

Communication & Soft Skills

Assignment - 3

Communication:-

* Most of the time communication gets Confused with conversation

* Latin word 'communicare' means sharing

Communication process:-

* The communication process refers to the way of sharing information verbally or non verbally between the sender and receiver.

Communication Element

* Communication elements refers to essential tools of communication on which the communication process is conducted.

Elements of communication:-

* The 9 elements of the communication process are:

1. context

2. Sender

3. Encoder

4. Message

5. Channel

6. Decoder

7. Receiver

8. Feedback

9. NOISE

Example of communication Elements:-

*Lakshmi requested her husband Sekar deposit 10,000 for electricity bill while talking to Sekar on a Smart phone. At the same time, her son Haru watching a cartoon video on television with volume on high. Therefore Sekar could not understand exactly how much needs to pay for the electricity bill. So, she repeated the same words to confirm him. Consequently, Sekar asked about the due date of paying the electricity bill, and she replied the today was the last date to pay the electricity bill without penalty. In the meantime she showed her angry face to haru to reduce TV volume. Instantly, Haru reduced the volume.

*Based on the example, the context is the social context. Lakshmi is the sender and encoder at the same time receiver and decoder. In similar Sekar is also a sender and decoder at the same time receiver and decoder. Turning the thought into the message is the act of encoding. In contrast transferring the message into thought is the process.

1. Context :-

* context refers to the environment of communication in which the interaction happens or takes place.

* This context may be physical, historical, psychological, social, chronological, or cultural.

Example :-

* Lakshmi is talking to her husband, informally, so she feels very comfortable. Therefore the social context has been designed from communication process.

2. Sender :-

* A sender is a person who sends the message to the receiver.

* The sender is also known as the encoder of the message.

Example :-

* Lakshmi is the sender and encoder who sends message to communicate with. Sakeer.

3. Encoding :-

* Encoding means transforming abstract

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opinions and ideas into symbols such as words to convey the message, pictures, signs, and marks.

* The encoding process is related to the Sender and receiver.

Example:-

* Lakshmi has converted his thought into words to convey the message to her husband called encoding.

A message:-

* The message refers to the information, ideas, feeling, opinion, thought, attitude, and view that the sender wants to deliver to the receiver.

* Message may convey through verbal and non-verbal cues.

* Verbal cues are the spoken language of the speaker, for instance, spoken words.

Example:-

* Lakshmi was speaking to convey a message that indicates verbal communication. She also showed her angry face to her son to reduce the volume of TV called non-verbal communication.

5. channel:-

* channel is a way or tool of transmitting the message.

* Communicators use different channels to communicate in a distinct context of communication.

Example:-

* Lakshmi has transmitted the message through a smartphone, so the smartphone is the channel of the communication process. channel is the channel of TV, Radio, Newspapers, social media, and five human senses.

6. Decoding:-

* Decoding is the process of translating an encoded symbol into the ordinary understandable language in contrast to the encoder.

* Decoding is the opposite process of encoding to get the meaning of the message.

Example:-

* Lakshmi has transformed his thought into words convey the message to her husband called encoding.

7. Receiver :-

* A Receiver is a person for whom the message is targeted in contrast to the Sender.

* Receiver can be one person or a group of people or a big amount of population.

Example:-

* Lakshmi has sent the message targeted at her husband to whom she wants to communicate.

8. Feed back :-

* Feed back in communication refers to the response of the receiver or audience.

* Feed back may be verbal or non-verbal (in the form of smiles, sighs, etc)

* Feed back is also one of the important elements of the transactional communication process.

Example:-

* Lakshmi's husband asked about the due date of paying the electricity bill.

9. Noise :-

* Noise refers to the communication

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barrier to obstacles to effective communication.

* Noise is an unwanted element of the communication process that communicators always want to avoid during the interaction.

Example:-

* Lakshmi's son watches a cartoon video on television with volume on high when talking to her husband. The sound of the cartoon video bars Lakshmi from listening to her husband's speech. So it is an example of a communication barrier or noise.

Conclusion:-

* In conclusion these nine elements of the communication process are context, sender, encoder, message, channel, decoder, receiver, feedback and noise. These components are essential in the transactional communication process.