



# Effective Communication Is A Key Tool For Success, To Achieve This How To Overcome Barriers In Communication

(Dr). Sudhir Kumar Gaur<sup>1\*</sup>, (Dr Deep Gupta)<sup>2</sup>, Ms. Shivani Kapoor<sup>3</sup>, Mr. Ankit Pal<sup>4</sup>

## Abstract

Communication is a very common concept in everyday life and occurs in all situations, organizations, places, or environments, no work or work or activity is done without effective means of communication. During the communication process, it becomes apparent that obstacles and barriers arise, which are avoidable and inevitable; therefore, one has to inculcate all the necessary skills, attitudes, and traits within himself to successfully overcome all the communication barriers. In this research manuscript, there have been various key areas, types of barriers to effective communication, barriers to effective communication within the organization and processes of overcoming, psychological barriers to effective communication, content barriers to effective communication, and overcoming barriers to communication. Great emphasis has been placed on the obstacles that arise within the organization and the problems that arise as a result of these emergencies. This research manuscript provides valuable information about communication barriers and what types of procedures should be adopted to overcome them.

**Keywords:** Barriers, Effective Communication, Organization, Content, Information, Objects

**DOI Number:** 10.14704/Nq.2022.20.17.Nq88010

**Neuroquantology 2022; 20(17):65-71**

## Introduction

Communication is said to be one of the most important processes in the development of all areas. No matter how good the communication system is, how well it is built and developed, obstacles occur within the communication systems, whether organization, communication between family members, social media institutions, and so on. Barriers that arise within social media are unfortunate and unwanted, everyone wants their work to be done smoothly without the appearance of obstacles, for example, when someone is discussing an important issue with someone, or two friends. they have a friendly conversation and the doorbell rings or someone comes in and most of the time, it's not fun. There are

many reasons why these obstacles happen, many obstacles have a reason, and for example, if there is important work going on and the doorbell rings and someone enters immediately, this may be for some reason. and there are many factors such as phone system errors, inactive internet, or any random obstacles (Usman, n.d.).

## Types of Barriers to Effective Communication

There are barriers to communication that are different and have different types of features: (Communication Theory, n.d.).

**I) Natural Barriers** - Under the natural and physical barriers, there has been a division of

**\*Corresponding Author:-** (Dr). Sudhir Kumar Gaur

**Address:** <sup>1\*</sup>Professor, School of Business Studies, University of Engineering and Technology Roorkee, (UETR) Email sudhirgaur.barfani@gmail.com

<sup>2</sup>Professor School of Smart Agricultural Science, Department of Environmental Sciences , University of Engineering & Technology , Roorkee deepgupta154@gmail.com

<sup>3</sup>Assistant Professor Humanities University of Engineering & Technology, Roorkee Shivkapoor10@gmail.com

<sup>4</sup>Assistant Professor, School of Business Studies, University of Engineering & Technology, Roorkee UETR

**Relevant conflicts of interest/financial disclosures:** The authors declare that the research was conducted in the absence of any commercial or financial relationships that could be construed as a potential conflict of interest.



barriers as follows:

**a) Time** - This is a barrier to building faster and faster communication channels. For example, when you are talking to someone, if the process is time-consuming such as sending letters it means it is an obstacle, any form of communication whether, it is done in a formal or informal way, if it consumes a lot of time it means it testifies. In order to be effective and efficient, individuals need to develop instant communication methods such as electronic mail instead of sending mail by mail.

**b) Space** - It is important to eliminate unnecessary distances within the communication system, if the situation requires it, for example, it is possible to communicate by telephone. If two people need to discuss an important issue and one of them is in India, and the other is in the United States of America, then the telephone conversation may not work well, they can send each other information via email.

**c) Location** - The area, the place where communication takes place should be clear and not too crowded. Noise pollution can be a barrier to effective communication, this is obvious, where there is noise, where a person cannot communicate effectively, so, in places and places with fewer people, the right atmosphere is needed for effective communication.

**d) Medium** - The way communication takes place should be efficient and appropriate. Communication occurs in a variety of ways; oral, written, audio, video, official, and informal, the method used for the purpose of communication must be accurate, precise, and understandable.

**II) Speech Barriers** - When communicating with other people, no matter what type of communication is used, whether formal or informal, it is important to use appropriate words, vocabulary, and language; all forms of communication should be modest. The language and vocabulary used in communication should be understood by people; if a person only speaks English and the word is used in Spanish he may not understand or

understand the word, for example, if a person only speaks English, it may be an opportunity for him to learn other languages such as Spanish or French. Two or more people who speak should use only one language so that everyone can understand it well.

**III) Cultural Barriers** - Communication also occurs between people of different nationalities, religions, ethnicities, creeds, ethnicities, races, etc. In other words, when two people are communicating, there may be differences in their cultural backgrounds. It is important to overcome all potential barriers during communication. It is important to let people know about the culture of their contacts. In the form of communication, it is important to build understanding and acceptance of the other person's culture.

**IV) Psychological Barriers** - In the process of communication, it is important to understand each other's ideas and mental strengths; this applies to all situations whether it is a professor giving a lecture or a conversation between an employer and an employee. If someone communicates with another person or group of people with an attitude of indifference or reluctance the communication process will not work. In this case, it would be unbelievable that the attitude of the contacts was inappropriate for the purpose of making the communication process work. It is therefore considered important to overcome psychological barriers.

**V) Recognition** - When speaking, it is important to understand different perspectives on the situation or issue. There are different levels of ideas involved when talking about a particular topic, situation, problem, issue, situation, confusion, stress, or concept. Lack of understanding of the different levels of ideas can be a barrier. In order to use effective communication, it is important to have a 'true perspective' which means information about facts, knowledge, statistics, reality and reality. When speaking, it is important to be open, flexible, and transparent.

**Vi) Environmental Barriers**-Environmental barriers caused major problems in communications and one cannot ignore them at anyway.



Some environmental behavior is in surroundings like overcrowded, suffocation, too much noise, poor lighting vice versa, and scorching lighting. The other part of environmental behavior is concerned with nature like unbearable cold temperatures vice versa hot temperatures, too much precipitation, thunder, heavy flow of winds, steep hills, high altitude etc.

### **Barriers to Effective Communication between the Organization and Procedures for Overcoming Them**

Communication is known as the key to the success of any organization, within any kind of organizational structure, people should work together, need to hold meetings, and discuss with each other various issues about their duties and responsibilities; on the other hand, if they grow up with difficult relationships and difficult words then they will not be able to function effectively and gain profit, productivity, and interest within the organization. In terms of communication, there are obstacles all organizations face; individuals are of the opinion that the communication process is very simple and straightforward, which is true but, making the process difficult, difficult and tedious, the answer to this is obstacles. Obstacles make the communication process difficult. Within the organization, the most common barriers to communication are: (Zaineb, 2010).

**a) Visual Barriers** - These are barriers that arise due to differences of opinion between two people, differences of opinion become a major obstacle, and therefore these differences create the need for effective communication; any disagreement between two people is unhealthy in the functioning of the organization.

**b) Emotional Barriers** - Sometimes people may not be interested in communicating with workmates because of feelings of fear, mistrust, anger, or resentment, which may arise in their minds and this is defined as emotional barriers.

**c) Language Barriers** - Language is a so-called effective way to communicate with others. Language provides insight into what a person intends to say or communicate. When two people or groups of people are involved in communication and if only one language is

understood by all people then their goals will be achieved and the communication process will be successful. Within an organization, it is important to develop a common language in order to communicate effectively. For example, if international students come to study in India, they do not know the national language, which is why English is considered a common language that everyone understands and is used for communication purposes.

**d) Cultural Barriers** - In an organization, people of different nationalities, regions, cultures, religions, races, religions and groups with different positions are employed together. These people sometimes get used to the culture and background of other people, and sometimes they do not know anything. Cultural barrier occurs when people of different cultures are unable to communicate with each other and this can be due to various reasons such as different backgrounds, languages, cultures, ideas, ideas, ideas, and so on.

**e) Physical Barriers** - Within the organizational structure, it is important to have a team spirit and people should work together and work together. Formal and informal communication processes occur within the organization. One of the most important factors is the closeness of the organizational structure. There is a system of positions and those people who are placed at the highest levels of the council close their doors, offices, and cabinets and are literally placed away; their subordinates in this way are unable to communicate with them and this is a physical barrier to effective communication.

One of the ways to improve the process of communicating with the organization and removing barriers to good corporate communication is to create a positive attitude in the workplace. It is important to consider, respect, and honor the partners, managers, and subordinates for building an integrated work environment. Obstacles seem less productive and will not lead to better organizational interest. It is up to the individual to take responsibility for overcoming obstacles, working with colleagues, effectively managing and managing subordinates, and maintaining honest relationships with employers and managers.



## Psychological Barriers to Effective Communication

Communication is said to be a continuous process. Everyone is in constant contact with the people around them, such as family members, friends, assistants, neighbors, relatives, and workmates, and when someone goes out to shop they also contact shop owners and other people. Communication is also referred to as an important skill in daily life and one needs to be proficient in this skill on one's own or in the way of looking at others (Skills you need, 2011). Psychological barriers to effective communication are divided into:

**a) Marriage Barriers** - When a person is married, then communication is considered one of the most important aspects of a relationship. Among married couples, there are some psychological barriers to communication; the reasons may be due to insignificant information, fear, insecurity, or misunderstanding; these reasons are not always right but where a marriage obstacle occurs then it is possible that these reasons may be the cause. For example, partners may in time feel unhappy with each other and the end result may be divorce or separation; when the partners have decided to separate or divorce and there is no communication between them. These factors are identified as psychological barriers between partners.

**b) Educational Culture** - In educational institutions such as the university; there are different departments, and each department has a chairperson, academics, students, and other staff. Effective communication is very important at a university or any other educational institution. For example, the professor teaches the subject and the other students in the class may have different views so that does not mean that the professor will not teach or interact with those students. Within the university, there are cultures, different subcultures, nationalities, cultures, customs, values, etc; in one class, it may be that for such a large number of students, there may be only a few Sikhs, Muslims, Christians, or Hindus, all of whom must form a friendly relationship and communicate effectively with each other which is essential for academic achievement. A psychological barrier that may arise in the context of

an educational institution is that some students may face difficulties in some programs, and they may find certain concepts difficult to understand, these are considered psychological barriers because they cannot otherwise understand a logical perspective.

**c) Communication Flow** - In line with flow theory, people can only communicate to a certain degree; the reason for this is that their knowledge is limited. Specifically, this means that intelligent people have better communication skills compared to less experienced people; this also depends on the individual situation, for example, individuals who do not have a large social network and who do not focus on communicating with others should not be blamed, the reason being that they have insufficient information necessary for effective communication. It is up to the individual to determine if he or she has effective communication skills.

## Barriers to Content for Effective Communication

Content barriers are said to be things that create barriers, distractions, or barriers during communication.

process barriers that occur during the communication process often distort, block, alter or distort the changing information between the sender and the receiver. No matter what place or place, whether workplace, home, leisure park, shopping area, etc. The key is to identify those barriers and adopt measures to overcome them. Content barriers are noted in the following sections: (Smith, 2015).

**a) Unrestrained Behavior** - It is an obstacle during communication, the reason being that this type of behavior in a person destroys communication between people; this type of behavior promotes reluctance to communicate with people who are unable to make decisions.

**b) Anger or Frustration** - Obstacle, the reason is that when a person is angry or frustrated rather than no one shows interest in talking to people with this kind of attitude; The reason for not wanting to communicate with angry and frustrated people is that in these ways of making people often communicate in the wrong way.



**c) Personal Neutrality** - When one is biased against one person over another, there is a deterioration in communication between people; for example, sometimes teachers tend to favor one student in a class instead of another when students feel that the teacher is biased against a particular student, then they often develop some form of bias and there is a communication disorder between them.

**d) Group Diversity** - As has been understood, between organizational programs, educational institutions, and other areas, individuals come from different backgrounds, have different religions, ethnicities, cultures, traditions, customs, beliefs, cultures, races, and sometimes even speak different languages; therefore, all of these factors are cited as barriers to effective communication.

**e) Lack of Confidence** - When two or more people are involved in communication, it is important that they have confidence and have the necessary communication skills; when a person lacks self-confidence, the ability to communicate effectively or engage in oral or written communication with another, then it becomes a barrier to effective communication. Feelings of panic, anxiety, and, fear seem to be the barriers to effective communication.

**f) Improper Priority** - Priority means status or level of being premature or occurring; when something important arises that is wrong and therefore becomes a barrier to effective communication. For example, if a manager is having a meeting or negotiating with a group of his subordinates and suddenly a family emergency arises and he has to rush to his house and is unable to attend a meeting, then it is called a family emergency. so that it would be the wrong thing to do during his career.

**g) Organizational Structure** - In some cases, the organizational structure is structured in such a way that it proves that it is an obstacle to effective communication, the structure should be simple and uncomplicated; for example, if a building is large and there is a lot of space, employees may not see eye to eye and may not be able to communicate effectively, therefore, it is important that within a building, employees are healthy. unfamiliar.

**h) Interruptions and interruptions** - While communicating, there are many interruptions that occur, for example, in phone conversations, online interruptions, when the Internet is down, some kind of background noise, people doing their work, and the phone ringing, doorbell, people having a meeting with someone who enters the room without informing, etc.

**i) Tunnel Vision** - Tunnel detection means the inability to produce 100% accuracy; when a person is inaccurate and inaccurate about the situation, case, concept, or situation in which communication takes place, this is also an obstacle to effective communication.

**j) Position Differences** - If there are differences in individual levels within the organization, it means that it is an obstacle to effective communication; the lower classes, in other words, the lower classes who are more likely to communicate effectively with the higher classes; they may feel different or feel discriminated against. Not only with the structure of the organization but also with the socio-economic divisions that do not communicate effectively with the upper class, the rich people; therefore, diversity of positions seems to be an obstacle to effective communication.

**k) Job Concerns** - In this case, for example, a person has to go to a very important formal meeting with the client and when he is about to let another client come in to resolve certain issues, then it is his duty to take care of that client's affairs before attending the meeting; in this case, the client who appears immediately without notice proves to be an obstacle to effective communication.

## Overcoming Communication Barriers

### 1. Eliminating Differences in Opinion -

Within an organization in which people are employed, their performance, qualifications, skills, abilities, knowledge, and attitude should be considered; there should be proper training and development programs, staff selection processes and individuals should have effective communication skills, especially with regard to the English language, they should be fluent in English, speaking and writing.



**2. Use of Simple Language** - When discussing any language, the use of words should be clear, clear, and simple; the use of complex words can be confusing and should be avoided.

**3. Decreased and Reduced Noise Levels** - Noise is a very common obstacle that occurs everywhere, for example, when family members talk at home, continuous noise from busy areas, or at work while working on computers, people engage in informal conversations, which is why this leads to noise levels. It is necessary to identify the sources of the sound and establish mechanisms to eliminate those sources.

**4. Active Listening** - The recipient must listen to the speaker carefully and thoughtfully; should respond by asking questions, the speaker should always be aware that the listener understands everything he is saying and this overcomes the barrier to effective communication.

**5. Emotional Status** - During communication, the speaker needs to use body language effectively and not express emotions; for example, if a speaker is upset for some reason why he should not express his stress in his talk, the audience may misinterpret the information if given to the speaker in a state of depression.

**6. Simple Organizational Structure** - Levels within the organization should be of high value; functions and functions performed within the organization, leadership skills, time management, authority, rules, and policies should be properly planned and implemented effectively.

**7. Avoid More Information** - Employers and employees should not be overburdened; they should manage their day-to-day work properly, overtime should be avoided and employees should devote time to their working hours to listen to subordinates and employees' grievances; they should practice effective time management skills.

**8. Provide Positive Feedback** - When providing feedback to staff and subordinates, indifference should be avoided and feedback should always be presented in a constructive manner; negative feedback is said to be an

obstacle to successful communication. The content of the response may be incorrect if the senior feels that there has been a misinterpretation, but it should be constructively spoken with a positive attitude.

**9. Proper Media Selection** - The communication method should be appropriate; if it is a simple message or a little notice, it can be delivered face to face or by telephone; complex and lengthy information should be conveyed in writing, for example, through letters, notices, newspapers or by email, so choosing the right media also leads to effective communication.

**10. Flexibility in Meeting Goals** - Employees when employed within the organization, should work towards achieving desired and objectives, should not be put under pressure to complete a task in a certain period, in other words, should allow sufficient time, especially if the work is large; In achieving the goals and objectives of the organization, it is important that there are effective means of communication and flexibility should be allowed to meet the target.

### Discussion and summary

In the last part of this manuscript, it is important to emphasize that effective communication is more important than just development and improvement.

the progress of organizational structure, educational institution, academic learning or the implementation of daily activities but also the individual. There are a number of barriers that arise during communication, these are natural and physical barriers, semantic barriers, cultural barriers, psychological barriers and true perception. Within the organizational structure, many barriers arise and there is a set of steps and processes to overcome them, these are cognitive barriers, emotional barriers, language barriers, cultural barriers and physical barriers; the most effective and efficient way to overcome the barriers to effective communication of the organization is to create a way of showing confidence in the workplace and is considered a commitment to developing modesty, good manners and respect between methods and attitude. Psychological barriers to effective communication can be barriers to marriage, the culture of education, and the flow of communication. Content



barriers to effective communication are assertive behavior, anger or frustration, personal bias, group diversity, lack of confidence, inappropriate priorities, organizational structure, distractions and distractions, tunnel perception, diversity of positions, and busy work. In the final section of the manuscript, steps have been identified to overcome communication barriers, namely, to eliminate visual differences, use simple language, reduce and eliminate noise levels, active listening, emotional state, simple organizational structure, and avoidance of information. overload, providing constructive feedback, appropriate media selection, and flexibility in meeting the target.

It is important to overcome barriers by identifying the underlying causes, some of the obstacles are avoidable while others are inevitable and the individual is left with no choice but to face the obstacles. Keeping technology up-to-date, developing within you effective speaking and listening skills, respect, good English speaking, not communicating while working on an important assignment, developing effective leadership, stress management, anger management, time management skills, and more. forward, these are some of the ways that lead to avoiding obstacles; some of the barriers are unavoidable as improper priorities, where these types of barriers arise then one has to develop within oneself self-confidence and the ability to deal with these types of obstacles. The implementation of solutions to remove those barriers leads to effective communication and efficiency in achieving the desired goals and objectives. Lastly, it can be said that barriers arise during communication, but in order to communicate effectively, each person must have good speaking and listening skills, they must ensure that the audience understands their ideas and opinions, and they must act. the use of simple language, whether oral or written, be modest and polite so that people do not misunderstand any form of communication and have effective knowledge of the ideas and ideas they convey and there should be no personal bias or discrimination between people of different religions, cultures, races, ethnicities, beliefs and socioeconomic backgrounds.

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