Day 1 | Session 3
Barriers to Effective Communication
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• DEFINITION

• COMMUNICATION CYCLE

• BARRIERS TO EFFECTIVE COMMUNICATION

• HOW TO OVERCOME BARRIERS OF COMMUNICATION
• According to Dr. Suruj Kumar Debnath, defined, “Barriers to communication mean obstacles to the process of communication.

• In the opinion of Louise E. Boone and Others, “Communication barriers are the problems that arise at every stage of the communication process and have the potential to create misunderstanding and confusion.

• According to C. B. Mamoria, “Communication, when it is impeded and does not reach the receiver is often somewhat ineffective and the impediments are known as barriers.”

• Communication barriers are the factors that inhibit the effective flow of information that communication barriers are the factors that inhibit the effective flow of information in the process of communication. Communication barriers impede the flow of information or create problems in understanding and acceptance of information.
Shannon-Weaver’s Model of Communication Cycle
Socio-cultural Barriers

- Age
- Economic Position
- Religion
- Gender
- Education
- Ethics
- Social Status
Psychological / Emotional Barriers

- Insecurity
- Lack of attention
- Frustration
- Perception
- Stress
- Depression
- Insecurity
- Lack of attention
Organizational Barriers

- Complexity of organizational structure
- Organizational policies
- Inadequate facilities
- Status difference
Physical Barriers

- Place
- Distance
- Noise
- Time
- Information Overload
- Interruption
Physiological Barriers

- Memory
- Discomfort
- Perception
- Headache
- Alertness
Lack of knowledge of technology

Noise

Connection fails

Advancement in technology

Fear of lack of security

Not using latest technology
Barriers in Written Communication

- Not structure well
- Contains spelling and grammar errors
- Inappropriate fonts/colours
- Key message not easily identified
- Text too small/too large
- Unclear and complicated words
How to Overcome Barriers of Communication

- Clarify the idea before communicating
- Communication according to the need of the receiver
- Use of proper language, tone and et cetera
- Proper feedback
- Completeness of the message
- Open mind
- Use a common vocabulary
- Use a combination of communication forms
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