Career Opportunities: Proficiency in English enhances job prospects, as many multinational companies use English as their primary language for communication. It opens doors to a broader range of career opportunities.

3. Cultural Understanding: Learning a foreign language provides insights into the culture, history, and traditions associated with that language. It fosters cross-cultural understanding and promotes tolerance.

4. Personal Development: Mastering a foreign language challenges the brain, improves cognitive abilities, and enhances problem-solving skills. It contributes to personal growth and a broader worldview.

5. Professional Growth: English proficiency is often a key skill in professional development. It allows individuals to participate in international conferences, collaborate on global projects, and access a wealth of resources.

6. Cultural Exchange: English serves as a bridge for cultural exchange. Learning the language enables individuals to engage with literature, films, and media from English-speaking countries, enriching their cultural experiences.

7. Networking: English is the primary language for international networking. Knowing the language facilitates connections with people from diverse backgrounds and fosters global collaboration.

8. Access to Information: A significant amount of information on the internet is available in English. Proficiency in the language provides access to a vast array of resources, research papers, and global news.

5. Travel Opportunities: English is widely spoken in many countries, making travel more accessible and enjoyable. It allows for better communication with locals and a deeper understanding of the places visited.

### **Difficulties in Learning a Foreign Language:**

1. Grammar and Syntax: Learning the rules of grammar and syntax can be challenging, especially for languages with complex structures like English.
2. Pronunciation: Pronouncing words accurately can be difficult, and language learners may face challenges in mastering the nuances of the language's phonetics.
3. Vocabulary: Memorizing a large vocabulary is essential for language proficiency, and this can be time-consuming and demanding.

### **Practical Use of Learning English:**

1. International Business
2. Job Market Competitiveness
3. Travel and Tourism
45. Technology and Innovation: Many advancements in science, technology, and innovation are documented in English. Proficiency in the language is essential for staying updated on the latest developments in various fields.

### **8. Talk about using language in a standard form and non-standard form (dialects, slang).**

Language serves as a powerful tool for communication, and its usage varies across different contexts. In general terms, language can be employed in a standard form or a non-standard form, the latter often taking the shape of dialects, slang, or colloquial expressions. Each form has its own purpose, cultural significance, and implications.

The standard form of a language is typically associated with formal communication, written literature, official documents, and professional settings. It adheres to established grammatical rules and vocabulary, ensuring clarity and precision in communication.

Non-standard forms, such as dialects and slang, deviate from the norms of the standard language. They are often informal, region-specific.

The choice between standard and non-standard forms depends on the context. While standard language is appropriate for formal situations, non-standard forms may be more fitting in casual conversations among friends or within specific communities.

Both of standard and non-standard forms of language play essential roles in human communication. The choice between them depends on the situation, social dynamics, and the goals of communication, showcasing the versatility and adaptability of language as a means of expression.

### **9.Communication in your life and in your family.**

I prefer direct communication because I like to talk with other people. This type of communication is for me much honest, better and Im face to face with other people. I like indirect communication too, I use it every day but I use direct communication more. Indirect communication is good when we want to talk or write with somebody who we can't be face to face. On the other side, some things are just easier to writw than say it to the others people face. I am talking to my famly everyday, I don't even want to imagine a day within talking to my family, it's so important for me.

#### **Role play :**

Your grandmother bought a new computer because she wants to be "in". She cannot use it At first, she would like to learn how to and she chose you to be her computer teacher. use the Internet, search for some information or just watch some programmes. Give her instructions how to do it and answer her neverending questions.

#### **Slovička:**

- **komunikácia:** výmena informácií (kódovanie/dekódovanie správy), komunikačný zámer, účastníci odosielatelia, prijímatelia, poslucháč, hovorca, anketár, opýtaný
- **typy komunikácie:** priama komunikácia (komunikácia tvárou v tvár)/nepriama komunikácia
- **formy komunikácie:**
  - *ústna komunikácia:* (interakcia v reálnom čase, vyjednávanie o význame správ, priama spätná väzba, pauzy, doplnovačky, váhavé slová, intonácia)

- *písomná komunikácia*: (presný výber slov a gramatiky, pravopis, súdržnosť, konzistentnosť myšlienok)
- **neverbálna komunikácia**: reč tela, mimika, očný kontakt, pantomíma, gestá, pohyby našich rúk, dotyky, blízkosť, držanie tela a celkový vzhľad formálnosť prejavu
- **formalita diskurzu** (kontrolované používanie jazyka)/neformálnosť (slang, žargón, nadávky, prízvuk , hovorové výrazy)
- **komunikačné zručnosti**: odborný výcvik, ovládanie reči tela
- **historický vývoj komunikácie**: prostredníctvom zvukov, mimiky, držania tela, obrázkov, znaky, písmená
- **masová komunikácia**: vynálezy, rýchle šírenie informácií, ukladanie a vyhľadávanie informácií, socializácia je oslabená a ohrozená
- **iné spôsoby komunikácie**: Braillovo písmo (nevidiaci/slabožrací), posunková reč (nepočujúci), Morseova abeceda, SOS (Save Our Souls)