



A Study on Communication and it's Process

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Abstract

Communication is very important for connecting people, sharing ideas, and building relationships. It allows us to express thoughts and emotions, opinions & fostering understanding and empathy. Effective Communication resolves conflict, promotes teamwork, and drives personal and professional growth. Communication skills are very important for developing human relationships and managing human resources in today's world. Having good communication skills helps in all aspects of life – from personal life to professional life and everything in between.

Keywords: Importance of communication & communication process.

Introduction:

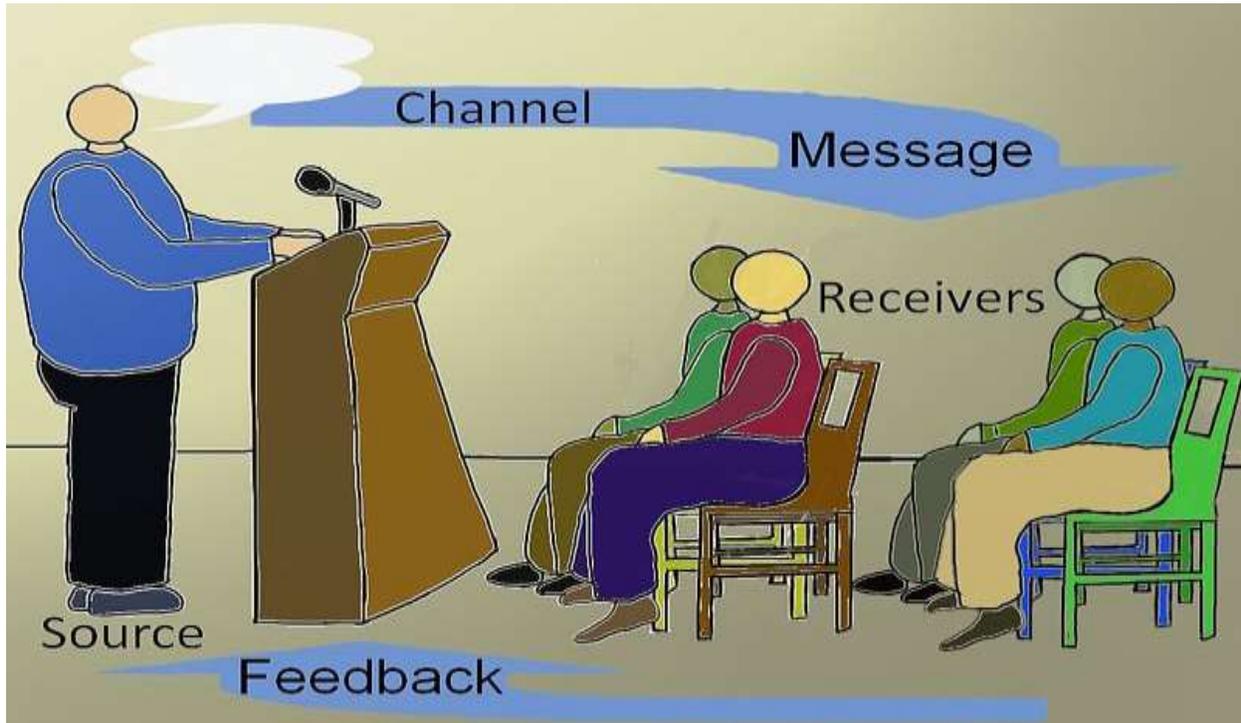
Communication the word has been derived from the latin word which is 'comminious' which means 'to become aware' or 'to share'.

Communication is an exchange of facts, opinions, ideas or emotions by two or more persons.

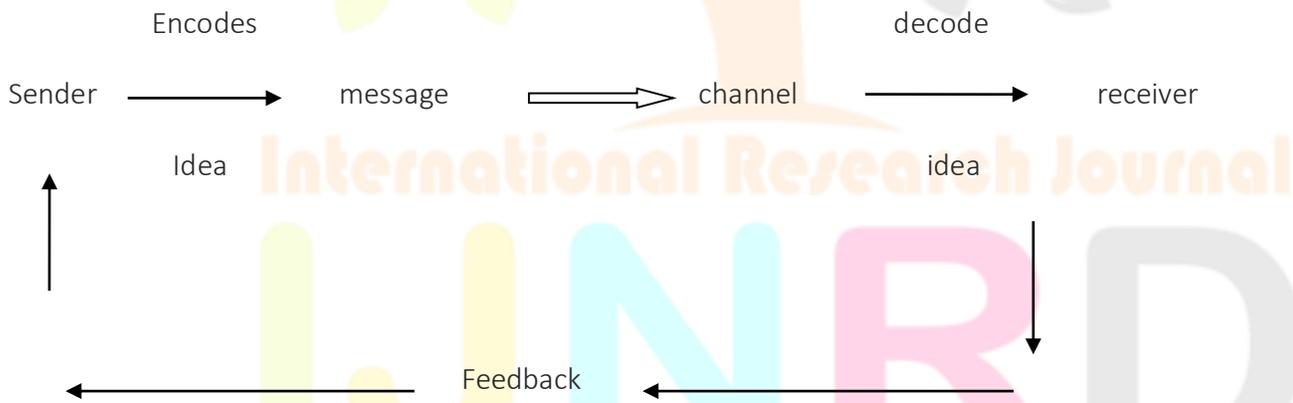
Need and importance of communication:

1. Communication is important for personal growth and development.
2. Communication also helps to develop trade and industries organization.
3. Man is asocial animal. An animal wants to send some message about their needs.
4. Communication is essential to avoid misunderstandings. If we communicate properly there will be healthy relations in the society.
5. Our body itself is a set of communication. Our body is sound when there is sound communication in our mind.

6. It fulfills the needs of a man who is a social animal.



Process of Communication:



Communication process/ Communication cycle:

In any situation communication turns into a cyclical process so it is called communication cycle or communication process.

Communication contains the components like the sender, channel, message, receiver and feedback.

The elements of communication:-

1. Sender
2. Message

3. Channel
4. Receiver
5. feedback

Above elements are included in the communication process.

1) Sender:-

A person who intends to convey, transfer, knowledge, ideas, thoughts, information, feelings etc. to another person is known as sender.

E.g. Teacher teaches in the classroom.

Sender

Functions of the sender:

- To select a suitable channel.
- To encode the message.
- To send the message to the receiver
- To receive the feedback from the receiver.

2) Message:-

Message is the information passed from the sender to the receiver. It is the content in the form of words, letters or various different forms. It is also known as code.

E.g. teacher teaches the topic 'barriers of communication'

Message

3) Channel:

This is also known as medium used to transfer a message. It may be a language or a machine, used by a person or object.

E.g. sms, telephone, radio, mobile, TV. Letters etc.....

4) Receiver:

A person who receives the message is known as the receiver. Receiver is the other end who is the destination in communication situation.

E.g. teacher teaches to the students.

Receiver

Functions of the receiver:

To receive the message.

To decode the message.

To send the feedback to the sender.

5) Feedback:

Feedback is the response given by the receiver. It is important link in communication. If there is lack of feedback it remains incomplete.

Feedback is the response to a sender.

It is essential to complete the communication cycle.

It completes the communication event.

It is the most important link in communication process.

Communication is an important aspect of our lives, and it plays a critical role in shaping who we are and how we interact with others. Effective communication skills are essential in both personal and professional settings, and its importance cannot be overstated. There are several reasons why communication is important.

First, it helps us to build relationships. When we communicate effectively, we can establish trust, understanding, and mutual respect with others. Good communication skills help us to form and maintain meaningful relationships, both personally and professionally.

Second, it helps us to express our thoughts and ideas. By communicating effectively, we can share our thoughts and opinions, and we can also listen to the thoughts and opinions of others. This allows us to exchange ideas, build consensus, and make informed decisions.

Third, communication helps us to understand others. Through effective communication, we can better understand the perspectives, feelings, and motivations of others. This helps us to avoid misunderstandings and conflicts, and it also helps us to build empathy and respect for others.

Fourth, communication is essential in the workplace. Effective communication skills are critical in the workplace, and they play a vital role in success. Good communication can improve teamwork, increase productivity, and enhance job satisfaction.

In conclusion, communication is an essential aspect of our lives, and it plays a critical role in shaping who we are and how we interact with others. Whether in personal or professional settings, effective communication skills are essential for success and for building meaningful relationships. By developing strong communication skills, we can improve our interactions with others and make the world a better place.

Conclusion:

So, in this way communication plays very important role in our life. It helps to share our thoughts and opinions to each other. Without this it is not possible to share our views with the frontier person.

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Reference:

1. A book 'Communication Skills' written by Surekha Khambayat.

