

# Writing Assignment #1

## Communication Inhibitors Analysis

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### 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.
  - Part I of this assignment will be 200-250 words
  - Part II is a list of definitions. The definitions in this section should be about 30-40 words each.
  - Part III is a table with short examples, names, and justifications. The word count will vary.
  - Part IV will be 175-250 words.
- **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"
- "Physical Barriers in Communication"
- "The Barriers to Effective Communication"

## 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 community setting, including a description of the 3-4 communication inhibitors that occur in that setting (200-250 words):**

**II. Definitions of the 3-4 inhibitors:**

**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 (175-250 words):**

## Details on Each Part of the Assignment

### *Part I:*

Consider your work or community 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 of 100-125 words each** in which you describe the following:

- your workplace or community setting you have chosen to analyze
- ~~A~~ communication r t q d n g o u in that setting
- other details you think might be relevant to the context

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 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.*

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

Please use the three articles listed on page 1 for this assignment. Use the communication inhibitors suggested in those articles.

### **Part III:**

Analyze these 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)

### **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, about 175-250 words total.

**Submitting the assignment:**

You will submit a draft of the assignment to the assignment folder. The instructor will provide comments to it and work with you on a second draft if necessary.