**Communication**

Chapter 10 of the text is titled: Communication and Decision Making. Organizations depend on good decisions to function efficiently. Good decisions require accurate and timely information. The information must be conveyed to the parties which have a stake in the decision-making process. Communication is the transmitting of information. Greenwald (2008) offered a detailed account of the communication process. Complete with definitions of communication components, and their individual functions, the scope of information distribution and subsequent access is immense.

Communication begins with an intended message or idea to be shared. The transmitter sends the message by way of media to the receiver. The method of communication can be in several forms. Greenwald (2008) discussed the advantages of verbal communications and the associated limitations. Written communication is a form often used when substantial amounts of information is transmitted and details are important. Greenwald (2008) elaborated on the art of body language as an effective communication method. One of the restraints related to electronic messaging is the absence of body language and emotions. To address this issue emojis have become popular tools to represent the absent feelings and express ideas in electronic communications.

Greenwald (2008) included a section on negotiation and bargaining as communication functions. Politics are an example of the negotiating and bargaining arena. Elected officials represent groups who empower them to get a favorable outcome for their agenda. Depending on the party’s position, talks can be productive or adversarial. Positions of power and bargaining in good faith are two aspects of mutually beneficial agreements. The resolutions which are reached can enable or damage future relationships.

Reference

Greenwald, H. P. (2008). Organizations: Management Without Control. Thousand Oaks,

CA: Sage Publications Incorporated.