

Subject Name & Code:

ENGLISH FOR TECHNICAL COMMUNICATION- BE02R00021

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PBL Assignment 4:

Section- A - Based on article: *How to Tackle the 13 Most Common Communication Barriers*

Q.1 Summarize the article in 150 words

The article "How to Tackle the 13 Most Common Communication Barriers" provides a practical guide for overcoming obstacles that disrupt effective information exchange in professional and personal settings. It argues that while communication is fundamental, it is often hindered by identifiable and surmountable barriers. The article systematically categorizes these barriers into groups such as physical (noise, distance), psychological (preconceptions, emotional states), linguistic (jargon, ambiguous language), and cultural (differing norms, non-verbal misinterpretations). For each barrier, it not only explains its nature but also offers actionable solutions. The core message is that proactive awareness and deliberate strategy are key. Recommendations include active listening, seeking clarification, using simple and clear language, being mindful of cultural contexts, and ensuring appropriate channels and environments for conversation. Ultimately, the article positions effective communication as a skill that can be developed through conscious effort to recognize and address these common pitfalls.

Q.2 List five major communication barriers discussed.

1. **Physical Barriers:** Environmental distractions like noise, poor acoustics, or physical distance that impede the transmission or reception of a message.
 2. **Language/Semantic Barriers:** The use of complex jargon, ambiguous terminology, or differences in dialect that lead to misunderstanding.
 3. **Psychological Barriers:** Personal biases, preconceived notions, strong emotions (stress, anger), or lack of attention that filter or distort communication.
 4. **Cultural Barriers:** Differences in social norms, values, etiquette, or non-verbal cues (gestures, personal space) between individuals from different cultural backgrounds.
 5. **Perceptual Barriers:** Differing viewpoints, experiences, and frames of reference that cause individuals to interpret the same message in different ways.
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**Section- B - Based on article: *Barriers of Communication. Human beings communicate everywhere...* |
by Huudle Blog | Medium**

Q.1 Summarize the article in 150 words

The Huudle blog article, "Barriers of Communication," explores the fundamental challenges that prevent clear and effective interaction despite the human need to communicate constantly. It begins by acknowledging communication's central role in collaboration and relationships before detailing how various barriers can cause breakdowns. The article emphasizes that these barriers are often interrelated and stem from differences between individuals. It discusses how a lack of clarity and poor listening skills form a significant internal hurdle, while organizational structures, hierarchical gaps, and information overload act as systemic external barriers. A key focus is on the subtle yet powerful role of emotional and psychological states—such as mistrust, fear, or defensiveness—in blocking open dialogue. The summary concludes that overcoming these barriers requires intentional effort, including fostering trust, practicing empathetic and active listening, providing constructive feedback, and creating an organizational culture that prioritizes transparent and respectful communication.

Q.2 List five major communication barriers discussed.

1. **Lack of Clarity and Ambiguity:** Using vague, confusing, or poorly structured messages that are open to multiple interpretations.
2. **Poor Listening Skills:** The tendency to hear but not actively listen, interrupt, or formulate a response before the speaker has finished, leading to missed information.
3. **Emotional and Psychological Barriers:** Personal feelings like anger, resentment, anxiety, or low self-esteem that prevent open, rational, and receptive communication.
4. **Organizational/Structural Barriers:** Hierarchical structures, complex reporting lines, or departmental silos that delay, distort, or block the flow of information.
5. **Information Overload:** Providing too much information at once, which overwhelms the receiver and causes them to miss critical points or disengage entirely.