

Project #1

Communication Inhibitors Analysis

Summary of assignment

- **Task:** For this assignment, you are asked to collect real-life examples of barriers (inhibitors) to communication that occur in your work or community environment. You will describe them, define them, justify them in a table, and then use them to rate your organization's communication effectiveness.
- **Length:** The assignment has four parts. Details on word count are provided below and in the following pages.
- **Format:** you will not cite sources in this paper, so you will not use any particular citation style. In writing up the assignment, please follow the template given on page 2.

Reading Material to Draw Upon for this Assignment:

For this assignment, you will want to draw on the following reading materials about communication inhibitors.

- "Management Study Guide: 10 Barriers to Communication" by the MSG Team
- "Physical Barriers in Communication" by Rahul Pandita
- "The Barriers to Effective Communication" by Rupal Jain

These items are available as eReserves in our class in LEO.

You can access the articles by taking the following steps:

- click *Content*
- select *Class Resources*
- select *eReserves*
- select the icon for eReserves in the middle of your page.
- in the list of items that appears, locate the articles and download them

Template for this Assignment

Your text should be single-spaced and in 12-point font. Please use the following template when completing this assignment. *Details on each part of the assignment are provided on pages 3-4.*

I. Description of your workplace, your role there, and your communication responsibilities in that setting.

II. Definitions of the 3-4 inhibitors: Definitions should be restated from the readings in your own words, not copied and pasted.

III. Table of the 3-4 communication samples and the inhibitors they represent:

The communication example either as a direct quote or paraphrase	The name of the inhibitor(s) that the example represents	A justification of your selection of the inhibitor

IV. Short paragraph rating the organization's communication effectiveness on a scale of 1 to 100 and justifying the ranking.

Details on Each Part of the Assignment

Part I:

Consider your work environment and **come up with 3-4 real-life examples of barriers (inhibitors)** to written and verbal communication that occur in that environment. The

communication examples you come up with can be from documents, conversations (face-to-face or digital), emails, or meetings.

Then **write one or two detailed paragraphs** in which you describe the following: the workplace or community setting you have chosen to analyze, your responsibilities, the communication tasks you typically engage in.

Various types of communication inhibitors, and examples of them, can be found in the articles that are available to you through eReserves. These communication barriers include but are not limited to the following:

Attitudinal barrier

Avoiding the listener

Channel barrier

Cultural barrier

Different cultural level

Distance

Emotional barrier

Environment

Ignorance of medium

Ignoring the content

Impatience in the listener

Individual barrier

Interpersonal barrier

Language/Linguistic barrier

Low pitch and tone

Noise

Not confirming with the recipient

Not understanding the mood of the recipient

Not understanding the receiver

Organizational barrier

Perceptual barrier

Physical disability

Unorganized thought

Wrong interpretations

Part II:

After you've collected at least 3-4 communication barriers and have identified the inhibitors they represent, **define the inhibitors in a bulleted list**. When defining your inhibitors, the reading material listed on page 1 may be used without citation.

The definition you provide should identify the general characteristics of the inhibitor and how it works to impede communication. *The definitions should not mention your specific work environment.*

Definitions should demonstrate parallel structure. For help understanding parallel structure, press the ctrl key and click on the following link:

https://owl.purdue.edu/owl/general_writing/mechanics/parallel_structure.html

Please consult the sample student submissions for this assignment in order to see a demonstration on how this part might be written.

Please use the three articles listed on page 1, which are in e-reserves. Use the communication inhibitors suggested in those articles.

Part III:

Analyze these 3-4 communication inhibitors as they apply to your workplace or community environment. List them in a table with three columns:

- the communication example either as a direct quote or paraphrase
- the name of the inhibitor(s) at work in the sample
- a justification of your selection of the inhibitor(s)

Again, please consult the sample student submissions for this assignment in order to see a demonstration on how this part might be written.

Part IV:

Using a scale of 1 to 100 (with a score of 75 considered *average*), rank your organization's communication effectiveness. Justify and explain the score you award. Your justification should be one to two paragraphs.