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CCA-103: Communication & Soft Skills.

(21)

Ques: Elaborate the Process + elements of Communication in detail through suitable example.

Ans: In the Process of Communication, at least two Persons are required. Sender + Receiver. The Process of communication begins when a Sender wishes to convey some idea, facts, information or opinions to the receiver. The idea is conceived by the Sender + is put in such terms that can be conveyed. He decides the channel of communication + conveys the idea. The idea is received by the receiver, + after understanding the idea action is taken according to the information or direction received from the source.

Process of communication involves the following steps:-
1. Sender: The Person who conveys his thoughts, message or ideas to the receiver is known as the sender. He is at the starting point of the communication. eg. in a classroom, a teacher is a sender.

2. Message: The subject matter of communication is termed as message. It includes ideas, feelings, suggestions, order etc. which is sender wants to convey to the receiver.

3. Encoding: The Process of converting messages into common symbols, which may be understood by the receiver. It includes translating the internal thought of the sender into a language which can be understandable.

4. Media: The Path channel or medium through which encoded message is transmitted to the receiver is known as media, it is the carrier of the message. It can be

in written form, facts, face, through Telephone, letter, internet etc

4. Receiver :- The person who receives the message of the sender is known as the receiver.
e.g. Students are receiver in the classroom.

5. Feedback :- In order to complete the process of communication, feedback is essential. The process of reversal of communication in which the receiver expresses his reaction to the sender of the message is known as feedback. Feedback ensures that the receiver has received & understood the message.