**[60-day assignment] - COM 600-2 Developmental Reading Log**

**Prepare and submit the Developmental Reading Log for this course guided by the**

**instructions in the Learning Contract and the course objectives below:**

**Advanced Communication Course Objectives**

1. Define and explain elements of communication and the processes inherent in each.

2. Provide a working knowledge of communication suitable for use in a graduate

program.

3. Contextualize basic communication processes into one’s profession and other

contexts.

4. Expand areas of interpersonal, group, and public communication.

5. Review and evaluate effective skills in interpersonal, public, and small group

communication situations.

1. (ADDITIVE - Objective #1) - There is a flow of communication that needs to be understood for better communication. The first component involves “the source” which imagines, creates and sends the message. The source begins by first determining the message. (https://sbctc.instructure.com/courses/1367224/pages/read-eight-essential-components-of-communication?module\_item\_id=21078647#:~:text=The%20communication%20process%20involves%20understanding,environment%2C%20context%2C%20and%20interference.)
2. (ADDITIVE - Objective #1) - The message is the meaning produced by the source for the receiver or the audience. When you speak the words are brought together by grammar and organization. (<https://sbctc.instructure.com/courses/1367224/pages/read-eight-essential-components-of-communication?module_item_id=21078647#:~:text=The%20communication%20process%20involves%20understanding,environment%2C%20context%2C%20and%20interference>.)
3. (ADDITIVE -Objective #1) - The channel determines the different ways for a message to travel from the source to the receiver. When you speak or write, a channel is being used to convey your message. (<https://sbctc.instructure.com/courses/1367224/pages/read-eight-essential-components-of-communication?module_item_id=21078647#:~:text=The%20communication%20process%20involves%20understanding,environment%2C%20context%2C%20and%20interference>.)
4. (ADDITIVE - Objective #1) - The receiver then is the listener to receive the message and interpret the message from the source intentionally and unintentionally. (https://sbctc.instructure.com/courses/1367224/pages/read-eight-essential-components-of-communication?module\_item\_id=21078647#:~:text=The%20communication%20process%20involves%20understanding,environment%2C%20context%2C%20and%20interference.)
5. (ADDITIVE - Objective #1) - After the listener interprets the message “feedback” should follow. Feedback is composed of messages the receiver sends back to the source, it can be verbal or nonverbal. (<https://sbctc.instructure.com/courses/1367224/pages/read-eight-essential-components-of-communication?module_item_id=21078647#:~:text=The%20communication%20process%20involves%20understanding,environment%2C%20context%2C%20and%20interference>.)
6. (ADDITIVE - Objective #1) - The environment is the space where you send and receive messages. Environment may tend to affect the presentation of the conversation. (<https://sbctc.instructure.com/courses/1367224/pages/read-eight-essential-components-of-communication?module_item_id=21078647#:~:text=The%20communication%20process%20involves%20understanding,environment%2C%20context%2C%20and%20interference>.)
7. (ADDITIVE - Objective #1) - Context is the circumstances that form the setting for an event, statement, or idea, and in terms of which it can be fully understood and assessed. The presentation or discussion does not take place as an isolated event. (<https://sbctc.instructure.com/courses/1367224/pages/read-eight-essential-components-of-communication?module_item_id=21078647#:~:text=The%20communication%20process%20involves%20understanding,environment%2C%20context%2C%20and%20interference>.)
8. (ADDITIVE - Objective #1) - Interference, also called noise, can come from any source and has the ability to block or change the intended meaning of the message. Psychological noise is what happens when your thoughts occupy your attention while you are hearing or reading a message. This indicates that interference can come from other sources also. (<https://sbctc.instructure.com/courses/1367224/pages/read-eight-essential-components-of-communication?module_item_id=21078647#:~:text=The%20communication%20process%20involves%20understanding,environment%2C%20context%2C%20and%20interference>.)
9. (ADDITIVE - Objective #2) - The discipline of communication has traditionally focused on the big moments or seemingly extraordinary events of human interaction. These instances include initial encounters, betrayals, disclosure of secret information, family upheavals, and other dramatic experiences you may occasionally encounter during your lifetime. (<https://books.google.tt/books?id=EX1ZDwAAQBAJ&printsec=frontcover&dq=basic+knowledge+of+communication&hl=en&sa=X&ved=2ahUKEwjY9siOv7PvAhUBwlkKHSrCAgcQ6AEwA3oECAUQAg#v=onepage&q=basic%20knowledge%20of%20communication&f=true>)
10. (ADDITIVE - Objective #2) - One fact that makes the study of communication unique, compared with chemistry, is that you have been communicating your entire life. You will be able to draw from relationships and events in your own life when studying the material. (<https://books.google.tt/books?id=EX1ZDwAAQBAJ&printsec=frontcover&dq=basic+knowledge+of+communication&hl=en&sa=X&ved=2ahUKEwjY9siOv7PvAhUBwlkKHSrCAgcQ6AEwA3oECAUQAg#v=onepage&q=basic%20knowledge%20of%20communication&f=true>)
11. (ADDITIVE - Objective #2) - when studying communication it is important to recognize that some people are nervous or fearful when communicating in some situations. Communication apprehension is the technical term used for the fear or anxiety you might experience when faced with communicating in situations that make you uncomfortable. (<https://books.google.tt/books?id=EX1ZDwAAQBAJ&printsec=frontcover&dq=basic+knowledge+of+communication&hl=en&sa=X&ved=2ahUKEwjY9siOv7PvAhUBwlkKHSrCAgcQ6AEwA3oECAUQAg#v=onepage&q=basic%20knowledge%20of%20communication&f=true>)
12. (ADDITIVE - Objective #2) - Communication can be used through symbols. A symbol in this instance is an arbitrary representation of something else. Such as an object, an idea, a place, a person, or a relationship. Symbols can either be verbal or nonverbal. Verbal communication involves language, whereas nonverbal communication involves symbols such as a word, a movement, a sound, a picture, a logo, a gesture, a mark, to name a few. (<https://books.google.tt/books?id=EX1ZDwAAQBAJ&printsec=frontcover&dq=basic+knowledge+of+communication&hl=en&sa=X&ved=2ahUKEwjY9siOv7PvAhUBwlkKHSrCAgcQ6AEwA3oECAUQAg#v=onepage&q=basic%20knowledge%20of%20communication&f=true>)
13. (ADDITIVE - Objective ) - There is a model called the Onion Model focusing on the depth of intimate relationships. It reveals layers as the central core as the very heart of the onion and according to research persons rarely reach the central core. Then we have the personal layer, then the intimate layer and finally the superficial layer which technically is the first phase every person faces. (<https://books.google.tt/books?id=EX1ZDwAAQBAJ&printsec=frontcover&dq=basic+knowledge+of+communication&hl=en&sa=X&ved=2ahUKEwjY9siOv7PvAhUBwlkKHSrCAgcQ6AEwA3oECAUQAg#v=onepage&q=basic%20knowledge%20of%20communication&f=true>)
14. (ADDITIVE - Objective #3) - Communication is an important part of management, no organization can grow without effective communication and all managerial functions are successful when there is proper communication. ([https://kullabs.com/class-12/business-studies-1/communication-3/concept,-process-and-importance-of-communication#:~:text=Communication%20is%20the%20way%20of,to%20people%20by%20using%20technology](https://kullabs.com/class-12/business-studies-1/communication-3/concept%2C-process-and-importance-of-communication#:~:text=Communication%20is%20the%20way%20of,to%20people%20by%20using%20technology).)
15. (ADDITIVE - Objective #3) - One of the importance of communication is that it helps promote motivation by informing the employees about the task to be done. It clarifies the manner in which they are performing the task and how to improve their performance if it is not up to mark. ([https://kullabs.com/class-12/business-studies-1/communication-3/concept,-process-and-importance-of-communication#:~:text=Communication%20is%20the%20way%20of,to%20people%20by%20using%20technology](https://kullabs.com/class-12/business-studies-1/communication-3/concept%2C-process-and-importance-of-communication#:~:text=Communication%20is%20the%20way%20of,to%20people%20by%20using%20technology).)
16. (ADDITIVE - Objective #3) - Planning is a critical part of anyone’s profession. Planning is thinking before doing a particular job. Information is essential for planning which can be achieved from internal and external sources. Communication facilitates to prepare targets, standards, and instruction for future plans. ([https://kullabs.com/class-12/business-studies-1/communication-3/concept,-process-and-importance-of-communication#:~:text=Communication%20is%20the%20way%20of,to%20people%20by%20using%20technology](https://kullabs.com/class-12/business-studies-1/communication-3/concept%2C-process-and-importance-of-communication#:~:text=Communication%20is%20the%20way%20of,to%20people%20by%20using%20technology).)
17. (ADDITIVE - Objective #3) - Communication always helps the organization in the pursuit of establishing a process for collecting facts to then make the best decision for the organization. ([https://kullabs.com/class-12/business-studies-1/communication-3/concept,-process-and-importance-of-communication#:~:text=Communication%20is%20the%20way%20of,to%20people%20by%20using%20technology](https://kullabs.com/class-12/business-studies-1/communication-3/concept%2C-process-and-importance-of-communication#:~:text=Communication%20is%20the%20way%20of,to%20people%20by%20using%20technology).)
18. (ADDITIVE - Objective #3) - Every organization must create and maintain a good corporate image in society. Only through communication can management keep cordial relations with the government, trade union, customers and the community. Hence it is an indispensable means of developing favorable public relations. ([https://kullabs.com/class-12/business-studies-1/communication-3/concept,-process-and-importance-of-communication#:~:text=Communication%20is%20the%20way%20of,to%20people%20by%20using%20technology](https://kullabs.com/class-12/business-studies-1/communication-3/concept%2C-process-and-importance-of-communication#:~:text=Communication%20is%20the%20way%20of,to%20people%20by%20using%20technology).)
19. (ADDITIVE - Objective #3) - Within the workplace group work and projects are constantly in progress and communication is the foundation of group activity. People can attain a common understanding and cooperate to achieve organizational objectives which allows coordination. ([https://kullabs.com/class-12/business-studies-1/communication-3/concept,-process-and-importance-of-communication#:~:text=Communication%20is%20the%20way%20of,to%20people%20by%20using%20technology](https://kullabs.com/class-12/business-studies-1/communication-3/concept%2C-process-and-importance-of-communication#:~:text=Communication%20is%20the%20way%20of,to%20people%20by%20using%20technology).)
20. (ADDITIVE - Objective #4) - Reflective communicators are concerned with the human feelings in an interaction and they believe that the communication decorum should be polite and conflict-free, they always try to maintain warm, calm and polite and avoid open conflict by withholding negative opinions and often say what the other person wants to hear rather than what they really feel. <https://books.google.tt/books?id=xEuYjTd2JRkC&pg=PA62&dq=communication+styles&hl=en&sa=X&ved=0ahUKEwjzxYmd6d7oAhUMhOAKHfCODr4Q6AEINTAC#v=onepage&q=communication%20styles&f=true>
21. (ADDITIVE - Objective #4) - Styles of communication vary across cultures and families, some cultures expect information to be organised in particular ways with the major points clearly expressed first and being more direct and others seem to avoid the major point initially only reaching it after extensive circular discussion and being indirect. <https://books.google.tt/books?id=-Vfxc5TE3u0C&pg=PA236&dq=communication+styles&hl=en&sa=X&ved=0ahUKEwjFlI7NnOHoAhUQmuAKHdzmDqk4ChDoAQg-MAM#v=onepage&q=communication%20styles&f=true>
22. (ADDITIVE - Objective #4) - Interpersonal communication is the process of exchange of information, ideas and feelings between two or more people through verbal or nonverbal methods. It allows problem solving, alignment with business goals, trust, development of personal relationships and conflict management. (https://blog.smarp.com/interpersonal-communication-definition-importance-and-must-have-skills#:~:text=Interpersonal%20communication%20is%20the%20process,expressions%2C%20body%20language%20and%20gestures.)
23. (ADDITIVE - Objective #5) - Effective communication can be helpful in all areas of life but will definitely be helpful in managing departments, businesses, and raising awareness. <https://books.google.tt/books?id=xYngBQAAQBAJ&printsec=frontcover&dq=effective+communication+skills&hl=en&sa=X&ved=0ahUKEwjl3bPsgN7oAhXCc98KHR1nDzAQ6AEIJjAA#v=onepage&q=effective%20communication%20skills&f=true>
24. (ADDITIVE - Objective #5) - Poor listening skills can also lead to miscommunication because at times no matter how effectively one person tries to communicate with another person, the message is still not received because the intended receiver does not want to listen, is not fully paying attention to the conversation, or is thinking about what he/ she wants to say next. <https://books.google.tt/books?id=xYngBQAAQBAJ&printsec=frontcover&dq=effective+communication+skills&hl=en&sa=X&ved=0ahUKEwjl3bPsgN7oAhXCc98KHR1nDzAQ6AEIJjAA#v=onepage&q=effective%20communication%20skills&f=true>
25. (ADDITIVE - Objective #5) - Assertive communication can help you establish your right to have your own opinion, space, and life in a way that is respectful to yourself and to the other person. <https://books.google.tt/books?id=pTMG85bpR1kC&printsec=frontcover&dq=effective+communication+skills&hl=en&sa=X&ved=0ahUKEwjl3bPsgN7oAhXCc98KHR1nDzAQ6AEINjAC#v=onepage&q=effective%20communication%20skills&f=true>