

# CCA-103:COMMUNICATION AND SOFT SKILLS

## ASSIGNMENT-3

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SARANYA R

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**1) ELABORATE THE PROCESS AND ELEMENTS OF COMMUNICATION IN DETAIL THROUGH SUITABLE EXAMPLES?**

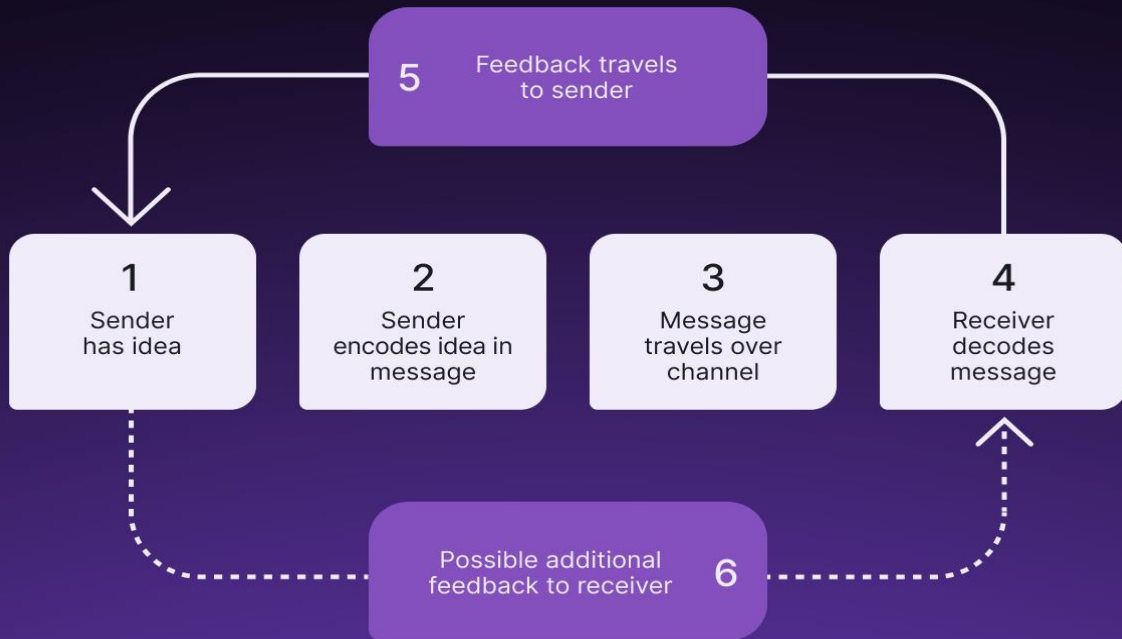
#### **Communication Process and Elements**

The communication process involves the exchange of information between individuals, groups, or organizations. It consists of several key elements that work together to ensure effective communication.

The communication process involves the exchange of information between a sender and a receiver, encompassing the encoding of a message, its transmission through a chosen channel, and the receiver's decoding and interpretation. Feedback completes the loop, providing insight into whether the message was understood.

- ☆ **CONTEXT**
- ☆ **ENCODER**
- ☆ **MESSAGES**
- ☆ **CHANNEL**
- ☆ **DECODE**
- ☆ **RECEIVE**
- ☆ **FEEDBACK**
- ☆ **NOISE**

# The Communication Process



## How does the communication process work?

- ☆ The sender develops an idea to be sent.
- ☆ The sender encodes the message.
- ☆ The sender selects the channel of communication that will be used.
- ☆ The message travels over the channel of communication.
- ☆ The message is received by the receiver.
- ☆ The receiver decodes the message.

### Elements of Communication

**1. Sender:** The person or entity that initiates the communication process by sending a message.

**2. Message:** The information or idea being communicated.

- 3. Encoding:** The process of converting the message into a format that can be transmitted.
- 4. Channel:** The medium through which the message is transmitted (e.g., speech, email, text message).
- 5. Receiver:** The person or entity that receives the message.
- 6. Decoding:** The process of interpreting the message.
- 7. Feedback:** The response or reaction of the receiver to the message.
- 8. Noise:** Any interference or distraction that can affect the communication process.

### Process of Communication

1. Sender encodes the message: The sender converts the message into a format that can be transmitted.
2. Message is sent through a channel: The encoded message is transmitted through a chosen channel.
3. Receiver receives the message: The receiver gets the message and decodes it.
4. Receiver interprets the message: The receiver interprets the message and understands its meaning.
5. Feedback is provided: The receiver responds or reacts to the message, providing feedback to the sender.

### Example

Suppose a manager, John, wants to inform his team about a new project deadline.

**Sender:** John (the manager)

**Message:** The new project deadline is next Friday.

**Encoding:** John writes an email to his team.

**Channel:** Email

**Receiver:** The team members

**Decoding:** Team members read and understand the email.

**Feedback:** Team members respond to the email, asking questions or confirming their understanding.

**Noise:** A team member might be distracted by a phone call while reading the email, affecting their understanding.

