

ASSIGNMENT - 3

COMMUNICATION & SOFT SKILLS

1. Elaborate the process & elements of communication in detail through suitable examples.

Communication:-

* Communication is the Art of transmitting knowledge, ideas, information and thoughts from one person to another.

* The transfer should be such that the receiver understands the meaning and the intent of the messages and give proper feedback.

The process of communication :-

1. Sender,

The person who conveys his thoughts, message or ideas to the receiver is known as the sender.

Eg :- In a classroom, a teacher is a sender.

2. Message,

The subject matter of communication is termed as messages.

3. Encoding,

The process of converting messages into communication symbols, which may be understood by the receiver.

4. Media,

The path, channel or medium through which encoded message is transmitted to the receiver is known as media.

5. Decoding,

The process of translating the encoded

6. Receiver,

The person who receives the message of the sender is known as the receiver. Eg: Students are receiver in the classroom.

7. Feedback,

In order to complete the process of communication, feedback is essential.

8. Noise,

Any communication or hindrance which hampers the communication process is known as noise.

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