

CCA-103: Communication and Soft Skills

Assignment

1) Elaborate process and elements of communication in detail through suitable examples.

Ans. The communication process involves understanding, sharing and meaning and it consists of eight essential elements.

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| (1) | Sender transmits the message. | Sender |
| (2) | Encoding is the selection of words, signs, symbols etc. | Encoding |
| (3) | Message is the elements that is transmitted. | Message |
| (4) | Channel is the method of communication like email, Phone, face to face etc. | Channel |
| (5) | Receiver receives the message. | Receiver |
| (6) | Decoding is the interpretation of what we just heard. | Decoding |
| (7) | Feedback to the sender. | Feedback |
| (8) | Barriers that affect the accuracy of the message. | Noise |