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CCA-103: Communication
and Soft Skills

Assignment

Q1. Elaborate the process elements of Communication in detail; through suitable examples.

Ans. elements of the Communication process

The Communication process is made up of four key components. These components include encoding, medium of transmission, decoding, and feedback. There are also two other factors in the process, and these two factors are present in a form of the sender and the receiver.

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Diagram and explain in details.

The process of Communication is the steps we take in order to successfully communicate.

Components of the process of Communication include a sender, encoding of a message, selection of a channel of communication, reception of the message by the receiver and decoding of the message.

→ Five elements of Communication.

— The Sender and receiver, the medium that carries the message, contextual factors, the message itself and feedback.