# IMPACT OF EFFECTIVE COMMUNICATION ON ORGA NIZATIONAL PRODUCTIVITY

(A CASE STUDY OF KWARA STATE TELEVISION AUTHORITY)

Ву

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CERTIFICATION

This is to certify that this project has been read and approved having satisfied the requirement for the Award of HIGHER NATIONAL DIPLO MA (HND) in Business Administration and Management, Institute of Finance and Management Studies, Kwara State Polytechnic, Ilorin

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# DEDICATION

This project is dedicated to Almighty Allah who has been helper over the ese years, who has been giving me the strength, wisdom, knowledge, understanding and for taken absolute control over the successfulness completing of my project and rare opportunity to complete the two years Higher National Diploma program.

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### CHAPTER ONE

#### INTRODUCTION

# 1.1 Background to the Study

Communication is a means of bringing about change. It is the mainstream of an y organization growth. There is need form interaction and understanding of manageme nt-employee relations this will bring about increased performance of all parties involve d in the communication process or chain (Banihashemi 2011). Communication as a m edium, a means to performance ends, or as constitutive, as the end in itself. Communic ation is a process of transmitting information from one person to another. Stephen (20) 11), opines that communication is a critical factor in directing and mobilizing the workf orce towards the accomplishment of the organizational goals or objectives. By creating understanding it enhances co-operation and promote effective performance. According to Williams (2007) smart managers understand that the end effective, straight forward communication between managers and employees is essential for success According t o (Mckinney, Barker, Smith& Davis,S2004) communication is essential to effective team performance and communications for any organization is like blood flow in the human body. Therefore, any organization that understands the importance of communication uses it in their organizational environment. Since, it ensures coordination of factors of production and most importantly material and human elements of organization as an efficient network of change and advancement. According to Snavely (2001) as cited by Robins (2006), communication process is initialed through the following means the sender-encoding-the message-the channel decoding-the receiver- noise and feedback. It is estimated that managers spend over 80% of their day communicating with others. Sinc

e most of the basic management process- planning, organizing, leading and controlling

– cannot be performed without effective communication. Importantly, the relevance of
communication keeps advancing as the world becomes a Global village. The need to b
ecome visible to the world has made many organizations to embrace new

technology that would increase organizational performance. There are also man y issues affecting communication ranging from difference in sex, role of silence, infere nce of government and cross-cultural inference. Therefore, it becomes important to emphasize on innovation and effective use of communication medium or channel to bring about high performance rate. Hence any breakdown in communication process or chair n can have serious adverse effects on organizational performance. Furthermore knowi ng fully that poor communication rank as the single most important reason that people do not advance in their career as stated by Lepsinger & Luacia (1997). Therefore, the pu rpose of this paper is to identify the roles played by management in transmitting and m anaging information to increase the performance of its staff. Effective communication brings about high performance. However, the future of Kwara State Television Authority (KWSTA) to inform and weigh the opinion of its staff before introducing new methods and technology has adversely affected the relationship between the employer (manage ment) and employee (staff) in the organization. Firstly we shall explain briefly the conc epts, importance of effective communication, relationship between communication an d organizational performance. Also empirical studies would be gathered and analysis would be made using our area of study; Kwara State Television Authority. The outcome of the research would be to increase the use of the internet among the staff and Manag ements of the organization. This would lead to networking of the organization and high rating in the world chart of organization. Also staff would be more equipped to deal wit

h new technology and best practices which most public organizations have embraced. Finally the relevance of effective communication and new innovations would ensure hi gh performance of staff and Management of the organization under study.

### 1.2 Statement of the Problem

Many industrial disputes originate due to failure in communication. Hence it is i mportant to stress that in communication, emotions, environment, psychological and te chnical characteristics of the medium is relevance to enhance the organizational perfor mance. In the view of Okoye (2004), psychologically transmission goes beyond reception of information but

understanding and feedback. Most organizational conflict has been traced to breakage in communication as supported by (Lee, 2003; Scott, 2004). According to Chudi –Oji (2 013), In spite of the laudable roles of effective communication in improving organizatio nal productivity, it is regrettable that some departments pay lip service to the maintena nce of effective communication systems. Change is a gradual and continuous process, giving room for inputs and adjustments. Furthermore, the constant delay in accessing information by staff seems to limit their productivity, which could create maladministrat ion in coordinating of organizational activities. Therefore, performance of employees in relation with their duties and responsibility seems to question their communication techniques in terms of performance in The company.

### 1.3 Research Questions

i. Is there a relationship between effective communication and organizational prod uctivity in the organization?

- ii. How effective has the communication techniques enhanced organizational prod uctivity in the organization?
- iii. To what extent has communication gap affected administration structure proce dure in the organization?

# 1.4 Objectives of the study

The general objective of this study is to examine the impact of effective communication on Organizational productivity. The specific objectives are to:

- investigate the relationship between effective communication and organizati
  onal productivity in the organization
- ii. examine the communication techniques that enhances organizational productivity in the organization
- ascertain whether communication gap has affected administration structure procedure in the organization.

# 1.5 Research Hypotheses

- Hoi: There is no significant relationship between effective communication and organi zational productivity in the organization.
- Ho<sub>2</sub>: Communication technique does not enhance organizational productivity in the o rganization
- Ho<sub>3</sub>: Communication gap has negative effect on administrative structure procedure in the organization

# 1.6 Significance Of The Study

The importance and need for effective communication in an organization canno t be overemphasized; this research work will be of good help both to the researchers and to the Kwara State television Authority This study will also be of significance to the work force of the organization on the type of communication channels required to assist them overcome their deficiencies and improve their performance. This study further provides in sight for the policy-makers on the areas of communication needs and program mes. In addition, the study will also add to the existing knowledge of researchers on comparative studies on effective communication in other sectors and serves as future reference material for further studies on related topics.

# 1.7 Scope of the Study

This research work is to cover what indeed constitutes good flow of communica tion among staff and Management of the organization and how some can be applied t o enhance and improve and organizational productivity with special reference and restr ictions to Kwara State Television Authority.

# 1.8 Definition of Key Terms

The following terms are defined as used in the study:

**Effective:** According to Oxford Advanced Learner's Dictionary, this is simply production result as intended or wanted. An organization is said to be effective when it accomplish

es all that it set out to achieve.

**Communication:** According to Udeze (2000), this is the act of impacting a communicati on or understanding to another person with the purpose of implementing an action that is coordinated towards a common end.

**Productivity:** According to Anugwom (2007) is the measure of how well resources are b rought together in organization and utilized for accomplishing a set of result.

**Impact:** According to Oxford Advanced Learner's Dictionary, to have an effect, the effect ts of effective communication on productivity. This effect could be a negative or positive one.

A negative effect arises when effective communication does increase productivity of the organization.

**Brewing:** Is the fastest growing of Nigeria manufacturing industries, it contributes and provides direct employment for many people.

**Organization:** According to Umoh (2006) is coming together of group of people that sp ecializes in different fields, coordinate their effort towards the set goals, supervise through some hierarchy of authority so that objectives of organization will be achieved.

#### CHAPTER TWO

#### LITERATURE REVIEW

#### 2.1 Introduction

Communication has been widely accepted by scholars and academies as the life hood of an organization because communication is needed for exchanging information, exchanging opinions, making plans and proposals, reaching agreement, executing decisions, sending and fulfilling orders and conducting sales (Blalock, 2005; Alyssa, 2006; Rotler, 2006; amongst others). When communication stops, organized activity ceases to exist, and individual uncoordinated activities return in an organization. So, organization in an organization is an virtual as the blood of life.

### 1.2 Conceptual Clarification

#### 1.2.1 Definitions of Communication

Ramah (1985) defines communication as "the transmission and reception of id eas, feelings and attitudes verbally or non-verbally to produce a favourable response". Draft (2000) defines communication as "the process by which information is exchange d and understood by two or more people usually with the intention to motivate on influ ence behavior". Communication refers to the exchange of information between a send er (source) and a receiver (destination) so that it is received, understood and leads to a ction (Obamiro, 2008). Obilade (1989) defines communication as "a process that invol ves the transmission of message from a sender to the receiver. Folarin (2003) defines communication as "any means by which a thought is transferred from one person to an other". Communication is the process by which any person or a group shares and impa

cts information with/to another person (or group) so that both people (or groups) clearly understood one another (Soola, 2000). Not just giving information, it is the giving of understandable information and receiving and therefore, the transferring of a message to another party so that it can be understood and acted upon (Ode, 1999). Ugbojah (2001) defines communication as "the process which involves all acts of

transmitting messages to channels which link people to the languages and sym bolic which are used to transmit such messages. It is also the means by which such m essages are received and stored. It includes the rules, customs and conventions which define and regulate human relationship and events". In its simplest form, however, communication is the transmission of a message from a source to a receiver... or the proce ss of creating shared meaning (Baran, 2004:4). It has been shown that there exists vari ous definitions for communication, as there are different disciplines. While some defini tions are human centred, others are not. For example, communication system may inco rporate computers, as well as less sophisticated reproducing devices such as photocop iers. A photocopier may see communication as meaning different thing from the way a marketer preconceives it. Similarly, a gospel preacher may think communication is som ething, which is of course different from what a journalist thinks it is. Therefore, there is no single definition of communication agreed upon by scholars. Psychologists, sociolo gists, medical practioners, philosophies and communication specialists, all define com munication based on their orientations and perspectives. Psychologists defined comm unication as "the process by which an individual (the communicator) transmits stimuli (usually verbal symbols) to modify the behaviours of the other individuals (communic ates)". This definition describes what many extension workers and change agents hop e to achieve. Sociologists see communications "as the mechanism through which hum

an relations exit and develop". Some people define communication rather narrowly, say ing "communication is the process whereby one person tells another something through the written or spoken word". This definition, from a book written by a journalist, seem s reasonable for those in that field. So, there are definitions of communication as there are various disciplines. Communication is from a Latin word-communism, which mean s common or shared understanding. Communication therefore is a purposeful effect to establish commonness between a source and receiver (Schramn, 1965). Whatever is being shared could be associated with knowledge, experience, thought, ideas, suggestions, opinions, feelings etc. For the purpose of this research work, communication is defined as the process of exchanging or sharing information, ideas and feeling between the sender and the receiver.

#### 1.2.2 Nature of Communication

Communication is very central to all human activities; thus is because everythin g we do and do not, communicate. Man's interaction with other human beings is a result of communication. Communication is the key around which human life revolves. Communication is also innate; every man is born with the ability from childhood, we learn to communicate by crying, smiling, kicking etc. Communication is made up of activities of under related elements which continue to function is the communication process. The fact is that the word communication is encompassing, ambiguous and pervasive. These three words capture the universal nature of communication and make everyone think they know something about communication.

### 1.2.3 Functions of Communication

Communication performs diverse kinds of functions which include:

Social Interaction: Human interaction in possible because we can communi

- cate. We relate with friends, parents, colleagues, etc because the share codes th at made us understand each other. Without communication, this will not be possible.
- Business and Trade: Communication provides opportunity to transact busin
  ess and engage in trade. We are able to make known what we are offering fo
  r sales and what we want to buy. We also negotiate the prices, mode of deliv
  ery etc through communication.
- Exchange of Ideas and Spread of Knowledge: We express freely our ideas, o
  pinions and feelings or issues affecting us. We also share knowledge as we
  engage in discussion and write books. In classroom situation a teacher is ab
  le to impart knowledge into students through communication.
- Social-Political Development: Development is made possible through communication. Communication helps to mobilize people to work together for their social and political development.
- Social-Cultural Integration: Communication enables exchange of cultural an d values. Through music, interaction in communication, we are able to learn one another's cultures and blend for harmonious co- habitation.

# 1.2.4 Importance of Communication

The importance of communication shall be looked at from the study of Moorhe ad and Griffin (1989) which state that manager transmits information for a variety of r easons as highlighted in Obamiro (2008):

- To achieve coordinated action
- To express feelings and emotion
- To share information regarding:

- Organizational goals
- Task directions
- Results of efforts
- Decision making
- To achieve effective control
- To encourage staff participation in decision making
- To create a good public image and reputation for an organization

# 1.2.5 Types of Communication

Organizational communication is a system of networks linking the three hierar chical levels (management, union and staff) together in order to enhance productivity. The two major types of communication channel within an organization are: formal and informal patterns of communication.

### Formal Pattern of Communication

Formal patterns of communication are the official paths recognized by manag ement. They follow the established chain of command or line of authority. Formal inf ormation can be transmitted internally or externally.

#### 1. Internal Communication

Internal communication takes place within an organizational framework to coordinate organizational resources. It conveys information through letters, memos, circulars, etc, to employees. It is divided into three broad parts.

a. Horizontal Communication: This is also called lateral communication. It is t he transmission of message along the same lateral or similar level in an org anization. This occurs between team members, between different teams an

- d employees on the same or similar level. The use of horizontal communication n is on the increase because of the interactive electronic communication technologies such as e-mail and phone messages that greatly enhance horizontal communication by making it possible to establish leaning communities and virtual teams of employees who work together even different locations.
- b. Vertical Communication: Vertical communication is an organization communication that involves two different movements, that is, from "up down" and from "down to up" along the organizational hierarchy. It comprises down ward and upward communication.
- i Downward Communication: this refers to movement of information from the top ma nagement to the lowest officers.
- ii Upward Communication: this is the pattern trough which superior gets necessary fe edback on surbodinates' actions.
  - b. Principle of Possession of competent communication skills: The communicator and the receiver should be quite competent and efficient in terms of communicating and receiving the desired information or message. Possessi on of the required communication skills is crucial, so that the task of communication, in terms of transmission and reception, may be performed by the meffectively.
  - c. Principle of Sharing and Interaction: Since communication is a two way pr ocess, its success lies in allowing as much as possible exchange of ideas, a nd keeping mutual interaction between the source of communication and re ceiver.
  - d. Principle of Suitability of the Communication Contents: The content of wh at is to be communicated should be very suitable and easily understandable

- e. It should be appropriate on the part of both the communicator and the receiv er.
- e. Principle of Appropriate Media and Channel: The effectiveness of the proc ess of communication will depend on the type and appropriateness of media a or communication channel used.
- f. Principle of Appropriate feedback: Communication flow is deemed to be e ffective flow if it continues to receive the desired feedback from the receiver and vice versa.
- g. Principle of Facilitators and Barriers of communication: There are many in tervening variables lying between the source and the receiver of information in a communication process. The effect of these variables, on the (positive or negative) source and receiver, becomes a decisive factor of the success o r failure of communication.

#### 2.2.6 Communication Process

Communication process components involve the following:

- a. Sender: The sender/encoder is the initiator of the message. The sender can be an individual, group or organization with ideas, desires, needs to transmit to other party or parties.
- b. Encoding: This is a process that selects the appropriate language that the re ceiver understands. Making signals to another person, using shared symbols or putting one's thoughts into a letter are examples of encoding.
- d. Channel: The channel is a means by which a message is conveyed. The sen der must make sure that the appropriate channel is used to transmit messag e. Evans (1978) is of the opinion that the choice of a medium depends upon

proximity.

- e. Receiver: The receiver is the person(s) the message is targeted at. That is, the recipient(s) of the transmitted information. If the information is not received by receiver, there is no communication.
- f. Decoding: Decoding is a process that occurs at the reception level where impulses, figures and symbols are interpreted and translated into meaningful information. Effective communication can only occur when both the encoder (sender) and decoder(receiver) attach the same or at least similar meanings to the symbols that make up the message.
- g. Noise: Noise is anything that hinders, disturbs, and interferes with communi cation whether from the side of sender, the message channel, or the receiver. Noise can occur either internally (wrong encoding, transmission, interruption etc) or externally (confined environment).
- Feedback: Feedback assures the encoder that the message was received an d understood. Receivers reply to the sender ends the communication process mechanism.

### 2.2.7 Barriers to Effective Communication

The following, among others, are some of the things that affect effective communication.

- a. Lack of proper planning: inadequate preparation affects effectiveness of pre senting and transmitting information. Lack of planning, arises from inadequ ate thinking, lack of sound objectives, vague words, selecting inappropriate media, etc.
- Organization Barriers: Faulty organization structure such as lack of clarity or

- f responsibilities and authority delegated, too wide spans of control and too lon g chains of command cause communication breakdown.
- c. Semantic Barriers: These occur when words are understood and interpreted differently by sender and receiver. This affects the achievement of commonn ess of thought in communication.
- d. Technical jargon: Using words or symbols that are peculiar to new fields suc h as ICT with recipients who have different educational and social backgrou nd may cause misunderstanding of message.
- Environmental Barriers: Symbols and innocent remarks may be given differ ent meanings in abnormal environment.
- f. Information overload: This happens when a person receives too much information within a limited time.
- g. Noise: Effective communication breakdown is caused by different types of n oise namely; physical noise, linguistic noise, grammatical noise, etc.
- Poorly expressed messages: Sender using too many assumptions and wron g encoding of messages do not aid effective understanding.
- Poor listening: Listening requires full attention and self discipline. Without this, the encoded messages will be decoded wrongly.

j. Distrust: Believability and acceptability of messages to a large extent is dete mined by credibility of the sender. Messages from manager that behaves in consistently may be

given different interpretations by different receivers.

### 1.1.8 Remedies for Communication Barriers

- Adequate preparation by senders will help in determining the purpose of the message.
- The parties involved (both sender and receiver) should use similar and familiar symbols and language to achieve effective communication.
- Organization should manage the amount of information that will reach one person at a period of time.
- d. Management should have a clearly defined organization chart with a short chains of command and spans of control.
  - Messages should be well constructed and encoded.
  - f. There must be adequate training of employees to acquire effective business communication skills.
  - g. An appropriate channel should be used to convey messages.
  - There is need for effective feedback device.

# 1.1.9 Organizational Performance

Organizational performance comprises the actual output or results of an organ ization as measured against its intended outputs (or goals and objectives).

According to Richard et al (2009), organizational performance encompasses the ree specific areas of firm outcomes: (a) financial performance (profit, return on asset s, return on investments, etc.); (b) product market performance (sales, market share, etc.); (c) shareholder return (total shareholder return, economic value added, etc.). The term organizational effectiveness is broader. Specialists in many fields are concerned with organizational performance including Strategic Planners, Operations, Finance, Legal, and Organizational Development. In recent years, many organizations have attempted to manage organizational performance using the balanced scorecard methodology where performance is treated and measured in multiple dimensions such as:

- Financial performance
- Customer service
- Social responsibility(e.g. corporate citizenship, community o utreach)
- Employee stewardship.

#### 1.2 Theoretical Framework

In study, efforts will be made to discuss three (3) theories that are related to communication. They are as follows:

- 1.1.1 Cognitive Dissonance Theory
- 1.1.2 Communication Accommodation Theory
- 1.1.3 Expectancy Violation Theory
  - i. Cognitive Dissonance Theory

Leon Festinger (1957) asserted that there is a tendency for individuals to seek consist ency among their cognitions (i.e., beliefs, opinions). When there is an inconsistency be tween attitudes or behaviors (dissonance), something must change to eliminate the di ssonance. In the case of a discrepancy between attitudes and behavior, it is most likel y that the attitude will change to accommodate the behavior. Two factors affect the st rength of the dissonance: the number of dissonant beliefs, and the importance attach ed to each belief. There are three ways to eliminate dissonance: (1) reduce the import ance of the dissonant beliefs, (2) add more consonant beliefs that outweigh the dissonant beliefs, or (3) change the dissonant beliefs so that they are no longer inconsisten t. Dissonance occurs most often in situations where an individual must choose between two incompatible beliefs or actions. The greatest dissonance is created when the two alternatives are equally attractive. Furt

hermore, attitude change is more likely in the direction of less incentive since this results in lower dissona nce. In this respect, dissonance theory is contradictory to most behavioral theories which would predict gre attritude change with increased incentive (i.e., reinforcement). This theory argues that the experience of dissonance or incompatible beliefs and actions is prone to strong aversion. Thus, people are highly moti vated to award it in their effects to match their actions and seek reassurance to match their actions after making a different decision.

# ii. Communication Accommodation Theory

Communication accommodation theory (CAT) is a theory of communication deve loped by Howard Giles. This theory concerns "(1) the behavioral changes that people m ake to attune their communication to their partner, (2) the extent to which people percei ve their partner as appropriately attuning to them." The basis of the theory lies in the ide a that people adjust (or accommodate) their style of speech to one another. Doing this helps the message sender gain approval from the receiver, increases efficiency in communication between both parties, and helps the sender maintain a positive social identity. This theory is concerned with the links between language, context, and identity. It fo cuses on both the intergroup and interpersonal factors that lead to accommodation, as well as the ways that power, macro and micro-context concerns affect communication behaviors.[3]. Accommodation is usually considered to be between the message sender and the message receiver, but the communicator also often accommodates to a larger audience- either a group of people that are watching the interaction or society in general I. "Communication accommodation theorists focus on the patterns of convergence and divergence of communication behaviors, particularly as they relate to people's goals for social approval, communication efficiency, and identity" "Convergence" refers to strateg ies through which individuals adapt to each other's communicative behaviors to reduce

these social differences. Meanwhile, "divergence" refers to the instances in which individuals accentuate the speech and non-verbal differences between themselves and their interlocutors. The speech accommodation theory was developed to demonstrate all of the value of social psychological concepts to understanding the dynamics of speech. It sought to explain "... the motivations underlying certain shifts in people's speech styles during social encounters and some of the social consequences arising from them." Part icularly, it focused on the cognitive and affective processes underlying individuals' convergence and divergence through speech. The communication accommodation theory has broadened this theory to include not only speech but also the "non-verbal and discursive dimensions of social interaction". CAT has also created a different perspective from other

research in language and social interaction—and communication more generally that focuses on either interpersonal or intergroup communication.

# iii. Expectancy Violation Theory

Expectancy violations theory (EVT) is a theory of communication that analyzes h ow individuals respond to unanticipated violations of social norms and expectations.[1] The theory was proposed by Judee K. Burgoon (1988). In the late 1970s and continued through the 1980s and 1990s as "nonverbal expectancy violations theory", based on Burgoon's research studying proxemics. Burgoon's work initially analyzed individuals' allowances and expectations of personal distance and how responses to personal distance eviolations were influenced by the level of liking and relationship to the violators. The theory was later changed to its current name when other researchers began to focus on violations of social behavior expectations beyond nonverbal communication. This theo

ry sees communication as an exchange of behaviors, where one individual's behavior c an be used to violate the expectations of another. Participants in communication will p erceive the exchange either positively or negatively, depending upon an existing person al relationship or how favorably the violation is perceived. Stutzman, Fred; Kramer-Duffi eld, Jacob (2010) Violations of expectancies cause <u>arousal</u> and compel the recipient to initiate a series of <u>cognitive</u> appraisals of the violation. The theory predicts that expect ancies influence the outcome of the communication interaction as either positive or ne gative and predicts that positive violations increase the attraction of the violator and ne gative violations decrease the attraction of the violator. Burgoon, J.K.; Hale, J.L. (1988).

Beyond proxemics and examining how people interpret violations in many given communicative contexts, EVT also makes specific predictions about individuals' reaction to given expectation violations: individuals reciprocate or match someone's unexpected behavior, and they also compensate or counteract by doing the opposite of the communicator's behavior. Snyder, Mark; Stukas, Arthur A. (1999). This theory examines how non-verbal messages are structural. It advices that when communicative norms are violated, the violation may be perceived either favourably or unfaourable, depending on the receivers perception of the

violator. Violating another's expectations may be a strategy used over other that of conforming to another's expectation.

# 1.2 Empirical Review

This section briefly discusses the empirical studies and researches that have been carried out and published on the communication and organizational performance. The primary aims are to ascertain relevant findings and identify possible gaps that

the paper could fill. Rajhans (2012) opined in a study" effective organizational comm unication: a key to employee motivation and performance" that organizational comm unication plays a vital role in employee motivation and performance as real changes are taking place in modem organizations which confront the new reality of tighter staf fing, increased workloads, longer hours and a greater emphasis on performance, risk-t aking and flexibility. Today's organizations are run by multi and cross- functional tea ms which show little tolerance for unquestioned authority. To deal with this situation, t he art of persuasion and the effort to find the correct emotional match with your audi ence is necessary. This match means that it is not enough for communication to be a one-way ticket(Torrington and Hall, 1991) as cited in Rajhans 2012. Oyetunde and Ola dejo (2012) in a study titled "communication approach and firms performance: appraisal of Nigerian Bottling Company (Coca- Cola), Ilorin-Nigeria" submitted that research findings no doubt have validated the synerginous relationship between communication n approach and efficient performance of NBC, llorin plant. They also recommended the at there can still be more room for improvement and consequently better performance if management embraces the following recommendations:

- (i) More clarity of ideas before attempting to communicate;
- Better understanding of the physical and human environment when com municating;
- (ii) A thorough analysis of the purpose of communication;
- In planning communication, consultation should both be top down and b ottom up, while all facts are rendered implicit and explicit;
- (iv) Consideration should be given to the content and tone of the messages;
- (v) Whenever possible, the language or tone should not be only be edifying a nd elegant,

but must be messages the receiver would find valuable;

- (vi) Communication messages that are precise and are of short run often pos sess long run importance;
- (vii) All stakeholders should be encouraged to be good listeners;
- (viii) Immediate actions must be accompanied and accomplished with communication; and
- Communication that would be effective require a follow up and effective (ix) feedback mechanism process. Kukule (2012) in Internal communication crisis and its impact on organization's performance" cited that the import ance of symmetry has been marked by Gruning and Hunt, describing sy mmetric communication as a source and a recipient which cannot be sep arated but are equal participants of a communication process seeking(st riving for) mutual understanding and proportional two-way effect(Grunig, Grunig A. Larissa,1989). The research work, carried out under the auspice s of the paper, points at the lack of symmetric approach in internal comm unication, which is marked by the research participants(not representing t he dominant coalition) as an important cause of the problem and of crisi s in the organization. He opined that lack of leadership, unclear manageri al style and incomprehension of employees' need for information created a fundamental problem in the organization's internal communication. Fur thermore, the role of informal communication and "grape-vine telegraph" in an organization's communication is viewed as one of crucial factors in fluencing organization's operations and may become a threat to an organ ization. He further suggested that organizational crisis may not only be c aused by external conditions which are difficult to control for an organiza

tion, but also by internal factors which are closely linked to communication prob lems in the organization. According to Kibe (2014) investigated the effect s of communication strategies on organizational performance. Adescripti ve research design was used in this study. 132 questionnaires were distri buted employees. The findings of this research showed the importance of f both

the theoretical level and practical level. It concluded that for any organizational perfor mance to be effective, an open communication environment should be encouraged. Once members of the organization feel free to share feedback, ideas and even criticis m at every level it increases performance. Bery, Otieno ,Waiganjo and Njeru (2015), ex plored the effect of employee communication on organization performance in Kenya' s horticultural sector. This study was carried out in flower farms in Kenya. The popula tion of this study was all flower farms in Kenya which were the 14 flower farms regist ered in the KFC directory (2013) and based in Naivasha. A total of 2460 respondents were targeted by the study out of which 1888 responded giving a response rate of 76. 7%. Correlation and regression analysis were used to test on the relationship between the variables of the study. The study found that communication facilitates exchange of information and opinion with the organization, that communication helps in impro ving operational efficiency thus improving organization performance. It concluded th at communication is a major determinant of organization performance. The study rec ommended that organizations should develop effective communication strategies si nce it will facilitate passing of information both within and outside the organization t hus improving performance. Neves & Eisenberger (2012) reviewed that management communication was positively associated with a temporal change in POS, mediates t he relationship between management communications and implications of practice. Specifically, it revealed that management communication affects performance mainly because it signals that the organization cares about the well-being and values the contributions of its employees. This study also adopted the use the perceived organization support in terms of communication as indicators on the effect of communication on organization performance. Rho (2009) assessed the impacts of organizational communication on the perception of red tape by comparing internal communication with external, especially client-oriented, communication in both public and nonprofit or ganizations. In the view of Inedegbor ,Ahmed, Ganiyat, &Rashdidat (2012)

practices of effective business communication, were related to the category of busine ss (service versus manufacturing) and its size. Ogbo, Onekanma&Ukpere (2014) emp hasized that flexibility in inventory control management is an important approach to achieving organizational performance. The study also found that there is a relationsh ip between operational feasibility, utility of inventory control management in the cust omer related issues of the organization and cost effectiveness technique are implem ented to enhance the return on investment in the organization. Nnamani & Ajagu (2014) examined the relationship between the employees and their work environment, to a ssess the extent of employee performance on productivity and to find out the extent environmental factor has enhance to performance. The survey method and the research tool was questionnaire. The study had a population size of 1,152, out of which a sample size of 297. Two formulated hypotheses were tested using Pearson's correlation coefficients and z-test statistical tools. Study reveal that there was unsafe and unhealthy work place environment, poor motivation, lack of innovation, high cultural interference and allow organizational interpretation process caused low productivity in the c

ompany. Weimann, Hinz, Scott & Pollock (2010) reviewed that communication cultur e and tools of the distributed teams of a large German manufacturer is nether perfect nor complete due to the communication behaviours and tools used by these real distributed teams working together in different settings on international projects. The findings show that regular face-to-face meetings, email and phone still play a pivotal role in team communications, even though a variety of communication tools is available. The case study concluded that team member satisfaction and team success can only be accomplished if the communication culture in the company takes into account the technologies used and the distributed work setting.

#### CHAPTER THREE

#### METHODOLOGY

### 3.0 Introduction

This chapter present the procedures for which this study is undertaken. It include s the research design, population of the study, sample size, sample techniques, research instruments and methods of data analysis.

### 3.1 Research Design

The research design that shall be employed for this study is survey research design. This method is to allow the respondents to fully express their opinion on the study. The method would also allow data collection from large sample to be drawn from a giv en population.

# 3.2. Population of the Study

The population for this study comprises staff of Kwara State Television Authorit y, llorin ranging from Administrative Department, Finance Department, Account Depart ment, and Marketing Department which is totaled Fifty Two (52). Meanwhile, since the population is not more than one hundred, therefore, the whole 52 shall be used as sam ple.

# 3.3 Sample Size and Sampling Techniques

It may be bias if the sample method includes a high proportion of abnormal me

mbers of the population. Sample is therefore the representative of the population for w hich they are drawn. The area of study for this research work is Kwara State Television Authority, Ilorin; sampling technique adopted for this study shall be simple random technique. This is to avoid biasness in selection. The staffs of Kwara State Television Authority, Ilorin shall be the respondents; a total of 52 respondents shall be used.

### 3.4 Method of Data Collection

The method used for this study is primary data. The data shall be collected thro ugh the administration of questionnaires.

#### 3.5 Research Instruments

The research instruments used for this study is the questionnaire. The questionn aire is administered in accordance with the stated research questions and hypotheses. The questionnaire is divided into two to sections. Section A comprises of questions relating to the demographic characteristics of the respondents, while section B comprises of questions relating to communication in an organization.

# 3.6 Method of Data Analysis

This study employs descriptive method. The descriptive analysis involves the us e of ANOVA in presenting the data collected from the questionnaire administered to the respondents. Also, the study makes use of correlation and regression analysis using SP SS version 20. The reason for using Regression Analysis was because it is a statistical tool that does not only explore the relationship between two or more variables but also

assessing the contribution of individual predictors in a given model.

#### CHAPTER FOUR

### DATA PRESENTATION AND ANALYSIS

#### 4.1 Introduction

The major aim of this chapter is to present and analyze all the data gathered in the course of the study and to highlight statistical statement of comparative status for statistical analysis. Out of Fifty Five (55) questionnaires distributed, Fifty Two (52) were duly filled and returned.

### 4.2 Data Presentation

Table 1:Distribution of respondents by Sex

		Frequenc	Percent	Valid Perce	Cumulative
		у		nt	Percent
	Male	27	51.9	51.9	51.9
Valid	Femal e	25	48.1	48.1	100.0
	Total	52	100.0	100.0	

Source: Field Survey, 2025

Table 1 above shows that, 27 respondents representing 51.9% are male, while 25 respondents representing 48.1% of the total respondents are female.

Table 2: Distribution of respondents by Age

		Frequenc y	Percent	Valid Perce nt	Cumulative Percent
	20-30 years	15	28.8	28.8	28.8
l	31-50 years	33	63.5	63.5	92.3
Valid	50 years and ab ove	4	7.7	7.7	100.0
	Total	52	100.0	100.0	

Source: Field Survey, 2025

Table 2 shows that 15(28.8%) of the total respondents are between the ages of

20-30 years, 33(63.5%) are between the age of 31-50 years, while 4 respondents represe nting 7.7% are 50 years and above.

Table 3: Distribution of respondents by Marital Status

		Frequenc v	Percent	Valid Perce nt	Cumulative Percent
	Married	14	26.9	26.9	26.9
l	Single	27	51.9	51.9	78.8
Valid	Widow	9	17.3	17.3	96.2
valid	Divorce d	2	3.8	3.8	100.0
	Total	52	100.0	100.0	

Source: Field Survey, 2025

Table 3 above shows that 14(26.9%) of the respondents are married, 27(51.9%) are single, 9(17.3%) are widow, while 2(3.8%) are divorced.

Table 4: Distribution of respondents by Educational Qualification

		Frequenc	Percent	Valid Perce	Cumulative
		у		nt	Percent
	WAEC/GC E	15	28.8	28.8	28.8
Valid	NCE/ND	23	44.2	44.2	73.1
Vallu	Bsc/HND	11	21.2	21.2	94.2
l	Msc/MBA	3	5.8	5.8	100.0
	Total	52	100.0	100.0	

Source: Field Survey, 2025

Table 4 indicates that 15 respondents representing 28.8% posses WAEC/GCE cer tificate, 23(44.2%) posses NCE/ND certificate, 11(21.2%) of the respondents posses Bs

c/HND certificate, while 3(5.8%) posses Msc/MBA certificate.

Table 5: Distribution of respondents by Working Experience

		Frequenc y	Percent	Valid Perce nt	Cumulative Percent
	Below 5 years	1	1.9	1.9	1.9
l	5-15 years	14	26.9	26.9	28.8
Valid	16 years and ab ove	37	71.2	71.2	100.0
	Total	52	100.0	100.0	

Source: Field Survey, 2025

Table 5 shows that only 1 respondents representing 1.9% of the total respondent s has worked below 5 years, 14(26.9%) of the respondents has worked between 5-15 ye ars, while 37(71.2%) of the respondents has for 16 years and above

SECTION B
Table 6: Communication is important to the attainment of organization is goals

Frequenc Valid Perce Percent Cumulative Percent nt Strongly agree 13 25.0 25.0 25.0 22 42.3 67.3 42.3 Agree Strongly Disagr 26.9 Valid 14 26.9 94.2 Disagree 3 5.8 5.8 100.0 Total 52 100.0 100.0

Source: Field Survey, 2025

Table 6 above shows that 13(25.0%) of the total respondents strongly agreed wit h the question, 22(42.3%) agreed. 14(26.9%) strongly disagreed,. While 3(5.8%) of the respondents disagreed.

Table 7: Effective Communication can establish/enhance communication understanding relationship in the work place between employers and employees

		Frequenc	Percent	Valid Perce	Cumulative
		у		nt	Percent
	Strongly agree	15	28.8	28.8	28.8
l	Agree	22	42.3	42.3	71.2
Valid	Strongly Disagr	14	26.9	26.9	98.1
Vallu	ee	14	20.9	20.9	90.1
l	Disagree	1	1.9	1.9	100.0
	Total	52	100.0	100.0	

Source: Field Survey, 2025

Table 7 above shows that 15(28.8%) of the total respondents strongly agreed wit h the question, 22(42.3%) agreed. 14(26.9%) strongly disagreed,. While 1(1.9%) of the re spondents disagreed.

Table 8: Communicatio1 flow in an organization depicts the organization's

Frequenc Percent Valid Perce Cumulati
---------------------------------------

		Strongly agree	13	25.0	25.0	25.0
		Agree	24	46.2	46.2	71.2
	Valid	Strongly Disagr ee	12	23.1	23.1	94.2
		Disagree	3	5.8	5.8	100.0
	Total	52	100.0	100.0		

Source: Field Survey, 2025

Table 8 above shows that 13(25.0%) of the total respondents strongly agreed wit h the question, 24(46.2%) agreed. 12(23.1%) strongly disagreed,. While 3(5.8%) of the re spondents disagreed.

Table 9: With Effective Communication, Business Organization Productivity goals could be affected positively

		Frequenc y	Percent	Valid Perce nt	Cumulative Percent
	Strongly agree	15	28.8	28.8	28.8
l	Agree	20	38.5	38.5	67.3
Valid	Strongly Disagr ee	15	28.8	28.8	96.2
l	Disagree	2	3.8	3.8	100.0
	Total	52	100.0	100.0	

Source: Field Survey, 2025

Table 9 above shows that 15(28.8%) of the total respondents strongly agreed with the q uestion, 20(38.5%) agreed. 15(28.8%) strongly disagreed, While 2(3.8%) of the respondents disagreed.

Table 10: Modern innovations in communication systems in an Organ ization can help reduce information costs and at the same time, enhance efficiency

		Frequenc y	Percent	Valid Perce nt	Cumulative Percent
Valid	Strongly agree	7	13.5	13.5	13.5
	Agree	30	57.7	57.7	71.2
	Strongly Disagr ee	13	25.0	25.0	96.2
	Disagree	2	3.8	3.8	100.0
	Total	52	100.0	100.0	

Source: Field Survey, 2025

Table 10 above shows that 7(13.5%) of the total respondents strongly agreed with the q uestion, 30(57.7%) agreed. 13(25.0%) strongly disagreed, While 2(3.8%) of the respondents disagreed.

Table 11: With the existence of a good cordial relationship among all levels in an Organization, attainment of goal would be straight forward

		Frequenc y	Percent	Valid Perce nt	Cumulative Percent
Valid	Strongly agree	15	28.8	28.8	28.8
	Agree	23	44.2	44.2	73.1
	Strongly Disagr ee	12	23.1	23.1	96.2

Total	52	100.0	100.0	
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Source: Field Survey, 2025

Table 11 above shows that 15(28.8%) of the total respondents strongly agreed with the question, 23(44.2%) agreed. 12(23.1%) strongly disagreed, While 2(3.8%) of the respondents disagreed.

Table 12: Ineffective communication system is a barrier to business

organization

gain					
		Frequenc y	Percent	Valid Perce nt	Cumulative Percent
Valid	Strongly agree	12	23.1	23.1	23.1
	Agree	23	44.2	44.2	67.3
	Strongly Disagr ee	15	28.8	28.8	96.2
	Disagree	2	3.8	3.8	100.0
	Total	52	100.0	100.0	

Source: Field Survey, 2025

Table 12 above shows that 12(23.1%) of the total respondents strongly agreed with the question, 23(44.2%) agreed. 15(28.8%) strongly disagreed, While 2(3.8%) of the respondents disagreed.

Table 13: Ineffective Communication cannot improve an organization' Profitability

	Frequenc	Percent	Valid Perce	Cumulative Percent
Valid Strongly agree	13	25.0	25.0	25.0

Strongly Disagr ee	13	25.0	25.0	96.2
Disagree	2	3.8	3.8	100.0
Total	52	100.0	100.0	

Source: Field Survey, 2025

Table 13 above shows that 13(25.0%) of the total respondents strongly agreed with the question, 24(46.2%) agreed. 13(25.0%) strongly disagreed, While 2(3.8%) of the respondents disagreed.

Table 14: Lack of modern office equipment/non function communication communication communication and action communication.

tion apparatus is a barrier to effective communication

		Frequenc y	Percent	Valid Perce nt	Cumulative Percent
Valid	Strongly agree	13	25.0	25.0	25.0
	Agree	26	50.0	50.0	75.0
	Strongly Disagr ee	11	21.2	21.2	96.2
	Disagree	2	3.8	3.8	100.0
	Total	52	100.0	100.0	

Source: Field Survey, 2025

Table 14 above shows that 13(25.0%) of the total respondents strongly agreed with the question, 26(50.0%) agreed. 11(21.2%) strongly disagreed, While 2(3.8%) of the respondents disagreed.

Table 15: Information overload is a barrier to effective communication in an organization