

“INTER PERSONAL RELATIONSHIP AND EFFECTIVE COMMUNICATION”

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ABSTRACT

Interpersonal communication is the part of communication. Communication skill is necessary for all. For the effective communication, expression is most important. Communication is the process of expression of ideas or thought or subject, etc. Interrelationship is important in every human life. It is a process gives and take. The expression is an equally important messenger and receiver. Good communication always maintains the best relation. In this article we investigate how I can maintain interpersonal relationship and how can maintain effective communication. I also recognize that whose factor responsible for effective communication and how can make effective our communication. Identifies the element of effective communication. Suitable element makes a success of communication. If properly not use element in communication, then we cannot understand another person. Between two people understanding is necessary for the effective communication. if we are not car barrier to effective communication, never success in interpersonal communication. My aim is knowing how maintains an interpersonal relation by effective communication.

KEYWORDS: *Communication, Inter Personal Communication, Relationship, Identifies, Barrier, Effective Communication, Maintain, Recognize, Understanding, Element, Expression, Personal Relation etc*

INTRODUCTION

Communication, is necessary for human being. Without communication we cannot understand to any person. When we are part of society, then we communicate our thoughts and understand one another. For the maintain of the good relationship, our communication became more effective. it is a skill of personality, how to maintain the interpersonal relation to the effective communication. People always care many things and always wants effective communication for the interrelationship.

Communication is a skill,

A way of Exchange of Thought,

It gives Fluency and perfectness,

It gives Perfectness in Personality,

Naturally comes in the process,

The process of communication is verbal and non-verbal,

Human communication interact one -another,

Body language is most important in communication.
The creature always going on communication,
Man sleep, but doing is involved in communication,
The dream is always a part of communication,
Only people pass away; then it is the last communication,
When alive, we involve in communication,
People use many types of communication,
Inter, Intra, group and mass communication,
Communication gives Information,
Education and Entertainment,
Today communication is inflatain,
Interpersonal communication is more important in life,
It creates the relation to one another,
It gives perfectness in relation. It is a skill of life,
It is attached to another person,
Love, affection, sweetness, understanding and calm,
Its create good relation.
Effective communication creates harmony,
Pleasant and love.
It gives satisfaction in life,
Good interpersonal relation give anunderstanding of Humanity.
It creates good relation –family, working place and society.
It gives perfectness in interpersonal relation.
It perfectness give effective communication.

Inter Personal communication is the communication between one person to another. It is often referred to as face to face communication between two people. Both verbal and nonverbal communication or body language plays a main role in communication and one person understands another person. Verbal Interpersonal Communication, there are two types of messages being sent a content message and a relational message. Content messages are messages about the topic at hand and relational message are messages about the relationship itself. This means that relational messages come across in how one says something and it demonstrates a person's feelings. Whether positive or negative, towards the individual they are talking to, indicating not only how they feel about the subject. Interpersonal relationship skills at work place and society

allow a better understanding to target as well as more effective communication. In communication it is more important that How we communicate to other people. Interpersonal skills effectively in decision making and problem solving. Harmonious and please working on a greater teach and emotional intelligence. Communication skill is more important in the manner and behavior. Without strong communication skills, it is almost impossible to make yourself understood, to understand others, or to persuade and influence effectively. Communication is simply the act of transferring information from one place to another place or one person to another person.

According to the coffin and Shaw –“communication is an exchange of understanding”

Communication is the process by which information is transmitted between individuals and organization so that an understanding response result. - Peter Little

Communication is a mutual exchange of feeling, emotions, opinions, sentiments, ideas, facts, and figures. – Dr. Arjun Tiwari

“Communication is the force by which an individual communicator transmits stimuli to modify the behavior of other individuals.” - Mr. Havland

“The process by which information, decision and direction pass through a social system and ways in which knowledge, opinions, and attitudes are formed or modified.” – Lommic and Beegle

“Communication is the chain of understanding that integrates the member of an organization from top to bottom, bottom to top and laterally.” – Megginson

“Communication is the process of passing information and understanding from one person to another. It is the process of importing ideas and making oneself understood by others.” – The Hairmann

“Communication involves a systematic and continuous process of telling, listening and understanding.” – Allion Louis A.

Responsible for Effective Communication in Humane being -

1. Before communication Updating information, fast, and thought and then communicate according to audience and subject.

Communication is the two –way process. Between communicator and the receiver being harmonious pleasant atmosphere. Questionnaire methodology being suitable for effective communication.

Physical atmosphere is more effective. Being calm and ignore aggressiveness.

- Inspiring all the people who involve in the communication process.
- The process of communication Feedback is more important. Communicator evaluates the Ho... w many effects of communication.
- Use modern technology in communication. Use figures, fact and be practical.
- Process in communication – Communicator, Message, Channels, Encoding, Decoding and Receiver is the important element.

- Listen effectively.
- Be Respectful
- Act thoughtfully and carefully –do not react.
- Ask yourself, “What kind of data would make me change my mind?”
- Use silence, not making overtaking, first listen and then speech very speech very softly.

In face to face communication the role of the sender and receiver are not distinct as both parties communicate with others, even if in very subtle ways such as through eye contact and general body language.

Effective communicators encode their message with their intended audience or receiver in mind as well as the communication channel. This involves an appropriate use of language, conveying the information simply and clearly, anticipating and eliminating the likely cause of confusion and misunderstanding, and knowing the receivers experience in decoding other similar communications successful encoding of message. To be effective communicator, we need to align our body language, appearance and tone with the words we use.

How became Effective Interpersonal Communication in Human Life

- Do not show negative body language and be positive.
- Do not interrupt the other person between communications.
- Think before you speak. Evaluate word and subject.
- Listen well- understand and then speak.
- Do not be defensive or attacking –Be neutral. Cool and be happy.
- Do not deviate. Maintain thyself on the main topic.
- Be confident of your idea and speech confiden.
- Be open to receiving Feedback. Because on feedback depend Success of communication.
- Use the right communication method as a subject.
- Shake Hands firmly and positively. Be cheerful.

Seven Steps to Effective Interpersonal Communication

- Start with self awareness and confident.
- Always keep the other person in mind and then speech
- According to subject.
- Determine your desired win win outcome.
- Gather the facts according to subject and necessary.
- Practice a calm approach and tone being softly.

- Listen as much as you speak. Maintain two ways Communication.
- Do not expect anything in return. Be respective.
- At the end of the day, the key to effective Interpersonal
- Communication comes down to practice. We interact with
- People every day. Some interaction can go well, while others
- May not. That’s part of the process. As long as you put
- Conscious effort into improving, you will become effective at Interpersonal communication over time...

Elements of Interpersonal communication – many types of element involve in interpersonal communication.

Source or Speaker or Communicator: process of Interpersonal communication source is more important. It is driver of communication. In this communication two people are involved. First speaker and second receiver. In communication involving a sender and a receiver of subject it. In interpersonal communication one person is talking and another is listening, in this process speaker communicates something and receiver get it. While one person sends information and another person collects it.

Message or Subject: the process in communication subject is more important in the element. Without subject or information communicator cannot convey anything. Exchange of thought facial expressions, tone of voice, gestures and body language is very important. Also, oral, written and figure is supported in communication.

Selected Information: In the interpersonal communication information is the key role in talking. Selected information makes perfect communication. According to receiver and society collect information and then conveying, when information is not relevant full then it’s effective. For the effective communication, collect according to target.

Encoder or Sender: Encoder also known as the sender decides on the message to be sent. Receiver decoding the message.

Medium: the medium is important in interpersonal communication. It’s always choosing depend on target or receiver. According to receiver communicator choose the medium. For the success of communication medium is important.

Noise or Atmosphere: communication refers to anything that distorts the message, so that what is received is different from what is saying by the source. Conveyance of message anything that get in the way of message being accurately received, intercepted and responsive, noise may be internal or external. The process of communication avoids the complicated word and jargon, inappropriate or ineffective body language, inattention, uninterested and moral and cultural differences can be considered as a ‘noise’ in the interpersonal communication.

Receiver: message is also received by receiver, it decoding the subject. it gives feedback of communication.

Feed Back or Reaction: Feedback is necessary in interpersonal communication. The receiver gives feedback of his expression. In the communication speaker to know how accurately the subject has been received or got it, as well as the receiver’s reaction. The receiver may also respond to the without intentionally in the subject. Types of feedback became verbal or non-verbal or facial expression. Facial expressions or changes in posture indicate to the sender that the receiver

feels uncomfortable with the subject. In the feedback communicator reforms they elf and can communicate to one another. Can repeat the subject in systematic and improve our communication skill.

Context: context of any communication is the environment surrounding it. This includes place, time, event, an other thing and attitudes of the sender and receiver

Channel: responsibility of channel for the delivery of the choose message as a form. The channel is transferred the message from one person to another. In a face to face context the channels which are used are speech and vision, however a telephone conversation the channel is speech to alone.

Key Skill of Inter Personal Communication

- Clear, perfect information and collect all facts about the subject, give information.
- Influence the attitudes and behavior of others as your expectation and dream.
- Always contacts and maintain relationships and being touched.
- Be practical, Make sense of the world and our experiences in it.
- Express personal needs and understand the needs of others. Respect other emotion.
- Give and receive emotional support to other people.
- Make decisions and solve problems not became complicated.
- Anticipate and predict behavior.
- Understand one another and Regulate Power.

General Barriers to Effective Communication

A. Language, culture and behavior. B. Psychological and social diversity C. Physiological Barriers D. Physical barrier geographical. E. Systematic and effective. F. Manner and Attitudinal Barriers G. Dress and address H. Tone and effect I. Use of technology and familiarity

Common Barriers in the Process Communication

Language and linguistic ability may act as barriers to communication – However, even when communicating in the same language, the terminology used in a message may act as a barrier if it is not fully understood by the receiver. For example, a message that includes a lot of specialized jargon and abbreviations will not be understood by a receiver who is not familiar with the terminology used.

Psychological Barriers: The psychological state of the communicators will influence how the message is sent, received and perceived. For example: if someone is stressed they may be preoccupied by personal concerns and not as receptive to the message as if they were not stressed.

Anger is another example of a psychological barrier to communication. When we are angry it is easy to say things that we may later regret and also to misinterpret what others are saying more generally people with low self –esteem may be less assertive and therefore may not feel comfortable communicating. They may feel shy, or embarrassed about saying how they really feel, or Reade unintended negative subtexts in the messages they hear.

Physical Barriers: physiological barriers to communication may result from the receiving physical state. Communication is generally easier over sportier distances as more communication channels are available and less technology is required. The ideal communication is face –to- face.

Systematic Barriers: systematic barriers to communication may exist in structures and organization, where there are inefficient or inappropriate information systems and communication channel or where there is a lack of understanding of the roles and responsibilities for communication, in such organization. People may be unclear about their role in the communication process and therefore not know what is expected of them.

Attitudinal Barriers: Attitudinal barriers are behaviors or perceptions that prevent fuller from communicating effectively. Attitudinal barriers to communication may result from personality conflicts, poor management, and resistance to change or a lack of motivation. To be an effective recipient of messages you should attend.

Many things Avoid in attitudinal barrier in communication -Jumping to conclusions, rushing to judgments. Speaking to those judgments, giving unwanted advice, moving primarily to problem solving.

CONCLUSIONS

Communication, whether Interpersonal, group, verbal, or nonverbal, is a process of transferring, feeling, beliefs and situations between people in a strategic and thoughtful ways to achieve the intended result. Among the forms of nonverbal cues, silence plays a very critical role in cultivating an effective communication and in analyzing their inner feeling as well as outward behavior. Given that silence has a therapeutic or negative connotation of in the interpretation of receiver nonverbal communication. Effective communication is the key to healthy and long lasting relationship. If individuals do not communicate with each other effectively, problems are bound to come. Communication plays a pivotal role in reducing misunderstanding and eventually strengthens the bond between individuals. We can say that for effective communication, human behavior is more important. Establish good relations to another person love, affection, harmony, calm and peace, our body language, our tone, and using the word etc. is becoming sustainable in effective communication. When we cannot understand to the receiver then cannot maintain effective communication. If we understand to target or receiver and care them status and choose the Proper communication, then our communication became more effective.

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