

Paper Example on Interpersonal Communication Essay

Introduction

Dear co-workers,

I would like to congratulate you for having maintained a peaceful environment in your place of work and developed programs to enhance your operational performance. Additionally, I would like to commend you for showing a lot of cooperation with your manager and developing new programs to improve your operational performance. To elaborate my points widely, I would like to start by defining communication and interpersonal communication because they play a pivotal role in the interpersonal interaction among you as co-workers. Correspondingly, communication is referred to as an endless and complicated process which can be influenced by either past events or the way the current interactions unfold. Communication can impact interaction to happen as well as any future in the workplace (Knapp, Vangelisti, & Caughlin, 2014). So, the co-workers, you have to understand that whenever a conversation is going on between you, you must continually show some interest in working to build it, alter, and maintain to make it effective. Importantly, you must know that sometimes even communication can terminate the quality of service you offer at work, and it might take time to change your minds. Likewise, you should comprehend gender roles between you, so by following all these vital lessons, you will be in a position to maintain and sustain a healthy working environment.

Principles of and Barriers to Interpersonal Communication

Coworkers should be aware of the elements of effective interpersonal communication. First Interpersonal interaction is a lifelong study entailing the ongoing practice for every coworker. In other words, the interpersonal interaction may involve regular exercises for one to become an active communicator. Another element is non-verbal interaction, which entails all the indirect sharing of information without using language, verbal communication is the act of passing information but the use of a word. Interpersonal communication barriers should be avoided at all cost, they include, distortion, jealousy, and they should be avoided at all cost.

In the Bevan and sole's interpersonal communication, the five principles are vital in the process of communication, and whenever you apply them, you will find yourself an excellent learner to the active connection; the five principle are:

- Taking responsibility for one's communication behavior. Strive to be truthful, accurate, and clear in your communication with others.
- communication involves shared meaning. Each person in an interaction-not just the sender-has an equal responsibility to work toward achieving this mutual understanding and interpretation.
- Acknowledge that your view of a situation is only one of many views. Try to take the perspective of other people and consider how their point of view makes sense to them.

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