

What is Verbal Communication? Types, Skills, And Importance

Communication is the very essence of life. It helps people to express ideas, thoughts, and emotions. Among the various forms of communication, verbal communication is the most common one. It plays a crucial role in personal, social, and professional interactions. Effective verbal communication helps people convey their messages effectively and build strong relationships.

To know what is verbal communication, one has to understand the process of transferring information using either spoken or written words. Language, tone, and speech patterns contribute toward giving meaning to something. Conveying through conversations, meetings, or presentations, verbal communication gives anyone an opportunity to speak coherently.

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What is Verbal Communication?

Verbal communication is the transferring of ideas, thought, and emotions of people through any form of utterance or a written word. In fact, this is the most direct method through which information is transmitted, as it is a function that human beings can carry out to one another. The information may be presented face-to-face or through a telephone call, during a meeting, or through emails and other forms of messaging.

Unlike verbal communication, words and language are used to express ideas instead of actions, postures, and facial expressions. Thus, verbal communication involves speech clarity, tone, and voice modulation while presenting emotions. Verbal communication skills are built such that a person can eventually communicate his ideas confidently and better understand others.

Verbal communication is essential to workplaces, schools, and social scenarios. It implies that people may understand instructions, convey ideas, or build professional relations. Good verbal communication reduces misconceptions and leads to teamwork as well as collaboration in the workplace.

Difference between Verbal and Nonverbal Communication

The two significant aspects of human-to-human communication is verbal and [non-verbal communication](#). They exist together to enhance one's understanding; however, these two have considerable differences.

| Aspect | Verbal Communication | Nonverbal Communication |
|--------|----------------------|-------------------------|
|--------|----------------------|-------------------------|

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| Definition | The use of words to share information with others. | The use of body movements, facial expressions, gestures, and posture to communicate. |
| Medium | Words (spoken or written). | Body language, visual cues, and other physical ways of expression. |
| Purpose | To deliver explicit messages. | To add nuance, context, or emotion to the verbal message. |
| Clarity | Often more explicit and clear. | It can be ambiguous and open to interpretation. |
| Feedback | Immediate in conversations; delayed in written communication. | Often immediate and spontaneous. |
| Control | It can be controlled and manipulated as needed. | Less controllable, often spontaneous or unconscious. |
| Emphasis | Through tone, inflection, and volume. | Through facial expressions and gestures. |

Examples of Verbal Communication in the Workplace

Verbal communication is an essential aspect of professional workplaces. It maintains the smooth workflow, teamwork, and productivity at work. Every day, employees, managers, and clients communicate verbally in the workplace.

- **Meetings and Presentations:** Employees present ideas, give updates, and present strategies to each other.
- **Phone and Video Calls:** [Business](#) discussion occurs on calls, so there needs to be clarity and brevity in the communication.
- **Emails and Reports:** All the official documentation and coordination are done by written communication.
- **Interviews and Appraisals:** Job interviews and performance appraisals are a point of verbal communication between managers and employees.
- **Team Discussions:** Teams tend to discuss their project works and opinions for practical completion.

5 Types of Verbal Communication

Verbal communication is broken down into five major types classified depending on context and purpose. Various types play a role in diverse aspects of life and work.

- **Intrapersonal Communication:** This is talking to oneself, thinking, and reflecting. It helps people understand their feelings and make choices.
- **Interpersonal Communication:** This is two or more people in conversation, meetings, or discussions. It's the most critical communication for human social and professional ties.
- **Small Group Communication:** These are discussions in small teams or groups, for instance, brainstorming sessions or even project meetings.
- **Public Communication:** This involves speaking, presenting, or public speaking, where one person addresses a large audience.
- **Mass Communication:** This is the communication mechanism that translates to Television news, newspapers, and social media.

Verbal Communication Styles

Different personalities, emotions, and the situation dictate various communication styles. The four most common verbal communication styles are:

- **Assertive Communication:** It is the type of communication characterized by the expression of thoughts in a confident yet polite manner. Such a style combines clarity and politeness, and therefore, this is the best communication style.
- **Aggressive Communication:** This communication style is forceful demanding, and leads to conflicts. This style does not take into account others' feelings or opinions.
- **Passive Communication:** People who prefer this style rarely express their feelings and let others dominate the discussion. This may lead to bad communication and unexpressed feelings.
- **Passive-Aggressive Communication:** This style manifests itself through hidden expressions of dissatisfaction or disagreement and usually leads to misunderstanding.

Oral Communication Skills

Oral communication skills are required to convey messages clearly and confidently. Clear and concise communication [skills](#) can positively enhance one's relationships and professional outcomes.

- **Clarity and Conciseness:** The use of simple words and straightforward sentences puts the message into proper perspective.
- **Active Listening:** Concentrating on the speaker will improve their response and interaction.
- **Confidence:** Speaking confidently allows it to be effective as well as engaging.
- **Voice Modulation:** Changing tone, pitch, and volume makes speech more interesting. Vocabulary A good vocabulary helps express thoughts accurately.

Why Verbal Communication is Important at Work?

Verbal communication is used in the workplace to ensure it runs smoothly and everyone grows professionally. It affects teamwork, leadership and business performance.

- It enhances cooperation. A good communication group works well together.

- It limits miscommunication. Good communication enables one to prevent mistakes and misconceptions.
- Good communication enhances the leader's ability to manage the team.
- Effective communication helps to speed up [decision-making](#) and project completion.
- Strong professional relationships are built through good communication. Strong communication between colleagues evokes trust and cooperation between each other. Workplaces grow through good communication.
- Employees who develop strong verbal communication skills perform better and build successful careers.

What is Verbal Communication FAQs

What is verbal communication?

Verbal communication: the use of spoken words or written words to convey ideas. It involves talking, reading emails, and making calls.

What is nonverbal communication?

Nonverbal communication sends the message through facial expressions, body language, and gestures.

What is the difference between verbal and nonverbal communication?

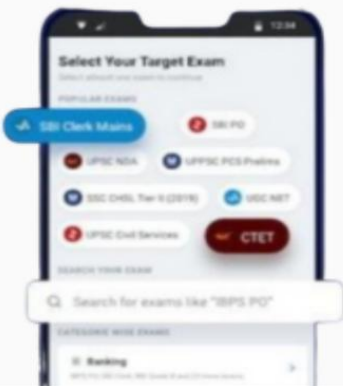
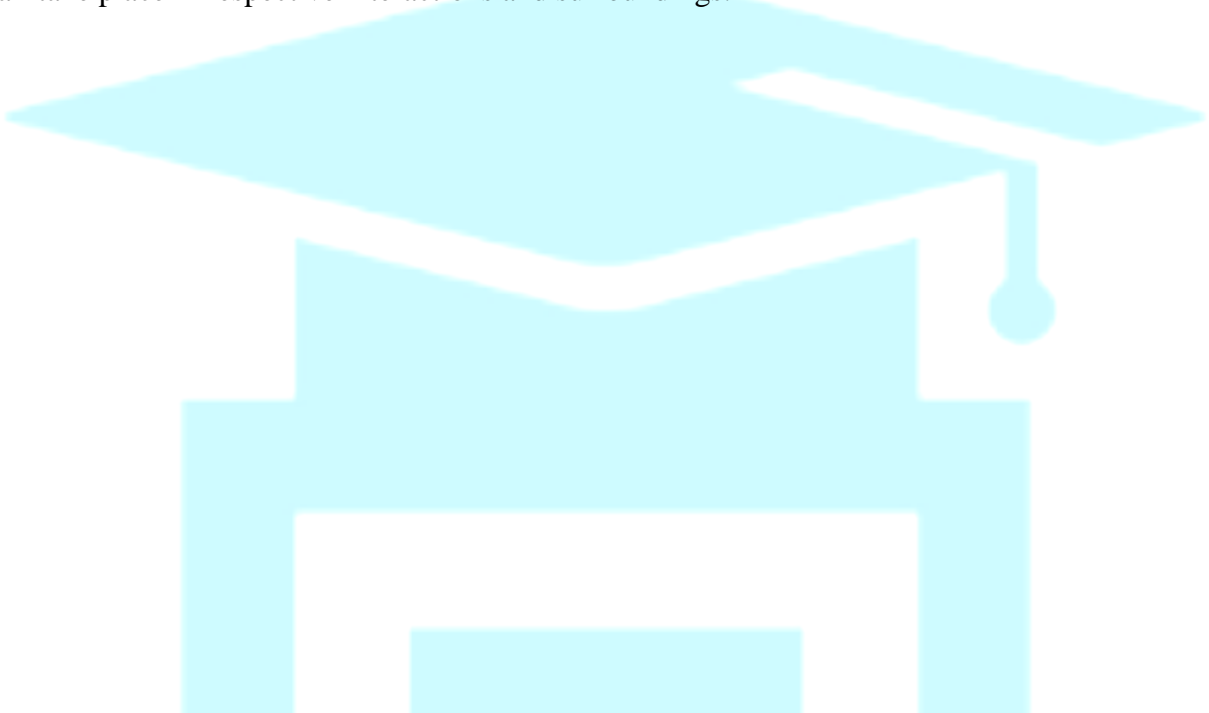
Verbal communication uses words to express thoughts, while nonverbal communication relies on gestures, facial expressions, and tone. Both are important for effective interaction.

What are some examples of verbal communication in the workplace?

Such examples include meetings, presentations, phone calls, emails, and interviews.

What are the types of communication?

There are four main types of communication: verbal, non-verbal, written, and visual communication. The latter all take place in respective interactions and surroundings.



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