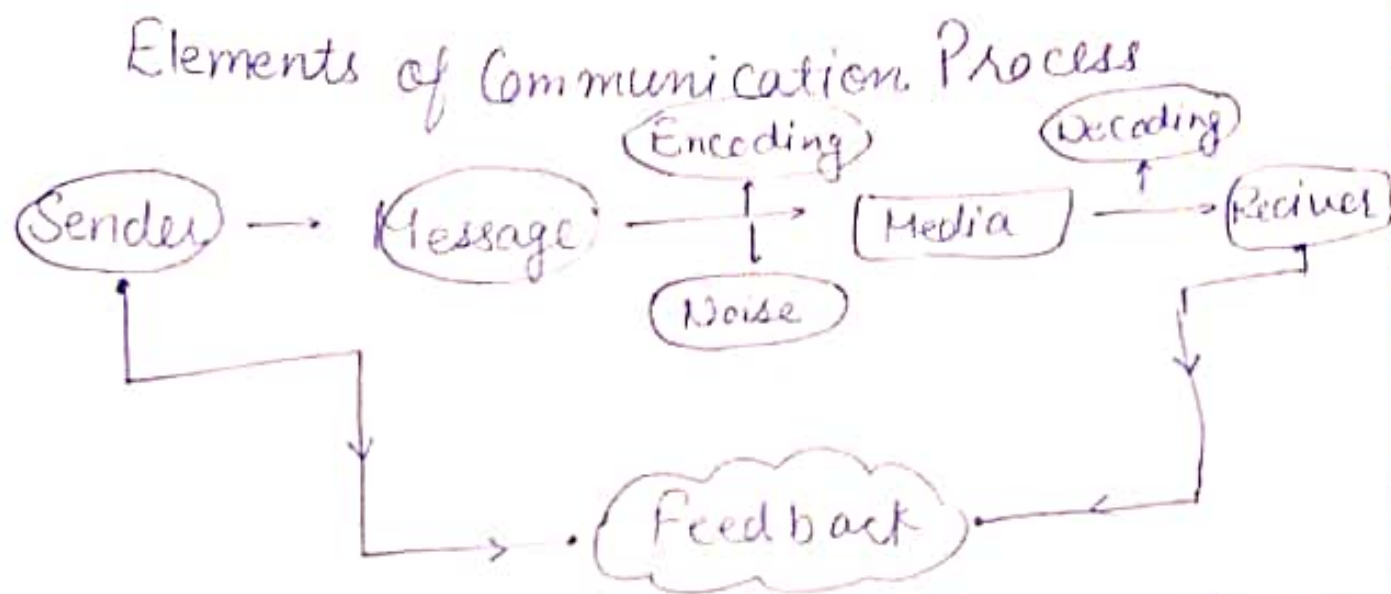


CCA - 103 : Communication & Soft Skills

Assignment

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

Answer-



In the process of communication, at least two persons are required; Sender and Receiver. 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.

The source of Communication involves the following steps:

1. Sender:- The person who conveys this through, messages or idea to the receiver is known as the sender.

Eg, In a classroom, a teacher is a sender.

2. Message: The subject matter of communication is termed as messages. It includes ideas, feelings, suggestions, orders, etc., which a sender wants to convey to the receiver.
3. Encoding: The process of converting messages into communication symbols, which may be understood by the receiver. It includes words, pictures, gestures, symbols, etc.
4. Media: The path, channel or medium through which encoded message is transmitted to the receiver is known as Media. It is carrier of the message. It can be in written form, face to face, through telephone, letter, internet etc.
5. Decoding:- The process of translating the encoded message into an effective language, which can be understood by the receiver is known as decoding.
6. Receiver:- The person who receives the message of the sender is known as the receiver.
Eg., Students are receivers in the classroom.

7. Feedback :- In order to complete the process of communication, feedback is essential. The process of reversal of communication in which the receiver expresses his reaction to sender of the message is known as feedback.
8. Noise : Any construction or hindrance which hampers the communication process is known as noise. The hindrance may be caused to the sender, message or receiver.