

ASSIGNMENT –

COMMUNICATION SKILLS

ANSWER : The term *communication process* refers to the exchange of information (a message) between two or more people. For communication to succeed, both parties must be able to exchange information and understand each other.

There are 5 major elements when we talk about the communication process.

These are: sender, receiver , medium , The message the feedback and other factors .

The Sender

The communication process begins with the *sender*, who is also called the *communicator* or *source*. The sender has some kind of information — a command, request, question, or idea — that he or she wants to present to others. For that message to be received, the sender must first encode the message in a form that can be understood, such as by the use of a common language or industry jargon, and then transmit it. Example you are the sender when you send message to someone .

The Receiver

The person to whom a message is directed is called the *receiver* or the *interpreter*. To comprehend the information from the sender, the receiver must first be able to receive the sender's information and then decode or interpret it. Example receiver is the guy whom you send the message .

The Message

The *message* or *content* is the information that the sender wants to relay to the receiver. Additional subtext can be conveyed through body language and tone of voice. Put all three elements together — sender, receiver, and message — and you have the communication process at its most basic. Example message is the material or gossip which you send to receiver .

The Medium

Also called the *channel*, the *medium* is the means by which a message is transmitted. Text messages, for example, are transmitted through the medium of cell phones. Example of medium can be mobiles or sound waves in case you were speaking in front of him .

Feedback

The communication process reaches its final point when the message has been successfully transmitted, received, and understood .The receiver, in turn, responds to the sender, indicating comprehension. *Feedback* may be direct, such as a written or verbal response, or it may take the form of an act or deed in response (indirect). when the message has been successfully transmitted, received, and understood. The receiver, in turn, responds to the sender, indicating comprehension. *Feedback* may be direct, such as a written or verbal response, or it may take the form of an act or deed in response (indirect).example of feedback can be the response given by the sender .