

Differences Between

Communication and Collaboration

Communication

1 Communication Modes

The ability to articulate thoughts and ideas through oral, written, and non-verbal communications skills

2 Information Literacy

Utilize multiple media and technologies, and know how to judge their effectiveness as well as assess their impact

3 Range and Diversity

Communicate in a range of purpose (to inform, instruct, motivate, and persuade)

Communicate effectively in a diverse environments (including multi-lingual)

Collaboration

1 Respect

Demonstrate ability to work effectively and respectfully with diverse teams

2 Compromise

Exercise flexibility and willingness to be helpful in making necessary compromises to accomplish a goal

3 Responsibility

Assume shared responsibility for collaborative work, and value the individual contributions made by each team member

TIP: Communication is a skill used to effectively collaborate