

ON ASSIGNMENT OF SOFT SKILLS AND COMMUNICATION 103

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Q1 Elaborate the process and elements of communication in detail through suitable Example.

Ans The communication process refers to a series of actions or steps taken in order to successfully communicate. It involves several components such as the sender of the communication, the actual message being sent, the encoding of the message, the receiver and the decoding of the message.

Steps and component of the communication process:

The majority of people communicate many times in a given day. This is especially apparent in the workplace. In order to effectively communicate with others, it's important to understand how the communication process works.

In this article, we will define the communication process, its components and how the process works overall.

Part of the communication process

The communication process has several components that enable the transmission of

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a message. Here are the various parts:

1. Sender: This is the person that is delivering a message to a recipient.
2. Message: This refers to the information that the sender is relaying to the receiver.
3. Channel of communication: This is the transmission or method of delivering the message.
4. Decoding: This is the interpretation of the message. Decoding is performed by the receiver.
5. Receiver: The receiver is the person who is getting or receiving the message.
6. Feedback: In some instances, the person who is receiver might have feedback or a response for the sender. This starts an interaction.

Communication process work

In order to successfully communicate, it's important to understand how the process works. Here are the seven steps in the communication process.

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1. The sender develops an idea to be sent.
2. The sender encodes the message.
3. The sender selects the channel of communication that will be used.
4. The message travels over the channel of communication.
5. The message is received by the receiver.
6. The receiver decodes the message.
7. The receiver provides feedback, if applicable.

1. The sender develops an idea to be sent
The beginning of the communication process involves the sender creating an idea that they plan to send to another person or group of people. Essentially, they're planning the overall subject matter or information they want to transmit.

2. The sender encodes the message
Once the sender develops an idea, they translate it into a form that can be transmitted to someone else. This means they transform the thought of the information they want to send into a certain format. For example, if you are writing a letter, you'll translate your idea into words. The message can also be nonverbal.

Oral or symbolic.

3. The sender selects the channel of communication that will be used:

Next, the sender decides how the message will be sent. This involves selecting the most suitable medium for the message they're relaying. Some communication mediums include speaking, writing, electronic transmission or nonverbal communication. If you're communicating at work, make sure to select the proper and most professional channel of communication.

4. The message travels over the channel of communication:

After the medium is chosen, the message then begins the process of transmission. The exact process of this will depend on the selected medium. In order for the message to be properly sent, the sender should have selected the appropriate medium.

5. The message is received by the receiver. Next, the message is received by the recipient. This step in the communication process is done by hearing the message, seeing it, feeling it or another form of reception.

6. The receiver decodes the message.

The receiver then decodes the sender's message. In other words, they interpret it and convert it into a thought. After they've done this they analyze the message and attempt to understand it. The communication process is performed effectively when the sender and receiver have the same meaning for the transmitted message.

7. The receiver provides feedback if applicable. Lastly, unless it's a one-way communication, the receiver will provide feedback in the form of a reply to the original sender of the message. Feedback provides the recipient with the ability to ensure the sender that their message was properly received and interpreted. Between two people, this is two-way communication.