

ASSIGNMENT - 3

Communication and Soft Skills

Ques- Elaborate the process & element of communication in detail through suitable examples

- Ans -
- ① Sender :- The sender or the communicator generate the message and conveys it to the receiver. He is the source and one who start the communication.
 - ② Message :- It is the idea, information, view, fact, feeling etc. that is generated by the sender and is then intended to be communicated further.
 - ③ 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.
 - ④ Media :- It is a manner in which the encoded message is transmitted. The message may be transmitted orally or in written. The medium of communication includes telephone, post, fax, email etc.
 - ⑤ Decoding :- It is the process of converting the symbol encoded by the sender. After the decoding message is received by the receiver.
 - ⑥ Receiver :- He is the person who is last in the chain and for whom the message is sent by sender. Once the receiver receives the message then the purpose of communication is successful.
 - ⑦ Feedback :- Once the receiver confirms to the sender that he receive the message and understood it the process of communication is completed.

① Noise :- It refers to any obstruction that is caused by the sender message or receiver during the process of communication. for eg bad telephone connection, poor understanding of message, faulty decoding etc.

