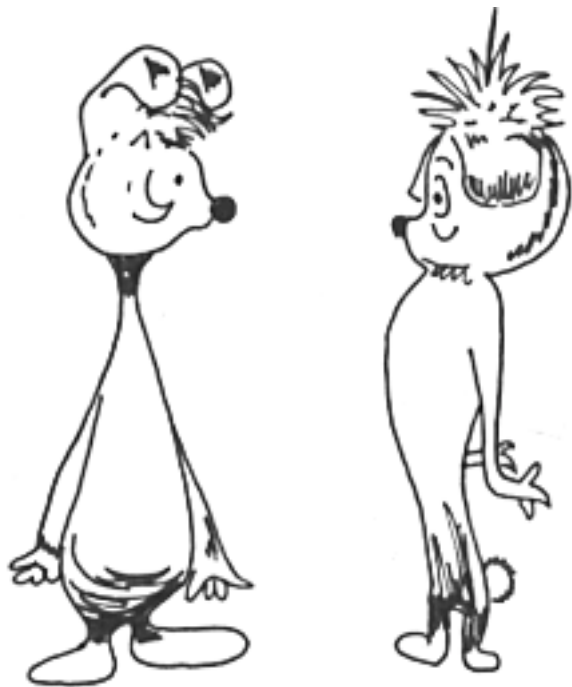
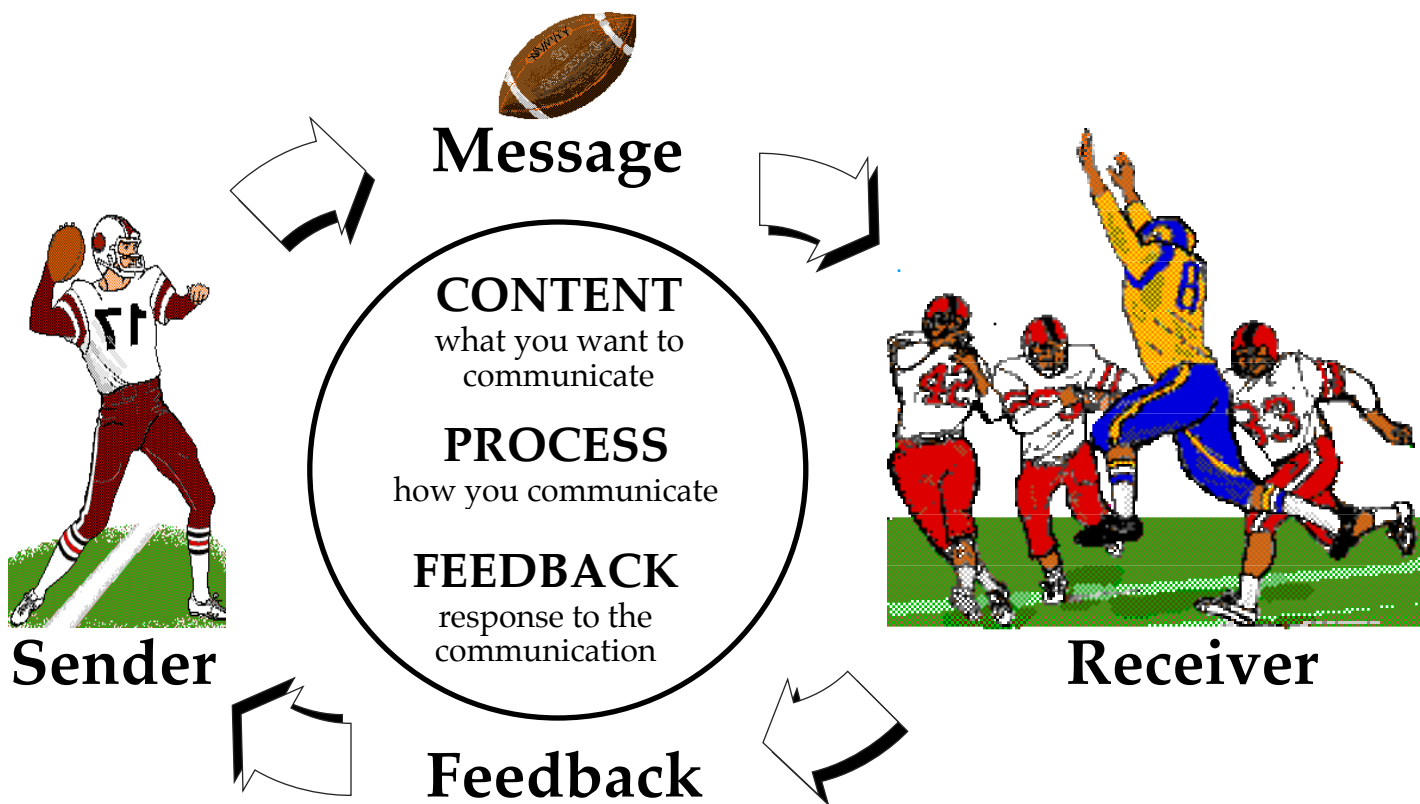


Interpersonal Communication



Interpersonal Communication is communication with others - sharing information, solving problems, resolving conflicts, fulfilling social needs...basically it is sending and sharing a message with another person.



TWO-WAY COMMUNICATIONS

CONTENT

First consider the purpose of the message

Other Things to Consider:

- general to specific (give supporting details)
- present one idea at a time
- keep in mind the audience or receiver's background (their age, status, educational level, feelings, what your message will mean to him or her)
- what is the environment or situation in which your message will be presented or received

PROCESS

Choose an appropriate process for your message:

verbal communications

- most frequently used
- formal or informal
- varied with word choice, tone, rate, pitch, breathing, volume, etc.

written communications

- requires careful planning
- word choice important
- formal or informal
- organized and precise

body and paralanguage

- always used - often ignored
- reveals feelings and interests

FEEDBACK

Adapt the process to be more effective. Use feedback from your audience to verify that your message is being received. Listen to their comments and questions. Watch their body language. Remember, it is your responsibility to see that your audience understands you.