

communication process

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Submission date: 16-Dec-2018 02:56PM (UTC+0500)

Submission ID: 1057753001

File name: Communication_Process.edited.docx (21.06K)

Word count: 888

Character count: 5145

Running head: COMMUNICATION PROCESS

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BAM 315

Principles of Management

Unit 3

Communication Process

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Communication Process

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Discuss the seven elements of the communication process and explain the process of interpersonal communication

Communication is a process of exchanging ideas or facts between individuals in different positions in an organization to achieve a specific message. Communication process as such should be a dynamic interaction which is continuous both affecting and also being affected by many mediums. On the other hand, interpersonal communication occurs when information is sent and received between two or more people. In order to have a clear understanding of the same, literature will explain the various elements of communication process and the process of interpersonal communication.

Elements of communication

The first element in communication process is the sender (McQuail & Windahl, 2015). This is the person who conveys a message with an intention to pass ideas and information to others. A sender is a main character in the element of communication process because if the sender is not in the process, then there will be no communication.

Another element in the communication process is the message. During communication, this is the subject matter. The ideas may be opinions, feeling, attitude, orders, views and suggestions. A message comes as a result of an idea. The third element is encoding. This is the conversion of ideas or the subject matter into symbols. This is because the subject matter of communication is intangible and also theoretical. As results, symbols such as pictures, actions and words are used to convey the message.

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Fourth element of communication process is the channel to be used in communication.

Channels used in communication are either formal or informal. According to McQuail & Windahl (2015), an individual who intends to communicate should then choose a channel for sending the required ideas and also information. After which the message is transmitted to the intended receiver.

The receiver is the fifth element in communication process. This is the particular person who is meant for the message. In addition, it is this person who understands the message in the best manner to achieve the desired objectives conveyed in the message. The other element in communication process is decoding (Kelley, 2013). This is when the receiver tries to piece together the message to their complete understanding.

Feedback is another element in communication process (McQuail & Windahl, 2015). This is a process that ensures the receiver has received and also understood the message in correspondence to what the sender meant. As a result, the receiver gives a response to the receiver. In general, this is the major elements that show that communication process is continuous, contextual, irreversible and also high-powered.

Interpersonal relationship

Interpersonal communication is the process by which messages are exchanged between individuals whose lives influence one another mutually in ways that are unique in relation to either social or cultural perspectives. Also, interpersonal communication in a place of work may involve communication between co-workers and the subordinate staff and their superiors.

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The first component in the process of interpersonal communication is the sender. The sender is both an element of communication process and also in this process of interpersonal communication. According to McQuail & Windahl (2015), messages are composed by the sender in their minds. Again, the sender takes into consideration the reason for their message such as to inform or persuade. As a result, encoding is involved which is changing mental thoughts of the message into words.

Channel of communication is another step in the process of interpersonal communication. They may include video transmission, writing, electronic transmission, speaking, texts or non-verbal communication which can be done through signals and body language. The next stage in the process of communication is decoding. It is when the receiver processes the information to fully understand it. According to Kelley (2013), it is a task of the receiver to understand the meaning of the symbols and their arrangements.

Feedback is also an optional step in the process of interpersonal communication. Feedback is a message sent from the receiver to the sender in consideration of original message. Generally, interpersonal communication entails two or more people interdependent and has a common bond coming from larger cultural and social context from where they come from (McQuail & Windahl, 2015). For that reason, interpersonal communication constitutes several implications for individuals in the dynamic world.

In a nutshell, having comprehensively discussed various elements of communication process and the process of interpersonal communication, it is very clear that both share a similar

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aspect to get the communication moving. Generally, interpersonal communication entails two or more people interdependent and has a common bond coming from larger cultural and social context from where they come from. Hence, in order for interpersonal communication to prevail, participants must engage in self-disclosure which is the information that reveals information about an individual to others.

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References

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