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## COMMUNICATION WITHIN AN OFFICE

The most effective method of communication is informal direct conversation and for this, ideally, team member within the office should have easy access to each other at all times. It is preferred that they sit close by in the area allotted for that particular work force.

If certain members of a team are situated off campus, it is important to establish efficient communication links like telephones, fax, emails, or video, between all the locations to ensure that dialogue can still flow freely between the parties.

There are many methods of communication within an office, whether formally or informally, within its own organization or externally. These include:

- 1) Constant casual conversational links between colleagues. These create an informal 'grapevine' throughout the organisation.
- 2) Traditional methods of communication such as paper memos, circulars letters, reports, notice boards, faxes, and telephone calls are all part of the methods of communication within an office space.
- 3) Electronic means such as emails, intranet, internet, and groupware facilities.
- 4) Video conferencing facilities and video telephones that can reach right across the international business world.

Whatever communication systems are used, remember that they are all supplement to, rather than a substitute for, face-to-face meetings.

In any organization, many modes of communication exist side by side. You cannot stop the grapevine technique from working and it is indeed one of the fastest and most effective methods of communication.

Communication skills on an individual basis should be strong and clear. Clarity is an important feature of communicating at your job. Communication in the office depends a lot on the sender and well as the receiver and also the re-sender.

Communication skills are important as the basic daily information travels through human beings. Communication also depends on knowing the facts and figures of the conversation and it is important to be audible at the same time.

Mumbling and fumbling are bad ways to go about communicating in an office. Communications skills are developed mostly through listening and then speaking more and more. Communication is important within an office as many instructions are followed and passed on at the same time through the method of communication.

Communication does form an important part of working in an office and it is essential to work on ones communication skills as if the communicator is weak, a lot of things tend to go wrong in the work place and many misunderstanding can also be created.