



UNIVERSITY OF NICOSIA
ΠΑΝΕΠΙΣΤΗΜΙΟ ΛΕΥΚΩΣΙΑΣ

Communication

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Lecture's topics

- What is communication and why is it important?
- What are the basic steps in the communication process?
- What are the basic forms of communication?
- How have changes in technology affected the way in which we communicate?

Communication in organisations



Communication

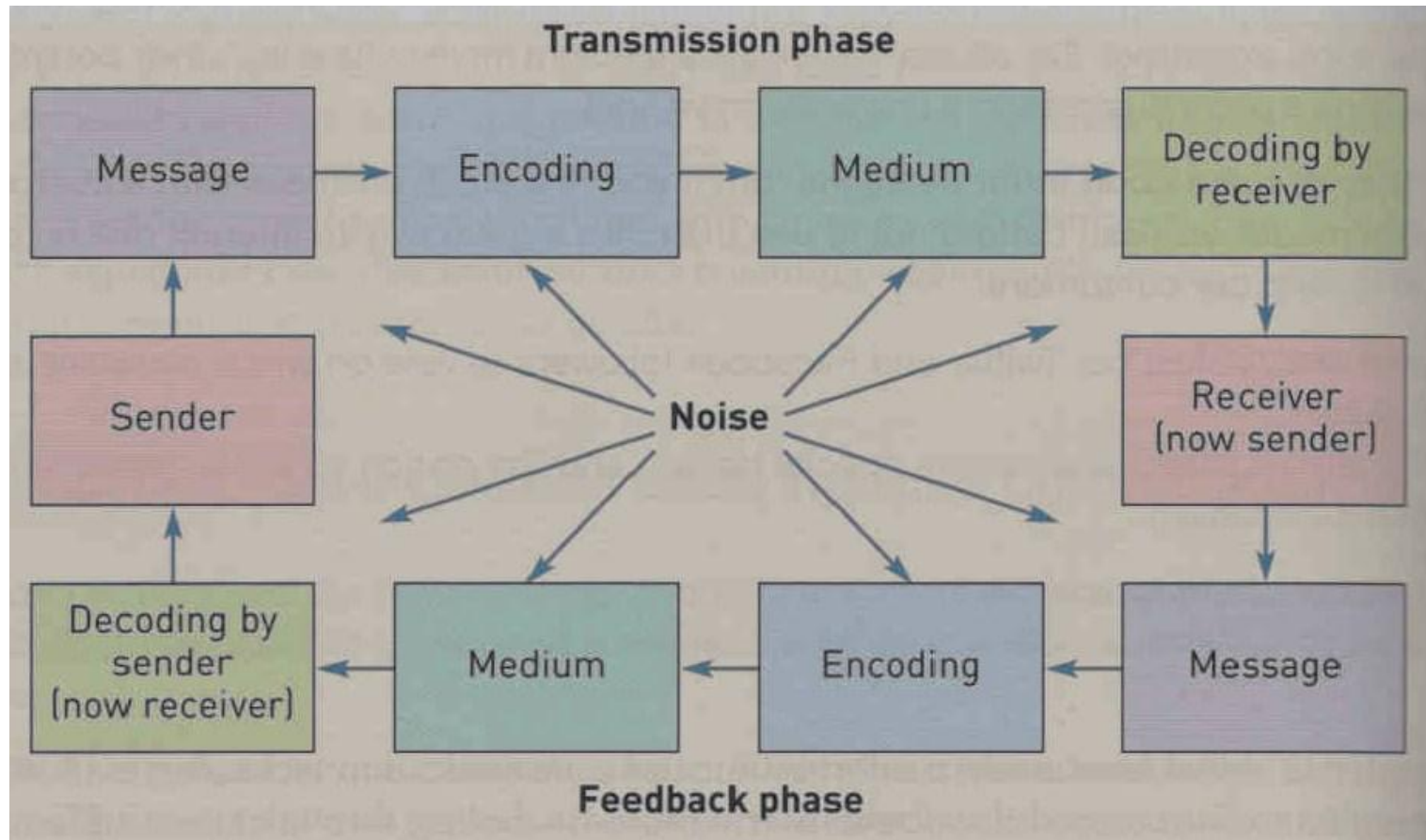
Communication is the exchange of information through written or spoken words, symbols or other actions in order to reach a common understanding.

Communication Failure

Communication often fails as the message sent by the sender and the one received by the receiver are not the same.



The Communication Process



Basic Forms of Communication

- Verbal
- Written
- Other

Group Work

In small groups discuss how changes in technology have affected the way in which people communicate. To what extent has technology improved human communication? What problems, if any, has it created to the way in which people communicate?