

Communication & Soft Skills

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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 Elements:

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

Elements of Communication:

- * The 9 elements of the communication process are

- | | |
|-----------|------------|
| * Context | * Decoder |
| * Sender | * Receiver |
| * Encoder | * Feedback |
| * message | * noise |
| * Channel | * |

Example of communication elements:

- * Lakshmi requested her husband Sekar

deposit 10,000 for electricity bill while talking to Sekar on a smartphone. At the same time, her son Hari watching a cartoon video on Television with the 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 last date to pay the electricity bill without penalty. In the meantime, she showed her angry face to Hari to reduce tv volume. Instantly, Hari 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 encoder 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 of decoding. The smartphone is the medium or channel of the environmental noise that hampers the communication process.

Context:

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

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

Example 2:

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

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 her son.

Encoding:

* Encoding means transforming abstract opinions and ideas into symbols such as words, pictures, signs and marks.
* The encoding process is related to the sender and

receiver:Example:

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

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 ways.

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

Example:

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

Channel:

* Channel is the way or tool of transmitting the ~~mess~~ message.
* Communication use different channels to communicate in a distinct context of communication.

Example:

Example 1:

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

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 to convey the message to her husband called decoding.

Receiver:

* A receiver is a person for whom the message is targeted in contrast to the sender.

* Receivers 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.

Feedback:

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

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

* Feedback 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.

Noise:

* Noise refers to the communication barrier or 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 videos on television with the 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.

