

CCA-103: Communication & Soft Skills

Assignment

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

The Process and Elements of communication

Communication is the process of exchanging Information, ideas, feelings, or messages between two or more people to create mutual understanding. It involves a sender, a message, and a receiver, and follows a systematic process.

1. Process of Communication:

The communication process involves a series of steps that help transfer information from one person to another.

1. Sender:-

★ The sender is the person who initiates the communication by formulating and sending a message.

2. Message:-

★ The message is the idea or information that the sender wants to communicate.

3. Encoding:-

★ Encoding is the process of converting thoughts into a form that can be sent.

4. Channel:-

* The channel is the medium through which the message travels from sender to receiver

5. Receiver:

The receiver is the person who gets message

6. Decoding:

Decoding is the process by which the receiver interprets

7. Feedback

* Feedback is the response of the receiver

8. Noise (Barriers)

Noise refers to any obstacle that interferes with the communication process