

CCA-103: Communication & Soft Skills

Assignment

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

examples.

Ans :- The communication process involves several steps and elements, including:

- **Sender:** The person who creates the idea or message
- **Encoding:** The process of converting the message into symbols, such as words
- **Channel:** The method used to transmit the message
- **Receiver:** The person who receives the message
- **Decoding:** The process of interpreting the message by the receiver
- **Feedback:** The receiver's response to the message, which can start an interaction
- **Noise:** Obstructions to communication, such as physical, environmental, psychological, or semantic noise

Here are some examples of communication:

- **Visual communication:** Using photographs, charts, or graphs to convey information
- **Feedback examples:** Paraphrasing, summarizing, reflecting feelings, or reflecting meaning
- **Physical noise:** Loud background noise, machinery, or a poor phone connection
- **Environmental noise:** Noise from a construction site or passing traffic
- **Psychological noise:** Personal barriers that interfere with communication