

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

Process of Communication.

Communication is a Continuous Process that mainly involves three elements viz Sender, message, and receiver. The elements involved in the Communication Process are explained below in detail.

* Sender

The Sender or the Communicator generates the message and conveys it to the receiver. He is the source and the one starts the communication.

* message

It is idea, information, view, fact, feeling, etc. that is generated by the sender and is then intended to be communicated further.

* Encoding

The message generated by the sender is encoded symbolically such as in the form of words, pictures, gestures etc, before it is being conveyed.

* media

It is the manner in which the encoded message is transmitted. The media of communication includes the phone.

Internet, Post, Fax, e-mail, etc. The choice of medium is decided by the sender.

* Decoding

It is the process of converting the symbols encoded by the sender. After decoding the message is received by the receiver.

* Receiver

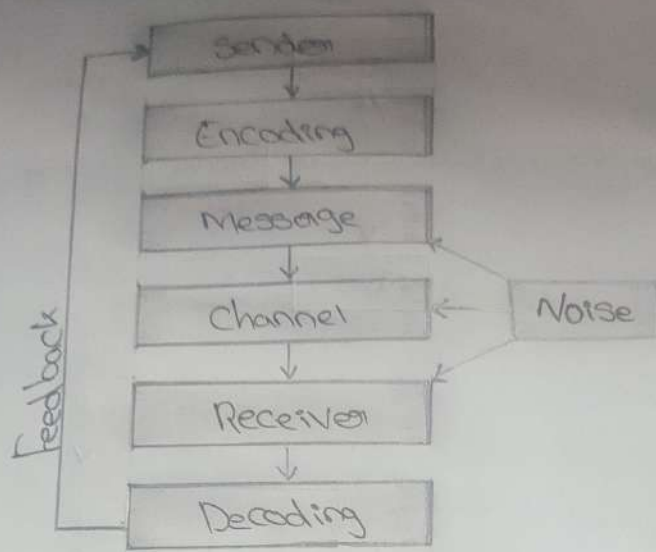
He is the person who is last in the chain and for whom the message was sent by the sender. Once the receiver receives the message and understands it in proper according to the message, only then the purpose of communication is successful.

* Feedback

Once the receiver confirms to the sender that he has received the message and understood it the process of communication is complete.

* Noise

It refers to any obstruction that is caused by the sender, message or receiver during the process of communication. Inattentive receiver, poor understanding of message due to prejudice or inappropriate gestures, etc.



Elements of Communication Process

In the process of communication, at least two persons are required: sender and receiver. The process of communication begins when a sender wishes to convey some idea, facts, information or opinion to the receiver. The idea is conceived by the sender and is put in such terms that can be conveyed. He decides the channel of communication and conveys the idea. The idea is received by the receiver and after understanding the idea, action is taken according to the information or direction received from the source.

Elements of Communication Process

