

## Communication Flashcards PDF

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What is the definition of communication?

Communication is the process of sending and receiving messages between individuals.

What are the main components of communication?

The main components of communication are the sender, message, medium, receiver, and feedback.

What is verbal communication?

Verbal communication is the use of spoken or written words to convey a message.

What is non-verbal communication?

Non-verbal communication includes body language, facial expressions, gestures, and tone of voice.

What is active listening?

Active listening is the practice of fully concentrating, understanding, responding, and remembering what is being said.

What are barriers to effective communication?

Barriers to effective communication can include language differences, cultural misunderstandances, emotional barriers, and physical distractions.

What is the importance of feedback in communication?

Feedback is important in communication as it helps to clarify understanding and improve future interactions.

What role does context play in communication?

Context influences how messages are interpreted and understood, including the physical, social, and cultural environment.

What is the difference between formal and informal communication?

Formal communication follows established protocols and structures, while informal communication is more casual and spontaneous.

How can one improve their communication skills?

One can improve communication skills by practicing active listening, being aware of non-verbal cues, and seeking feedback.