

CCA-103

COMMUNICATION AND SOFT SKILLS

ASSIGNMENT

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

Ans These are the seven major elements of communication process are following as :-

- ① Sender → The person who intends to convey the message with the intention of passing information and ideas to
- ② Ideas → Idea is the subject matter of the communication. This may be an opinion, attitude, feelings, views or suggestions.
- ③ Encoding → It is an theoretical and intangible its further passing required use of certain symbols such as words, actions or picture etc.
- ④ Communication channel → The interested communicator has to choose the channel for sending the required information ideas etc. The transmission of message through channel.
- ⑤ Receiver → A person who receives the message or for whom the message is meant for.
- ⑥ Decoding → A person who receives the message or symbol from the communicator tries to convert the same in such way as to get complete understanding.
- ⑦ Feedback → Feedback is the process of ensuring that the receiver has received the message and understood in the same sense as sender meant it.