

Assignment

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

Ans :- The communication process is the exchange of information between two or more people. It involves understanding, sharing, and meaning. Here are some elements of the communication process:

- Sender: The person who creates and sends the message.
- Receiver: The person who receives the message.
- Message: The information that is exchanged.
- Medium: The method used to convey the message.
- Feedback: The response from the receiver that confirms they understood the message.
- Encoding: The process of representing the message in a symbolic form, such as words, pictures, or graphics.
- Context: The environment in which the communication takes place. For example, people may expect others to speak and act in a certain way in an office setting.
- Nonverbal communication: The use of body language, gestures, facial expressions, and hand motions to convey meaning.
- Active listening: Paying close attention to the person speaking to you.