

# Communication notes for UGC NET Paper 1

NTA conducts the UGC NET exam to select the candidates for lectureship and research. There will be two papers in UGC NET Exam. They are the Paper 1 and Paper 2.

Paper 1 is general for all the subjects which have objective-type questions associated with Teaching Aptitude, Communication, Mental Ability, Reasoning Aptitude, and Reading comprehension. If you are going to perform in **the UGC NET** exam, you should take paper 1 seriously.

Communication is one of the crucial topics from UGC NET General Paper 1 and covers sufficient weightage which can aid to score well.

In the given article, we are going to lecture all about communication in detail. Scroll down to read the notes on Communication in detail for a better study.

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## Communication – UGC NET

Communication is a necessary topic of the UGC NET Paper-I Exam. It takes 10 marks out of the total 100 in Paper – I. With proper practice, one can effortlessly attempt all 5 questions of Communication in UGC NET Paper-I.

Here we are providing a complete focus on Communication Notes for UGC NET Exam 2020-21. Check the UGC NET Communication notes and prepare for the exam in a more reasonable way by forming a concrete study plan.

## Communication Syllabus for 2022 UGC NET Paper 1

There will be mainly 5 Questions based on the Communication in General Paper 1 exam. This has been also marked that Questions were mainly asked from the definition of communication, information barriers of communication, communication models and theories, and informal and formal communication differences. In this article we will cover the most Significant key Notes Communication as below:

### TOPICS

### SUBTOPICS

Communication

Meaning, Types, and Characteristics of communication.

Effective Communication

Verbal-Nonverbal, Inter-cultural and group communication, Class communication.

Barriers to Effective communication

Mass-Media and Society

Here is the entire syllabus of the UGC NET Exam General Paper 1 Communication section. The students should observe the syllabus and also study materials to boost their exam preparation for the UGC NET exam. Here are the particular notes for the exam preparation.

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## Communication

Communication is the method to express and deliver any message or data to another person. The communication will be flourishing only if the information sent by an individual is given to others and understood as it is meant to.

**“Communication is a skill that you can learn. It’s like riding a bicycle or typing. If you’re willing to work at it, you can rapidly improve the quality of every part of your life.” – Brian Tracy**

The significance of communication can be described as follows:

- **For Working Smoothly**
- **Based on Decision Making**
- **To Improve Cooperation and Organizational Peace**
- **Based on Co-ordination**
- **To Improve Managerial Efficiency**

If the receiver is analyzed to get the message or comprehend the information in a separate way from the actual meaning, then communication will be displayed as unsuccessful. And the reason which makes interruptions are called Communication barriers.

## Characteristics of Communication

- **Two or More Persons:** Minimum of at least two persons need, the **sender** of the message and the **receiver**.
- **Exchange of Ideas:** There must be dealing of ideas, information, feelings, etc., among two or more two persons.
- **Mutual Understanding:** The receiver should obtain the information in the exact manner with which it is being given.
- **Continuous Process:** Communication is a continuous process. It never quits.
- **Use of Words as well as Symbols:** There can be numerous means of communication, like the oral, the written, and symbolic.

So, this topic is quite impressive when it comes to [UGC NET Preparation](#). So, boost up you're learning about communication from the detailed notes provided by the Entri Learning App.

## Effective Communication

Communication is not an ending in itself; instead, it is a mechanism to achieve other ends or ideals. Thus, it has to be effective to be competent to achieve these ideals or objectives. Communication effectiveness can be discussed in reference to the following criteria:

**Fidelity of Communication:** the distortion-free grade of a message is stated as fidelity. An effective person conveys the message across to others with minimal chances of misinterpretation.

**Economy:** Ineffective communication, a minimum of energy time, symbols, and cues are operated to encode a message without failing its fidelity and impact.

**Congruence:** Effective communication combines both verbal and non-verbal cues.

**Influence:** The most significant measure of effectiveness is the impact that the communicator is able to exert over the receiver of the communication. Influence means the communicator completes the results he planned.

**Relationship Building:** Effective communication donates to the establishment of trust and a more profitable connection between the source and the target.

### *Seven C's of Effective Communication*

You can review the seven effective terms in Communication Notes for UGC NET Exam to enhance your communication skills. You can improve the chance that the message will be taken in exactly the same way as it was planned.

- CLEAR**
  - Making a clear objective.
  - Usage of simple words and phrases.
  - The ideas should be clear and to the point.
- CONCISE**
  - Avoid the usage of filler words and sentences.
  - Use the least possible words to deliver the message without forgoing the other C's of communication
- CONCRETE**
  - The message should be specific always
  - To support your message, use facts and figures
  - The messages should be precise, accurate, and well-timed.
- CORRECT**
  - Communication should be error-free.

- Usage of the right level of language.
  - Usage of facts and figures correctly.
  - Messages should make sense.
- COHERENT**
- The messages should be logical.
  - Message can cover everything.
- COMPLETE**
- Contain a call to action.
  - Convey all the facts and information needed by the audience
  - Being well-mannered builds goodwill.
- COURTEOUS**
- Ensure the message is diplomatic.
  - The sender should be openly polite, reflective, thorough, friendly, and passionate.

### **The Communication Process**

- **Sender:** The sender is the person who shares the message. The message may be any kind of thought, idea, symbol, picture report, order and postures and gestures, even a momentary smile. The sender is the developer of the message.
- **Message:** It is the information the sender ought to bring to the receiver. The data transferred by words such as speech and write-ups, pictures, signs, or symbols are relying upon the circumstances.
- **Encoding:** Encoding is converting the message into a proper medium which may be verbal or non-verbal based upon the situation, space, time, and nature of the message to be transmitted to the planned receiver. The sender encodes the message into a string of words, symbols, or pictures.
- **Media:** Media guides to the channel or medium through which the message is shared. The message may be written or oral, and it may be conveyed through a computer, telephone, cell phone, apps or televisions, etc.
- **Receiver:** The receiver is the person or group of persons who is accepting the message. He is at the other end of the method. He may be anyone listener, viewer, or reader. He has to decode the message sent in the best feasible method such that the real purpose of the communication is achieved.
- **Decoding:** Decoding directs to cracking or understanding the sent message. The receiver decodes the message and tries to comprehend it in the best feasible manner.
- **Feedback:** It is the reply provided by the receiver after reading the message. It is essential to confirm that the message has been accurately decoded and understood the way it was sent.

**In a nutshell,** the procedure of communication can be described as:

- The sender has an idea/information to send.
- The sender encodes the idea in words, symbols for sending.
- The sender sends the message via the medium/channel.
- The receiver accepts the message and decodes it for understanding.
- The receiver transmits feedback to the sender for better communication.

## Types of Communication Barrier

There are different reasons which drive unsuccessful communication or stop understanding the authentic meaning of the information which are known as communication Barriers.

The hardship of successfully delivering the information is classified in different communication barriers based on diverse aspects.

Through this article, we are going to examine the Types of Communication Barriers as follows:

1. **Semantic Barrier**
2. **Language Barrier**
3. **Organizational Barrier**
4. **Interpersonal Barrier**
5. **Individual Barrier**
6. **Physical Barrier**
7. **Psychological Barriers**
8. **Technological barrier**

If the receiver is not reaching the same sense of the information that the sender wants to produce, it is due to one of the ensuing communication barriers. Have a look at the details of the various types of Communication Barriers below:

### *Semantic Barrier*

It is established on the same words having various meanings to various peoples. The hardship occurs when different people presume the different meaning of exact information or word, it is called semantic Barrier.

The semantic barrier is generated due to the following reasons:

- Identical words with a different meaning
- Wrong Hypothesis
- Technical Language
- Distinct Cultures

### *Language Barrier*

Different languages, vocabulary, accents illustrate the language communication barrier. The benefit of challenging or inappropriate words, technical jargon, and badly presented or misunderstood messages can confuse the communication process.

### *Organizational Barrier*

The status of management or management policies is the basis of the Organizational Barrier. This type of barrier occurs due to the void between staff members and management in terms of communication policies, authority layers, filtering of information, etc.

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The Organizational Barrier contains the following:

- Organizational Rules & Regulations
- Cooperation between Superior and Subordinate
- Organization Culture
- Status and Layers

### *Interpersonal Barrier*

The possibilities of miscommunication occurred when there are discrepancies in education, society, and economic status between sender and receiver.

These barriers form due to the values kept in relationships and the attitude of the participants in the operation of communication.

### *Individual Barrier*

It is also comprehended as a psycho-sociological barrier. These barriers contain differences in personality, stereotyping, inattention, and differences in individual competencies to assume and act, which can also include physical disorders or handicaps.

Due to the various personality of the sender and receiver in the communication method, the wrong message is diagnosed.

### *Physical Barrier*

It is the most appeared barrier in communication due to natural and environmental conditions. The physical barrier contains possibilities like noise, hearing problems, speech difficulties, closed doors, defective equipment, etc.

The geographical distance may be the cause for Physical barriers. It is always comfortable to convey the message to a person over a short distance. As more communication channel and technology is needed to provide the message at a large distance.

### *Psychological Barriers*

Communication is affected due to the psychological condition of the communicators. Psychological Barriers contain emotions, poor retention, lack of attention, different opinion, perceptions, etc.

### **Technological Barrier**

The trouble during communication happens due to a technical mistake or it is known as Technical Barrier. The network problem, coding error, or defect in electronic equipment are the primary reason for the technological barrier. For example, one cannot be able to communicate over the phone if there is any fault in the phone or if the appropriate network is not available.

## **How to Control Communication Barriers?**

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Appropriate alerts during communication can avoid barriers in communication. Make sure that the medium of communication is well known and all the electronic tools are functioning fine.

The receiver and sender should keep reviewing the message if they are getting/ producing it right.

The sender should ask the queries like why, where, who, and how he is proceeding to communicate. On the other hand, the receiver should ask for clarification and prominence if it is required.

The members having in communication should convey their feelings, opinions during the communication strategy to avoid the barriers.

Communication gets people together, closer to each other. It is a significant management function associated with all other managerial roles. It bridges the gap between individuals and groups through the flow of knowledge and experience between them.

Communication is an important part of the **Paper-I test of UGC NET**. It includes ten marks questions out of the total 100 in Paper – I. With proper practice and UGC NET Communication notes, you can easily try all five questions of Communication in UGC NET exam Paper-I accurately.

Here, we have examined the communication that is important for **UGC NET General Paper 1** practice and asked repeatedly in the exam. Hope the above notes makes evident in the exam preparation. [The Entri Learning App](#) provides the complete details regarding [UGC NET General Paper 1 Examination Notes PDF](#) for the aspiring candidates.

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