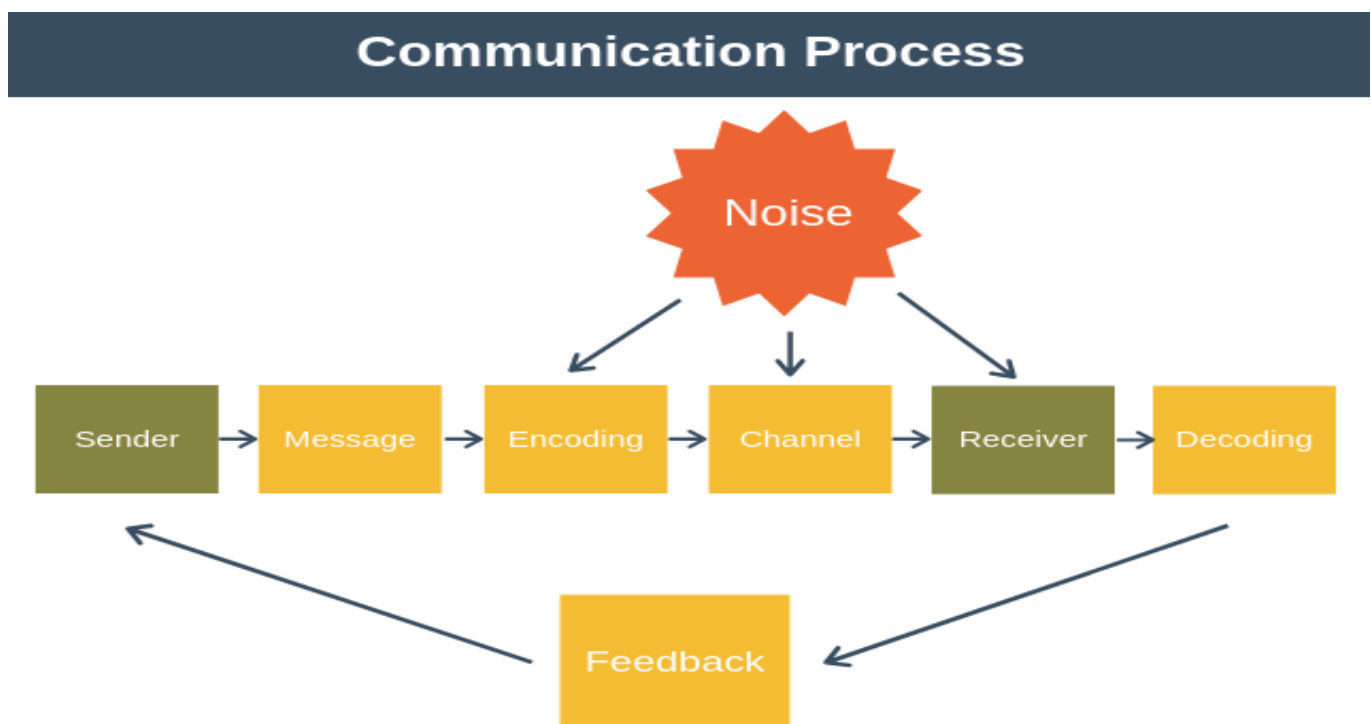


The Communication Process – Six Essential Elements

Effective communication skills are critical for success in nearly any profession. Successful professionals know the importance of communication. They understand the process and how, if correctly used, it will help them be more successful on and off the job.

Here are 7 elements that are essential to successful communication.



1. Sender

- **The sender** is the person who is trying to communicate a message.

2. Receiver

- The receiver is the recipient of the message and must translate the words into thoughts, process the thoughts, and determine how to respond to the sender.

3. Message

- While you may carefully choose the words to speak, words alone represent a small percentage of what is received by the other person. In fact, according to the literature, words carry the least value in the message.

4. Channel

- Channel is the medium used by the sender to send the message to the receiver. This may be in-person, via telephone, e-mail, text message, written correspondence or a third-party.

5. Noise

- Noise refers to interference that takes place during the communication process. Both the sender and receiver may be distracted by noise.

6. Feedback

- Feedback is the process of determining if the message has been properly received. This can be initiated by the sender or receiver.