

CCA-103: Communication and Soft Skills Assignment

Q: 1. Elaborate the process & elements of Communication in detail through suitable examples?
Ans. The Communication process involves understanding, sharing, and meaning, and it consists of eight essential elements:

1. Sender: - Transmits the message.
2. Encoding: - is the selection of words, signs, symbols etc.
3. Message: - is the element that is transmitted.
4. channel: - is the method of communication like email, phone, face to face etc.
5. Receiver: - receives the message.
6. Decoding: - is the interpretation of what we just heard.
7. Feedback: - to the sender.
8. Barriers: - that affects the accuracy of the message.

