

## MAIN UNITS OF VERBAL COMMUNICATION

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**Abstract:** Verbal communication plays a very important role in our lives. We use verbal communication to express our thoughts and feelings and in daily communication. Verbal communication has its advantages and disadvantages. It is also divided into types. We use one of these types depending on our processes.

Verbal communication refers to the utilization of words to express ourselves in front of other people. Thus it is an inclusion of both spoken and written communication. Although most people prefer verbal communication to describe only spoken communication. The verbal part of communication refers to the words that we choose, and how they are heard and interpreted.

It is indeed crucial to learn that good oral communication cannot be fully ignored from non-oral communication in the form of our body language, tone of the sound, and expressions of the face. Speaking with clarity, being silent and focused, being well behaved, and following some of the general rules of behavior altogether will help in the process of oral or verbal communication.

In many personal meetings between people, the starting time of conversation is very important because the first impression has an impact on further success and future communication. Listening actively is also a crucial skill. But, when we communicate, we are likely to spend much more energy on what we are going to say than what we are going to listen to other people.

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Speaking with clarity and a good choice of words is beneficial

How we choose words and how they are interpreted is also important.

Nonoral communication is equally as important as oral communication.

The overall behavior is also important.

Being silent and focused is equally important.

Verbal communication is defined as communication to express our views, information, and ideas in the form of sound and words. The spoken part usually involves face-to-face communication. and when people ponder the word communication, they often think about the act of talking.

Advantages and Disadvantages of Verbal Communication

Let's discussed the advantages and disadvantages of verbal communication:

Advantages of Verbal Communication

Disadvantages of Verbal Communication

Advantages of Verbal Communication

Following are the advantages of verbal communication:

It is the least time-consuming, is more direct, simple, and the least expensive.

It is more communicative and effective.

It provides immediate feedback. Since every piece of information cannot be put into writing, most of it is conveyed by means of oral instructions, mutual discussions, and telephonic conversations.

Disadvantages of Verbal Communication

Following are the disadvantages of verbal communication:

Verbal talks may often be distorted if there is some cause of indifference between the receiver and the sender.

Due to various communication gaps, as a result of status and other physical or personal barriers communication is incomplete.

Not convenient for long messages.

Spontaneous responses may not be carefully thought.

The spoken words can be more easily misunderstood than the written words.

Importance of verbal communication.

There are so many ways in which verbal communication is important. For example:

1. Keeping each other informed: we can use verbal communication to disseminate useful and important information.

2. Asking for help and support: communicating verbally about our problems is the first step to solving them.

3. Making friends: communicating with others can be the start of a good friendship.

4. Expressing ourselves creatively: verbal communication can be the means for expressing our imagination.

5. Sharing emotions: we can share emotions as well as factual information with our verbal communication skills.

Types of verbal communication.

1. Speaking face to face: here, our words are combined with our gestures, facial expressions and tone of voice to give a full communication package.

2. Speaking on the phone: communicating verbally on the phone is an excellent way to reach people far away.

3. Video-chat services: the wonders of the internet have enabled us to communicate verbally with people everywhere and to stay in touch with our loved ones across the globe.

4. Writing a letter: old fashioned letter writing is an art that will never die.

5. Giving a lecture: this is a key example of the utility of verbal communication in an academic context.

6. Making announcements: those handy announcements over the tannoy at supermarkets or train stations are key examples of verbal communication.

7. Leaving a voice mail: sometimes, we can record our verbal communications for our friends, family and colleagues to pick up later

#### **References:**

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