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CCA-103: Communication & Soft Skills

### **Assignment**

1. Elaborate the process & elements of Communication in detail through suitable examples.

**Ans : Here are the seven steps in the communication process:**

**1. The sender develops an idea to be sent:**

Ans. 1. The beginning of the communication process involves the sender creating an idea that they plan to send to another person or group of people. Essentially, they're planning the overall subject matter or information they want to transmit

**2. The sender encodes the message**

Ans. In encoding the message, the sender **has to choose those words, symbols or gestures that he believes to have the same meaning for the receiver**. While doing so, the sender has to keep the level of the receiver in mind and accordingly communicate with him in the way the receiver understands it.

**3. The sender selects the channel of communication that will be used.**

Ans. The sender selects the channel of communication that will be used. Next, the sender decides how the message will be sent. This involves selecting the most suitable medium for the message they're relaying. Some communication mediums include speaking, writing, electronic transmission or nonverbal communication.

**4. The message travels over the channel of communication.**

Ans. The medium through which a communication message travels, is known as channel. The sender sends the message which needs to get delivered through a path which is known as communication channel. Disturbance in the communication channel hampers the proper decoding of the message by the receiver

**5. The message is received by the receiver.**

Ans. The receiver is also called the "**audience**" or **decoder**. The person who initiates a message in the communication process is called the "sender." Put simply, an "effective" message is one that's received in the way that the sender intended

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