

Communicative English Communication (सम्प्रेषण/संचार)

- Communication is a two way process where in the information, ideas opinions (thought feeling etc.) are transmitted between the individual through the use of mutually under symbols and semiotic rules.
- Communication is a process of exchanging verbal and nonverbal message.

⇒ Mode of Communication :-

- Verbal Communication (शब्दिक)
- Non-Verbal Communication (अशब्दिक)

⇒ Verbal Communication :-

- Oral Communication (मौखिक सम्प्रेषण)
- Written communication (लिखित ")

(1) Oral Communication :- In this communication is mainly done by speaking.

- face to face conversation
- Meeting
- Speech
- Interview

① Announcement.

⇒ Written Communication :- In this communication is mainly done by written.

- (i) Letter writing
- (ii) Information note
- iii) News letter
- iv) Social media
- v) Picture / diagram
- vi) Writing on Gmail / Email

⇒ Non-verbal Communication :- In this type communication words are not used.

- (i) Facial Expression
- (ii) Smiling
- (iii) Shouting
- (iv) Laughing
- (v) Body contact (Hand, Head, Eye movement)

Main element of the commun

Sender (Message / encode) भेजने वाला
Receiver (Decode) प्राप्तकर्ता

Context



Sender



message (encoding)



midium



decoding



Reciever



Response



Feed back

Pros/Advantage of communication

⇒ Pros refers to the benefits

- Help to plans.
- Share Idea, thought, complaints etc.
- Help to ~~dominative~~/Democratic management.
- Successful completion of work
- Implement decision in time

Cons/Disadvantage of communication.

⇒ It refers to the Drawback.

- Poor Planning ✓
- Poorly worded message
- Semantic problem
- Environmental factor. ✓
- A loss by transmission and.
- Status difference between sender and receiver.

UNIT - 1

-: Communicative English :-

-: Exercise :-

Question-1 The Sender is the person who transmits the message.

Question-2 Receiver is the person who notifies and decodes same.

Question-3 Communication is a non-stop process.

Question-4 The response to a sender's message is called Feedback.

Question-5 Body language is an example of non-verbal communication.

Question-6 non-verbal communication includes body language, facial expression and tone of voice.

Question-7 Noise refers to all factors that disrupt the communication.

Question-8 Letter, email, Telephone are examples of channels.

Question-9 The information which is transferred to the receiver has to be interpreted. This process is called decode.

Question-10 Communication is a part of Soft skills.

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