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Course code — CCA-103

Course Name ÷ Communication of
Soft Skill.

CLA 103 Communication of Soft Skill.

(Assignment - 03)

Qo1 Elaborate the process and element of Communication in detail through suitable example?

Ans: The element involved in communication process are explained below in detail:

* Sending:

The Sender or The Communication generate the message conveys it to the receiver. It is the Source one who start the Communication.

* Message

It is the idea information, fact feeling etc that is generated by sender and is then included to the Communication further.

Encoding:

The message generated by The Sender is encoded symbolically such as in the form of word, picture, gesture before it is been conveyed.

Media:

It is the medium in which the encoded message is transmitted. The message may be transmitted orally or in writing.

The medium of communication include telephone, internet, fax, email, etc. The change of medium is decided by the sender.

Decoding

It is the process of converting the symbol and encoded by the sender. After decoding the message is received by the receiver.

Receiver

He is the person who is part in chain and for whom the message was sent by the sender. Once the receiver receives the message and understands it is proper perspective and get according to the message only then that purpose of communication is successful.

Feedback:

Once the receiver confirms to the sender that he has received the message and understood it, the process of communication is complete.

Noise :-

It refers to any obstruction that is caused by the sender message or during the process of communication.
e.g. Bad telephone connection.

