

CCA – 103 : COMMUNICATION & SOFT SKILLS

ASSIGNMENT –3

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1. Communication is a fundamental process that allows individuals to exchange info, ideas, thoughts, and feelings. It involves the transmission and reception of messages between a sender and receiver. Effective communication requires the presence of various elements that work together to ensure clarity and understanding.

Let's delve into each element of communication in detail, along with suitable examples —

☑ Sender :-

The sender is the initiator of the communication process. They have a message or information that they want to convey to others. The sender encodes the message into a form that can be transmitted to the receiver.

☑ Message :-

The message is the actual content or information being conveyed by the sender. It can be in the form of words, symbols, gestures, or any other means of expression. The message needs to be clear, concise, and relevant to the intended audience. For instance, in the case of an email informing employees about a change in the company's policies, the message would include the details of the new policies and their implications.

▣ Channel :-

The channel refers to the medium through which the message is transmitted from the sender to the receiver. It can be oral, written, visual, or ~~electer~~ electronic.

▣ Receiver :-

The receiver is the intended recipient of the message. They receive and interpret the message sent by sender. The receiver decodes the message to extract meaning from it.

▣ Feedback :-

Feedback is the response or reaction given by the receiver to the sender's message. It helps the sender determine if the message was understood correctly and if the desired outcome was achieved. Feedback can be verbal, non-verbal, or written.

▣ Noise :-

Noise refers to any interference or disruption that can hinder effective communication. It can be external, such as background noise or internal, such as distractions or language barriers. Noise can distort or interfere with the message making it challenging for the receiver to understand the intended meaning.

▣ Context :-

The context of communication includes the environment and situational circumstances that influence the communication process. It helps in interpreting the message accurately and understanding its significance. Context can include cultural norms, social relations, time constraints, and physical surroundings.