

Importance of Communication in an Organization (組織の中でのコミュニケーションの重要性)

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Communication is one of the basic functions of management in any organization and its importance can hardly be overemphasized. It is a process of transmitting information, ideas, thoughts, opinions and plans between various parts of an organization.

It is not possible to have human relations without communication. However, good and effective communication is required not only for good human relations but also for good and successful business.

Effective communication is required at various levels and for various aspects in an organization such as -

For manager ? employee relations:

Effective communication of information and decision is an essential component for management-employee relations. The manager cannot get the work done from employees unless they are communicated effectively of what he wants to be done? He should also be sure of some basic facts such as how to communicate and what results can be expected from that communication. Most of management problems arise because of lack of effective communication. Chances of misunderstanding and misrepresentation can be minimized with proper communication system.

For motivation and employee morale:

Communication is also a basic tool for motivation, which can improve morale of the employees in an organization. Inappropriate or faulty communication among employees or between manager and his subordinates is the major cause of conflict and low morale at work. Manager should clarify to employees about what is to be done, how well are they doing and what can be done for better performance to improve their motivation. He can prepare a written statement, clearly outlining the relationship between company objectives and personal objectives and integrating the interest of the two.

For increase productivity:

With effective communication, you can maintain a good human relation in the organization and by encouraging ideas or suggestions from employees or workers and implementing them whenever possible, you can also increase production at low cost.

For employees:

It is through the communication that employees submit their work reports, comments, grievances and suggestions to their seniors or management.

Organization should have effective and speedy communication policy and procedures to avoid delays, misunderstandings, confusion or distortions of facts and to establish harmony among all the concerned people and departments.

Importance of written communication:

Communication may be made through oral or written. In oral communication, listeners can make out what speakers is trying to say, but in written communication, text matter in the message is a reflection of your thinking.

So, written communication or message should be clear, purposeful and concise with correct words, to avoid any misinterpretation of your message.

Written communications provides a permanent record for future use and it also gives an opportunity to employees to put up their comments or suggestions in writing.

So, effective communication is very important for successful working of an organization.

Business writing software with grammar checker and text enrichment tool, which enhances a simple sentence into more professional and sophisticated one, can be used for writing effective business communications.

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