

COMMUNICATION & SOFT SKILLS

ASSIGNMENT

Q1// Elaborate the process and elements of communication in detail through suitable examples?

Ans// The communication process is a dynamic framework that describes how a message travels between a sender and receiver using various communication channels. Its goal is to ensure the receiver decodes the message correctly and can provide feedback with ease and speed. This is especially important for larger organisations that need to notify people in different areas and time zones about an event, problem or change.

Technology in the workplace has made the communication process more effective. A message is no longer communicated just through voice or writing; it is also shared through audio, video, email and social media. A communication process streamlines the flow of information and takes advantage of multiple channels in the best way possible.

Communication processes need good management to sustain them in the long run. Leaders in the workplace establish the style, tone and function of communication.

If you are in a position of authority, it is especially important that you model good communication.

KEY COMPONENTS OF THE COMMUNICATION PROCESS

Here are seven essential components that make up the communication process.

1. **SENDER** :- The person who conceptualized the idea and wants it delivered to the recipient.
2. **ENCODING** :- The way the information is described or translated into a message.
3. **MESSAGE** :- The idea, fact or option that the sender wants to communicate.
4. **COMMUNICATION CHANNEL** :- The method of delivering the message.
5. **RECEIVER** :- The target audience of the message.
6. **DECODING** :- The interpretation of the message.
7. **FEEDBACK** :- The response or action a receiver takes after decoding a message.