

Assignment - 3

Q1.) Elaborate the process and elements of communication in detail through suitable example.

Ans Communication is fundamental to the health and operation of an organisation. A clear communication process creates a space and platform for people to share ideas, information, facts and feelings.

The Communication process.

The communication process is a dynamic framework that defines how a ~~msg~~ message travels between a sender and receiver using various communication channels. Its goal is to ensure the receiver decodes the message correctly and can provide feedback with ease and speed. This is especially important for larger organisations that need to notify people in different areas and time zones about an event, problems or change.

Teacher's Signature _____

Key Components of the communication process

Sender - The person who conceptualised the idea and wants it delivered to the recipient.

Encoding - The way the information is decided or translated into a message.

Message - The idea, fact or opinion that the sender wants to communicate.

Communication channels.

The method of delivering the message

Receiver - The larger audience of the message decoding the interpretation of the message.

Decoding - The interpretation of the message.

Feed Back - The response or action a receiver takes after decoding a message.

The communication process work.

- 1.) The Sender develops an idea to be sent
- 2.) The Sender encodes the message
- 3.) The Sender selects the channels of communication that will be used.

4) The message travels over the channel of communication.

5) The receiver receives the message.

6) The receiver decodes the message.

7) The receiver provide feed back.

Types of noise during the communication process.

1) Psychological noise

2) physical noise

3) Environment noise

4) Semantic noise.

Exam of communication process.

<u>Verbal</u>	<u>written</u>	<u>Visual</u>
I am person speech	E-mail	Drawing, paintings
phone conversation	text, instant message	photos, graphic, design
voice-over internet protocol (VOIP)	Report article essay	Body language eye, contact, hand gestures
Radio	Letter	graphs
Podcast	Memo	font types
voice mail message	Blog	Semaphore
Intercom	tweet	Architecture