

Communication Process

It is a process, through which meanings are perceived and understandings are augmented among individuals. Through communication processes, the individuals are able to understand each other better, alleviate misunderstandings and encourage the clarity of thoughts and expressions.

The four stages of the communication processes are the sender, message, receiver and feedback.

Sender

Sender is the individual, who imparts information to other individuals, who may be one or more. When the senders are imparting information to one or more individuals, they need to ensure that information is well-organized. They need to prepare themselves well with various ideas and perspectives that are needed to be conveyed to the receivers. They may impart information in a verbal, non-verbal or in a written form. In the process of communication, the role of sender is regarded to be of utmost significance in initiating the communication process.

Message

Messages are referred to the information that is transmitted by the senders to the receivers. They can be information related to different subjects, concepts, individuals and so forth. These are imparted in an oral, non-verbal and written form. The signs and symbols are also made use of to convey messages. In some cases, messages are positive, whereas, in other cases, they are negative. When information is imparted by the sender to the receiver that arouses feelings of pleasure and contentment among them, the messages are regarded as positive. On the other hand, when information is imparted that enables the individuals to feel disappointed or stressed, then the messages are regarded as negative. In some cases, when the receivers receive negative messages from the senders, they may bring an end to the communication process. In other words, the communication process may be weakened, when the individuals are exchanging with each other unpleasant viewpoints. In order to reinforce the communication

processes, it is vital for the individuals to ensure, they encourage positivity in messages.

Receiver

Receiver are the individuals, who receive information and messages that are imparted to them by the senders. There are various factors, which need to be taken into account by the receivers. These are, they need to pay adequate attention towards the senders, they need to learn to interpret the information received and express their responses. When the receivers have understood the information well, they convey the viewpoint to the senders that they have understood well. On the other hand, when they have not been able to acquire an understanding of the information, they usually ask the senders to reiterate it. When the senders receive adequate responses from the receivers, they are able to identify that their efforts have proven to be meaningful. The efforts, which the senders make in imparting information to the receivers prove to be effectual, when the receivers are able to understand the concepts in an adequate manner. Normally, the receivers also make use of the same channel to express their responses. But in some cases, they may use different channels as well.

Feedback

Feedback is referred to as the return of information about the result or the returned portion of a process. Feedback is when the senders express their responses to the answers or information that they have received from the receivers. For instance, when the receivers express their responses to the information that they have received from the senders, then the senders too need to provide feedback. Through receiving of feedback, the receivers usually feel contented that they are able to provide solutions to their problems and challenges. In some cases, the feedback is positive, whereas, in other cases, it is negative as well. Positive feedback is desirable and negative feedback is undesirable. Feedback is given by the senders through various sources, which are verbal, non-verbal and written.

