

Process of Communication

The communication process is carried out in a systematic manner, as Follows:

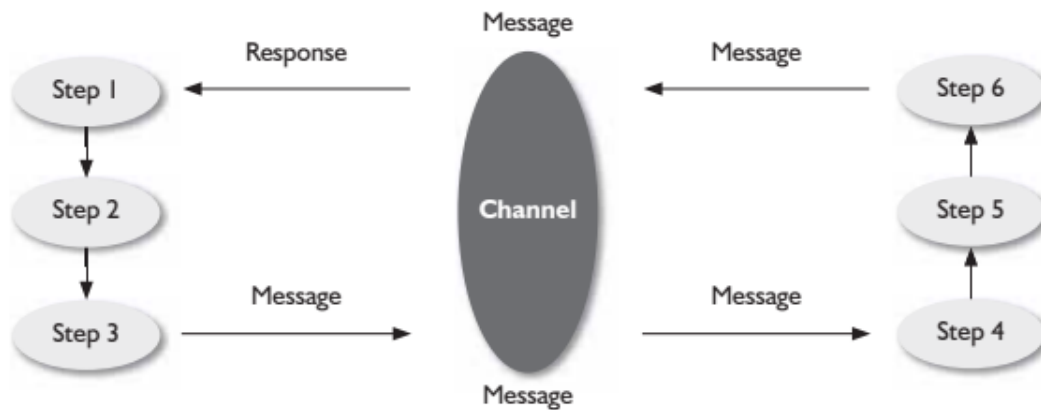


Fig. 1.7 Steps in the communication process

Step 1 Sender conceives an idea depending on the purpose of communication.

Step 2 Sender chooses appropriate symbols, encodes the idea, and formulates the message.

Step 3 Sender sends the message through a suitable channel (oral or written).

Step 4 Receiver receives the message.

Step 5 Receiver decodes the symbols, and comprehends, and interprets the message.

Step 6 Receiver sends response that is observed by the sender.

Elements/Components Of Communication

- **Sender:** The person who initiates the communication and has an idea to share. The person who conveys his thoughts, message or ideas to the receiver is known as the sender. He is at the starting point of the communication system and represents the source of communication. E.g., In a classroom, a teacher is a sender.

- **Message:** The information, ideas, or feelings the sender wants to convey. The subject matter of communication is termed as messages. It includes ideas, feelings, suggestions, order, etc., which a sender wants to convey to the receiver.
- **Encoding:** The process of converting messages into communication symbols, which may be understood by the receiver. It includes words, pictures, gestures, symbols, etc. Encoding translates the internal thought of the sender into a language which can be understandable.
- **Channel:** The path, channel or medium through which encoded message is transmitted to the receiver is known as media. It is the carrier of the message. It can be in written form, face to face, through telephone, letter, internet, etc..
- **Receiver:** The person who receives the message of the sender is known as the receiver. E.g., Students are receivers in the classroom.
- **Decoding:** The process of the receiver interpreting the sender's symbols to understand the message's meaning.
- **Feedback:** The response the receiver provides after understanding the message, indicating the communication was successful. In order to complete the process of communication, feedback is essential. The process of reversal of communication in which the receiver expresses his reaction to the sender of the message is known as feedback. Feedback ensures that the receiver has received and understood the message

Affecting elements

- **Noise:** Any interference that can disrupt the communication process. Any construction or hindrance which hampers the communication process is known as noise. The hindrance may be caused to the sender, message or receiver. It acts as a barrier to effective communication and because of this message is interpreted differently by the receiver. Disturbance in the telephone line, inattentive receiver, faulty decoding, poor internet connection, improper gestures and postures, etc., are some examples of noise
- **Context:** The situation or environment in which communication occurs, which influences how messages are interpreted.
- **Environment:** The physical and social setting of the communication.