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**Assignment 1**

**Functional English**

**Define Communication?**

**Ans1:** Communication is the sharing of information, ideas, thought and feelings b/t two or more people with the goals of creating.

**What is the process of Communication and also explain the elements?**

**Ans:** Communication process is the way in which information is shared b/w a sender and a receiver to achieve the understanding .It start when sender forms a ideas and encode into the message and send it to the receiver through the channel or medium and then the receiver decode the received message and gives the feedback instantly or delay.

**Elements:-**

**Sender:** It is the 1st element of the Communication process. It have different names such speaker sender or decoder .The sender is the person who thought or creates the ideas and send it to the receiver. It play the very important role in the process of communication bcz without it communication process cannot be completed. It can be affect by different factor such as noise disturbance, human phycology etc. It have different names such as inputer, talker and presenter etc.

**Message:** It is the 2nd element of Communication process .It have different names such as note, text, update and notification etc. The information, idea, thought that is communicated b/w speaker or listener. It is very important element bcz all the communication is depend upon it without is no any conservation is started. Message can b in the form of text, signs, emoji etc.

**Medium/ Channel:** It is the 3rd element of communication process. It is the most important element of the communication process. Medium is the path through the sender or speaker send the message to the listener or receiver. It provide the way to sender to transmit or convey his message to the listener. It can be affected by different ways such as signal problem when listener and speaker is not present at the same time, noise problems, heather problems etc. It also have different ways such as air, sign board, signals, and bill boards.

**Listener:** It is the 4th element of the Communication process. It is also very important is the communication process bcz without is the communication process cannot be completed. The listener is the person who receive the message from the speaker. It receive the message from the speaker and then is can decode the message that it receive the message from the speaker .It also have different names such as receiver, decoder, responder, addressee, hearer, observer etc.

**Feedback:** It is the 5th and last one element of the communication process. It is most important element of the communication process. The listener response to sender showing understanding the message that the sender send the message to the sender. The listener can response or reply the message instantly or delayed .It fully depend upon the listener. The listener give the message in different ways such as written way, signs action etc. It have different name such as reply, response, reflection and output.

Feedback

Reply

Response

Message

Listener

Receiver

Decoder

Medium

Channel

Speaker

Sender

Encoder