

① (ASSIGNMENT)

Soft Skills

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Communication :- The word communication has many ramifications. It is basically a process of interaction with the people and their environment through such interactions, two or more individual influence the ideas, belief, and attitude of each other. Such interaction takes place through the exchange of info through words, gestures, signs, symbols & expressions. Communication is a continuous process of giving and receiving information and to build social relationship. The word communication is derived from the Latin word.

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Communism. which means. Common Belief. use commonness of understanding is an essential component of all kinds of communication. more particularly in organization creates more misunderstandings and people may become directionless to develop a shared vision; we need effective communication mechanism.

Even for day to day operational issue, communication plays a great role in clarifying doubts and in making the efforts of the people result oriented.

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From the formation to the delivery of a message all the components which helps a communication process to be completed are known as elements of communication.

~~Communication~~ The different elements of communication are as follows.

- (1) Feed back $\Rightarrow$ It refers to response from the receivers which gives the communication and idea of how the message is being received.
- (2) Receiver $\Rightarrow$ who receive message that is known as receiver.
- (3) Message $\Rightarrow$ The "Source" is the sender of the message.
- (4) Channel $\Rightarrow$ A communication channels refers either to physical transmission medium such as wire.
- (5) Communication Source: The source used by sender to send message is called communication source.
- (6) Media $\Rightarrow$ Media are the tools used to store and deliver data.
- (7) Idea $\leftarrow$ A plan, through one suggestion specially about what to do in particular situation.

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(8) Body language $\Rightarrow$ To notice person by its behavior is called Body language.