

Assignment-3

Q.1 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.

Ans. The Communication Process is a dynamic framework that defines how a message is transferred 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.

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 target audience of the message.
Decoding of the message. The interpret 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 was

1. The Sender develops an idea to be sent.
2. The Sender encodes the message.
3. The Sender selects the channel 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 provides feedback.

Type of noise during the communication process

1. Psychological noise.
2. Physical noise.
3. Environmental noise.
4. Semantic noise.

Exam of Communication Process

verbal	written	vis
Im Person Speech	E mail	Drawing Painting
Phone Conversations	text, instant message	Photos, designs
Voice-over Internet Protocol (VoIP)	Report article Essay	Body language eye contact hand gesture
Radio	Letter	graph
Podcast	Memo	body type
Voice mail/ message	Blog	semaphor
Intercom	Tweet	Architect