

## ASSIGNMENT 4

### 1. *ELOBRATE THE PROCESS AND ELMENT OF COMMINCIATION IN DETAIL THROUGH SUITABLE EXAMPLES.*

#### *SEVEN MAJOR ELEMENTS O COMPUTER.*

- *SENDER*
- *IDEAS*
- *ECODING*
- *COMMUNICATION CHANNEL*
- *RECEIVER*
- *DECODING AND*
- *FEEDBACK*

#### *Sender*

*The person who intends to convey the message with the intention of*

*passing information and ideas to others is known as sender or communicator.*

#### *Ideas*

*This is the subject matter of the communication. This may be an opinion,*

*attitude, feelings, views, orders, or suggestions.*

#### *Encoding*

*□ Since the subject matter of communication is theoretical and intangible, its*

*further passing requires use of certain symbols such as words, actions or*

*pictures etc.*

☐ *Conversion of subject matter into these symbols is the process of encode.*

### *Communication Channel*

☐ *The person who is interested in communicating has to choose the channel for*

*sending the required information, ideas etc.*

☐ *This information is transmitted to the receiver through certain channels which*

*may be either formal or informal.*

### *Receiver*

☐ *Receiver is the person who receives the message or for whom the message*

*is meant for.*

☐ *It is the receiver who tries to understand the message in the best possible*

*manner in achieving the desired objectives.*

### *DECODING*

☐ *The person who receives the message or symbol from the communicator tries*

*to convert the same in such a way so that he may extract its meaning to his*

*complete understanding.*

### *Feedback*

*□ Feedback is the process of ensuring that the receiver has received the*

*message and understood in the same sense as sender meant it.*

### *Elements of the Process*

#### *Sender*

*□ He is the person who sends his ideas to another person.*

#### *Message*

*□ The idea, feeling, suggestion, guidelines, orders or any content which is intended*

*to be communicated is message*

*□ Encoding*

*□ Media*

*□ Decoding*

*□ Receiver*

*□ Feedback*

*□ Noise*

## EXAMPLES

*The communication process refers to a series of actions or steps taken in order*

*to successfully communicate. It involves several components such as the sender of the*

*communication, the actual message being sent, the encoding of the message, the*

*receiver and the decoding of the message.*