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Course - CCA

Assignment - 103

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CC4 103 Communication of Soft Skill Assignment - 03

Ques 1 → 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 Communicator generate the message. Conveys it to the receiver. It is the same one who start the communication.

★ Message:

It is the idea, information, fact, feeling etc. this 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, email etc. the choice of medium is decided by the sender.

★ Decoding:

It is the process converting the symbol encoded by the sender. After decoding the message is required by the receiver.

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Receiver:

He is the person who is fast in chain and for who the message was sent by the sender once the receiver received the message and understood 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 connecting.

