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The art & science of conveying messages completely & without distortion from one Human being to another

# Derives from "Commune" means "Together" or "Common"

Thus it means sharing of Ideas, Information & Experience with each other by the use of Symbols - Words, Pictures & Figures from one to another.

- It refers to transfer of meanings between sender & receiver. Thus Communication is not complete till the message is understood.
- Communication can be seen as a process of creating meaning. Meaning is not transferable, what is transferable is the message

#### Kinds of Communication

Cognitive Com. : Purpose of Com. is to transmit

content or information.

Expressive

: Expressing to influence others.

Persuasive

: Attempt to influence others.

Social

: Maintaining human relations.

Non verbal

: Through - Facial features

- Postures & gestures.

Eye Contact.

# Elements of Communication Process

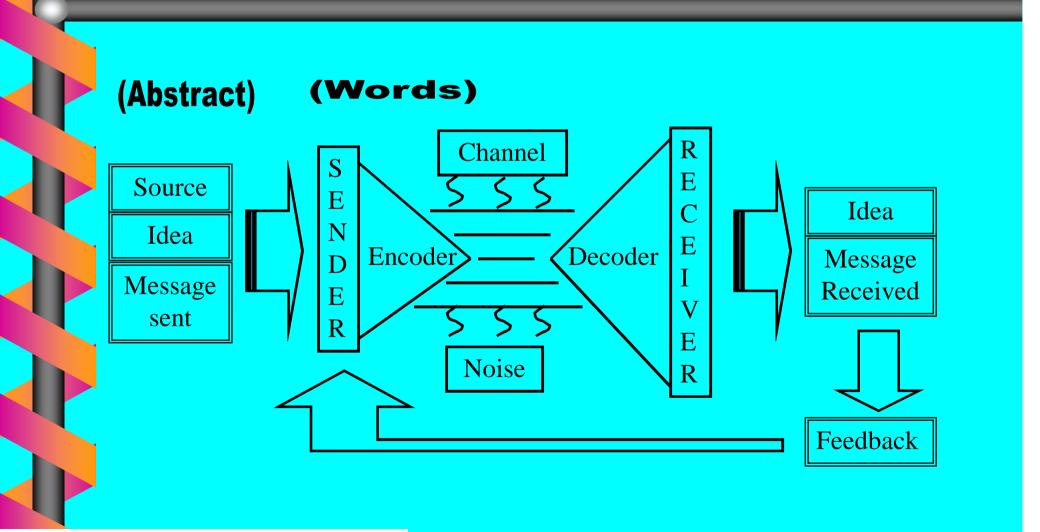
Communication can be thought as a process or flow.

Communication problem occur when there is deviations or blockage in that flow. Every communication process is made of 7 parts:

- Source
- Encoding
- Message

- **Channel**
- Decoding
- Received
- Feedback

### **Communication Process**



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#### **Problems in Communication**

- Language
- Noise
- **Political relation**
- **a** Time Consuming
- **Report Financial Crunch**
- **1 Information Explosion**

- **@ Foreign Exchange**
- **Q** Govt. Publications
- Lack of suitable medias
- A Helo effect
- a Argot