

(1) Soft skills

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Q:-Elaborate the process and elements of communication in detail with suitable example.

Communication:-

The word communication has many ramifications. It is basically a process of interaction with the people and their interaction with the people and their environment.

Through such interactions, two or more individuals influence the ideas, belief, and attitude of each other. Such interactions take place through the exchange of info through words, gestures, signs, symbols, and expression in organizations, communication is a continuous process of giving and receiving information and to build social relationships. The word communication is derived from the Latin word

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Communism which means common, because commonness of understanding is an essential component of all kinds of communications, more particularly in organizational communication. Without common understanding, communication in organizations creates more misunderstandings and people may become directionless. To develop a shared vision, we need effective communication mechanism.

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

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Elements of communication:-

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

The different elements of communication are as follows:

1. Feedback :- It refers to response from the receiver which gives the communicator an idea of how the message is being received.
2. Receiver :- Who receive message that is known as receiver.
3. Message Source :- The "Source" is the sender of the message.
4. Channel :- A communication channel 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 :- Media are the ~~stor~~ tools used to store and deliver data.

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7 Idea :- A plan, thought or suggestion especially about what to do in particular situation.

8 Body language :- The way to notice a person by its behavior is called body language.