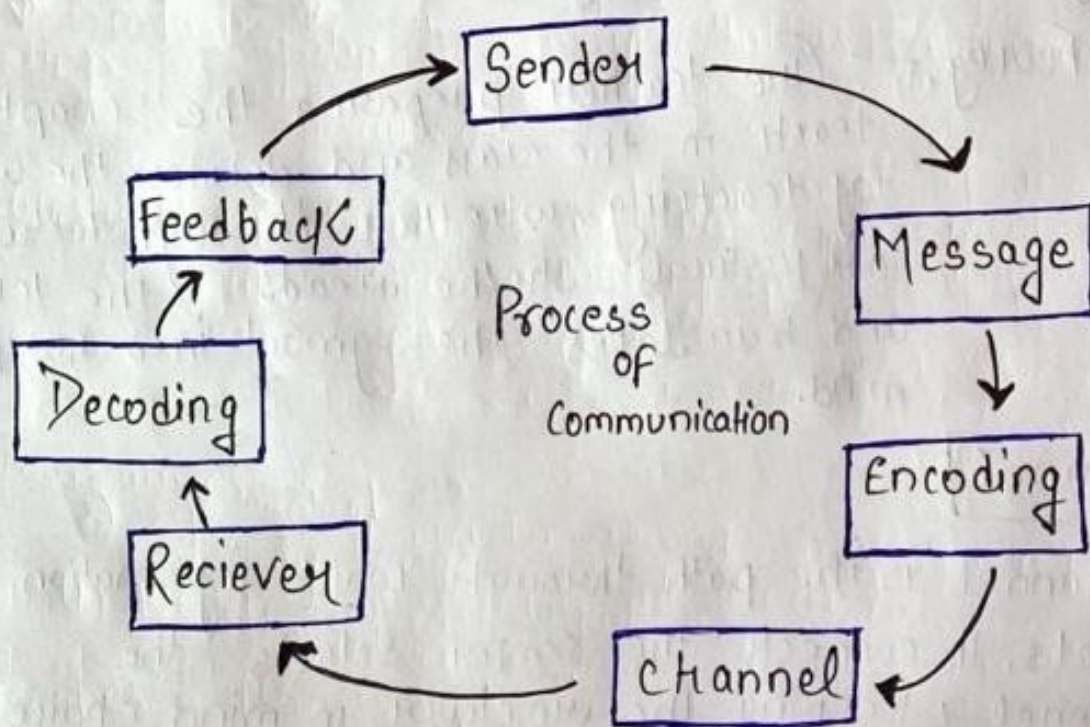


COMMUNICATION

Communication is a process by which one conveys meanings, facts, ideas, opinions or emotions. It is an essential part of all human activities. It is the first and foremost a social activity. It is one of the essential conditions of social interaction.

Defination of Communication

Communication is a process by which information is exchanged between individuals through a common system of symbols, signs or behavior.

Process of Communication

1. Sender

Sender or transmitter is the source of message and transmits it for a specific purpose. She/he communicates the message & initiates the process of communication hence is also known as communicator. The process of communication starts with sender and ends with him/her. For eg:- The teacher, teaching in the class, is the sender of message.

2. Message

Message is the idea, emotion, opinion or information that is to be transmitted by the sender. It ~~for a~~ can be verbal or non-verbal.

For eg:- The subject matter, taught by the teacher, is the message.

3. Encoding

Encoding is the activity of converting idea or information into codes.

For eg:- The teacher prepares the chapter to teach in the class and decides the way of teaching, whether through lecture or visuals. She/he reads the lesson and translates the symbol into his/her mind.

4. Channel

Channel is the path through which information travels. It connects the sender. The sender selects the channel, keeping the receiver in mind. Choice depends on the type of message and relationship.

between the sender & receiver.

3

5) Receiver

Receiver is the person or group of persons to whom the message is directed. The main function of receiver is to receive message, decode and understand the intended meaning, and give feedback. Receiver is destination of the message.

For example:— Students is the receiver in the class. Communication is incomplete without the existence of receiver.

6) Decoding

Decoding means giving meaningful interpretation to the message. It is a mental process by which the receiver draws meanings from the communicated words, sign, symbol or pictures. She/he translates the symbol into meaningful information to the best of his ability.

For example:— Students listen to the lecture & draw meaning of the communicated words, sign or symbols.

7) Feedback

The reaction, response or reply of receiver, is known as feedback. It is receiver's response to the message. It confirms the receipt of message.

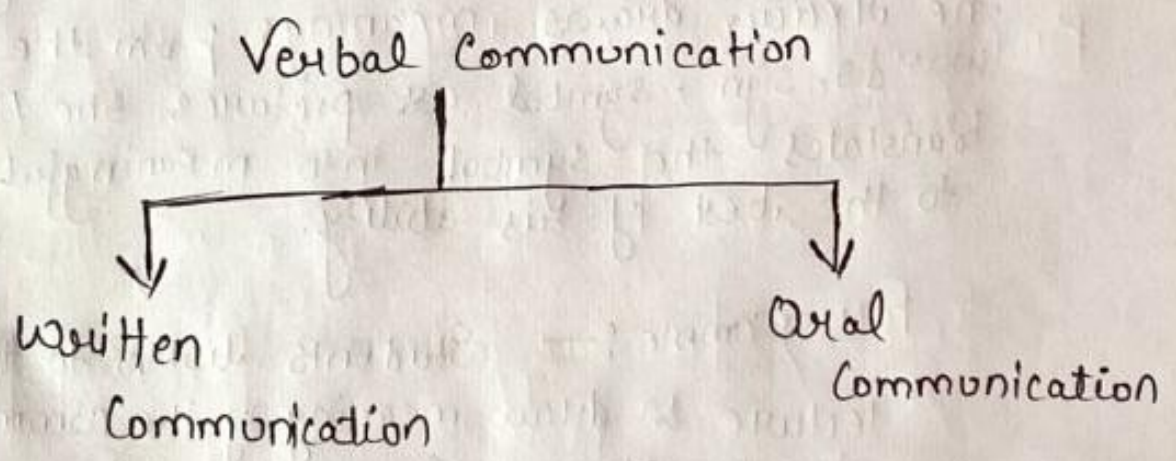
It is directed towards the sender & completes the communication cycle. Response of students to the teacher will be called feedbacks.

Types of Communication

Verbal Communication

Verbal means 'expressed through words' communication with the help of words is called "Verbal Communication" language is the most effective tool of communication & words make language. language is the key and base of verbal communication.

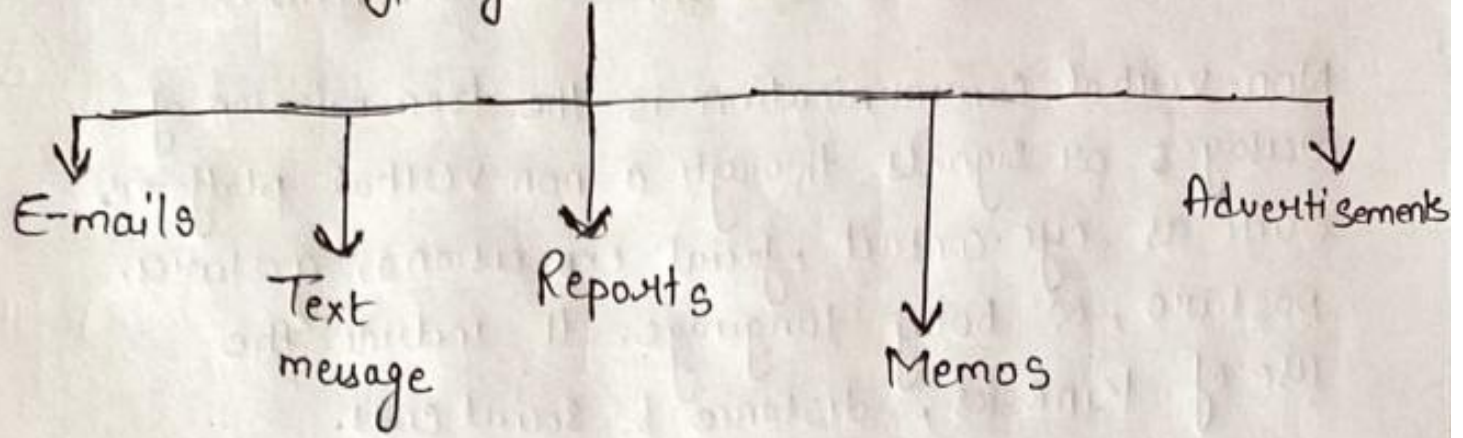
Each language is governed by the set rules of grammar. all formal communication is in words & words can be either spoken or written



→ Written Communication

written communication include traditional pen or paper letters or documents, typed electronically e-mails, text chats, SMS etc.

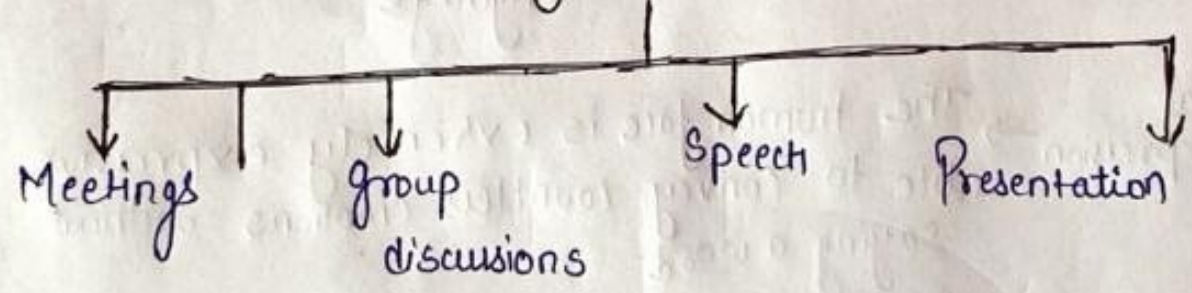
Type of written communication



ORAL COMMUNICATION

Oral communication is defined as a way of information, message or idea exchanges via speech words.

Types of Oral Communication



- Meetings - It refers to different sorts of meetings like decision making meetings, information sharing meetings.

Group Discussions - It revolve around small group project books, gatherings etc.

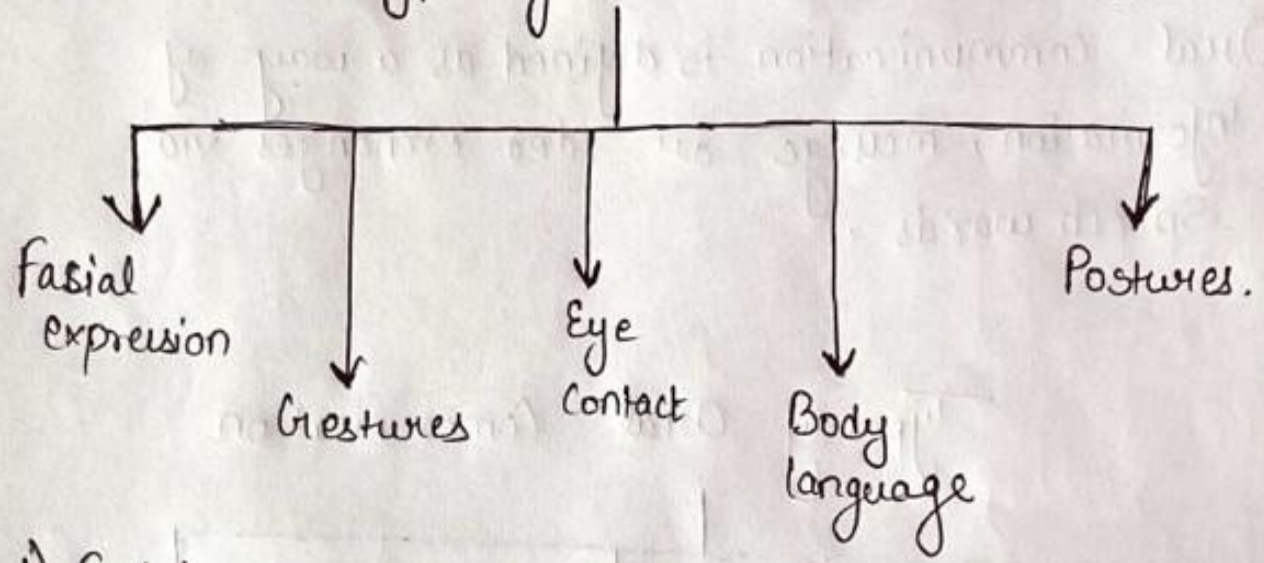
Speeches - It include motivational speech, political debate etc.

Presentation - It include different type of presentation in teaching student in class, management presentations etc.

NON-VERBAL COMMUNICATION

Non-Verbal Communication is the transmission of messages or signals through a non-verbal platforms such as eye contact, facial expressions, gestures, posture, & body language. It include the use of Kinesics, distance & social cues.

Types of Non-Verbal Communication



- 1) Facial expression → The human face is extremely expressive able to convey countless emotions without saying a word
- 2) Gestures → Gestures are the movement of body hands, arms or head to express an idea, information or feelings.
- 3) Eye Contact → when two people look at each other eye at same time to inform or to convey some ideas
- 4) Body language → Body language or postures means using hands, way of standing to convey information.
- 5) Postures. →