



## **Course Name: Communication - Introduction Part 1**

By Dr. Bob Turner

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### **Course description:**

One of the great challenges any leader or leadership faces involves communication. What do we mean when we say communication? How well do we communicate? We often think that because we all speak English, that communication is simple. Basically, from a leadership perspective, communication consists of a leader speaking and followers listening. Of course, this is followed by doing what has been said. If not, then followers did not listen. As we will consider in this series of lessons, communication is a broad subject that needs much attention.

### **Course Objectives: By the end of this class students will have:**

- A. Listed five different ways and means of communication.
- B. Developed a workable definition of effective communication.
- C. Examined the implications of biblical passages that relate to communication.

### **Outline of the class:**

- A. Divide the class into groups of three and four. Ask each group to take about 10 minutes and list the various ways we communicate today. Also, list the methods or means we use to communicate.
- B. Afterwards, ask the groups to share their lists and write the responses on the whiteboard. If the following responses are not given, add them to the discussion.
  1. Ways
    - a. Body language
    - b. Tone of voice
    - c. Words
  2. Means
    - a. Face to face
    - b. Email
    - c. Text message
    - d. Social media
    - e. Phone call
    - f. Public speech

- g. Written (book, note, letter, etc.)
  - h. Snail mail
3. How have these means improved or prevented the development of communication?
- C. Now, ask each group to take about five minutes and write a working definition of effective communication. What do we mean by “effective” communication?
- D. Once everyone has completed their definition, ask each group to share and discuss pros and cons of their definition. A few additional definitions are listed below.
1. Communication is “the imparting or interchange of thoughts, opinions, or information by speech, writing, or signs. A document or message imparting news, views, information, etc.”
  2. “A process by which information is exchanged between individuals through a common system of symbols, signs, or behavior.” Merriam Webster
  3. Effective communication is defined as “verbal speech or other methods of relaying information that get a point across. ... An example of **effective communication** is when the person who you are talking to listens actively, absorbs your point and understands it” (YourDictionary online).
  4. Basically, the idea involves an ability to express one’s thoughts, opinions, or information to a recipient, or recipients, by whatever means, so that they understand the expressed thought, opinion, or information correctly or accurately.
- E. Take the remaining time in class to read and discuss how the following passages relate to communication and the implications of these passages for Christians today. As the teacher, either give a separate passage to each group for discussion or go through each passage one at a time and discuss as a group overall.
1. Mt. 12:35-37 Consider the following questions.
    - a. What did Jesus mean by “every careless word?”
    - b. How will our words justify us and how will they condemn us?
    - c. Describe the thought behind our words and the discussion of Jesus regarding good treasure and evil treasure.
  2. Eph. 4:29 Consider the following questions.
    - a. How would you describe an “unwholesome word” in our world today? (Keep in mind the phrase literally means “rotten communication”)
    - b. In contrast, how does a word of edification bring grace to those who hear it?

3. Col. 4:5-6 Consider the following questions.
  - a. What is the connection between wise conduct (v. 5) and grace filled speech (v. 6)?
  - b. How does our understanding of words impact the way we should respond to every person?

**Conclusion:**

- A. Communication is complicated. In this lesson, we've focused on the ways and means by which we communicate. The multiplicity of avenues available have not improved our ability to communicate. Rather, they seem to have hindered our communication skills. We will discuss this further next week.
- B. We also discussed the definition of effective communication. How we define communication influences our approach to this vital subject in the church today.
- C. In the next lesson, we will further examine communication. We will discuss areas related to hindrances in communication, the six messages that take place every time we speak, and begin our journey to improve our communication skills.