2.3 Communication, culture and employee relations

Name: _____ Class: _____ Date: _____ **Total: 21 marks**

KEY WORDS formal communication • grapevine • jargon • organizational culture • trade union • collective bargaining

Objective

Build the skills to answer exam questions on **communication** in organizations and, at HL, **organizational culture** and **industrial relations**, and to bring the HRM unit together in one case.

You must be able to:

- distinguish formal and informal communication and choose suitable methods
- explain barriers to communication and how to reduce them
- link structure, leadership and motivation in one human resource case

1 Key knowledge and worked examples

■ Communication

Communication is passing information from a sender to a receiver through a channel, with feedback. **Formal communication** uses official channels (meetings, reports, emails, notices). **Informal communication** happens outside them (chats, the **grapevine**): fast but often wrong.

method	good for	weak for
face-to-face meeting	discussion, sensitive news, feedback	large or spread-out groups
email and messaging	speed, a written record, many receivers	complex or emotional issues
written report or notice	detail, a permanent record	quick feedback
video call	remote teams	time zones, weak connections

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Barriers to communication: language and **jargon**, too much information, the wrong channel, distance and time zones, cultural differences, long chains of command in tall structures, lack of trust. **Reducing barriers:** clear plain language, the right channel, fewer levels, two-way feedback, training.

Linking the unit: structure (how many levels), leadership style and motivation all shape communication. A flat, democratic firm usually communicates faster and with more feedback.

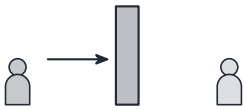
Answer shapes: identify the barrier or culture → explain the effect on staff and performance → suggest an improvement → judgement.

2 Practice

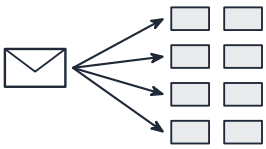
2.1 Distinguish between formal and informal communication. [2]



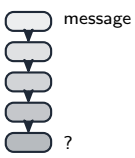
2.2 State **two** barriers to effective communication. [2]



2.3 A manager tells 40 staff by email that their shift patterns will change next month. Explain **two** reasons why this may be an ineffective method. [4]



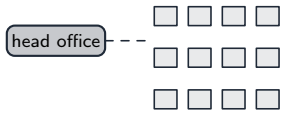
2.4 Explain how a tall organizational structure can create a barrier to communication. [3]



3 Exam-style questions

3.1 Brightline Logistics has 600 drivers and warehouse staff in 12 depots. It has seven levels of management and an autocratic chief executive. Instructions reach depots weeks late, and drivers complain that nobody listens to their ideas about routes. Staff turnover has risen to 28%.

Discuss how Brightline could improve communication and motivation. [10]



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