

Welcome students

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Program - B.Ed, BSc.B.Ed / B.A.B.Ed

Subject- Learning Resources

Semester- F.Y for B.Ed, & for BSc.B.Ed / B.A.B.Ed it is semester IV

Paper code- 03

Title of the unit – Educational Communication.

Module number - 03

Module name - Types of Communication in that we are going to see

- Verbal Communication Meaning, Characteristics, Merits and Limitations.

Outline- in this particular module we are going to cover

- Definition of Communication then,
- Verbal Communication – its meaning , characteristics, merits and limitations.

Learning outcomes- at the end of this particular module, the student will be able to explain the concept of communication, discuss the meaning and characteristics of verbal communication, list merits and limitations of verbal communication.

Students now let us see what is Communication ?

According to Newman and Summer - Communication is an exchange of facts, ideas, opinions or emotions by two or more persons.

Another definition , According to Leland Brown - Communication is the transmission and interchange of facts, ideas, feelings or course of action. So in general we can conclude that communication is a process of exchange of ideas, facts, opinions, feelings, emotions or course of action by two or more persons.

Communication is classified into two categories.

One is Verbal communication and other one is Nonverbal communication.

Students let us see now verbal communication.

What is Verbal Communication?

Verbal communication involves the use of speech and writing to communicate according to Lord et.al 2012.

Students in this particular form of communication, we are using words in the spoken form and in written form to communicate our ideas, feelings, opinions by two or more persons.

- Verbal communication is further classified into two forms or two categories. - i.e. Oral / Spoken Communication and Written communication.

Now let us see what is oral communication or spoken communication. Oral communication consists of all spoken exchanges. Here we transfer the message or we exchange our ideas, feelings, opinions in the form of spoken words, for example, face to face conversation, Telephonic Conversation video radio, television, speech, etc.

Now let us see what is meant by written communication.?

Written communication is another form of verbal communication. Written Communication is Another form of verbal communication which requires no speech but use of words (language) to convey ideas. Students, We use written words to communicate our ideas, we transfer our information in terms of written mode.

For example - Books, letters, emails, texts, memos, magazines, newspapers etc are the few examples of Written Communication.

Now, let us see - Characteristics of Verbal Communication :

- It is used to influence others.
 - Use and proper position of words can make a difference.
- The next one

- Its main function is to transfer information.

-Transformation of ideas, concepts, or in general information is the basic , primary function of verbal communication.

- It takes place. In social environment students,
-it cannot take place in isolation. It Requires social context as well as environmental context.
- Verbal communication helps us think we use language.
 - Language is a tool to communicate. Language helps us to reflect on the past.
Consider the present and ponder the future.
- Verbal Communication helps us in shaping our attitudes about our world.

Students now let us see Merits of verbal communication :

- Personal Touch - — words have no definite meaning. Meanings are attributed by us. we make use of proper language. It gives a feeling of personal touch.
- Verbal communication provides opportunity for feedback.
Students today in the era of technology with the help of modern devices, sending and receiving messages has become a gift to the human beings at rapid speed. So verbal communication provides this opportunity for quick feedback, and today, with the help of technology and modern devices and tools we can send and receive messages at a rapid speed which ultimately saves our time and money.

So the next Merit - it saves time.

and another one is economical as it saves money students verbal communication provides.

Chance for correction here. With the help of modern technology and devices we can rectify our mistakes we can correct or wrong statements. Ask for sorry, ask for excuses and also it can be used to communicate with groups as a public meetings, gatherings, etc.

Students let us see now the Limitations of verbal communication :

- Lack of evidence unless it is recorded with Modern means of storage.
- Verbal communication has short lived impact . Verbal communication can be forgotten easily.
- Noise Act as a limitation in this form of communication. That is psychological noise and physical noise, especially acts as a limitation.
- Ineffectiveness with poor expression skills and attitude of the speaker also act as a limitation in the verbal form of communication.

Students. These Are few references.

Thank you.