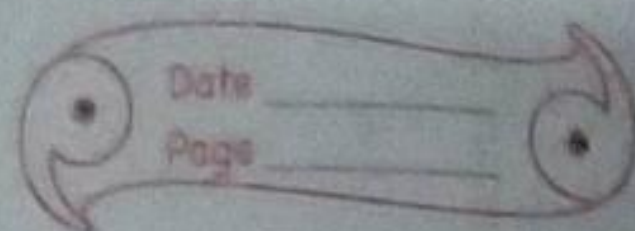


H.W
5/5/22

ODM CONNECT APP



1. Which of the following is 'NOT' an element of communication within the communication process cycle?

- a) channel b) Receiver c) Sender ☒ d) Time

2. Anil is asking something from Ravi about "cloud computing". In reference to this communication process, Anil is a _____

- ☒ a) Sender b) Receiver c) channel d) None of the above

3. What are the 7 elements of communication?

① Sender:

He is the person or the entity originating the communication.

② Encoding:

It is the process to bring the message to a form appropriate for sending.

③ Message:

It is the information that, sender wishes to convey.

④ Channel:

It is the means/medium by which message is sent.

⑤ Decoding:

It is the process in which receiver interprets and understands the message.

⑥ Receiver:

He is the person or entity to whom the message is sent.

⑦ Feedback:

Feedback is the receiver's response to the message.

4. What are the different methods of communication? ^[Any 2]

① Email:

- Email can be used to communicate quickly with one or many individuals in various locations.
- It offers flexibility, convenience and low cost.

② Business meetings:

- Communication during business meetings at an organisation are generally addressed to a group of people.
- It can be related to business management, organisational decisions.

5. What do you mean by verbal communication?

Verbal communication is the use of words to share information with other people. It can therefore include both spoken and written communication.

6. What are the different parameters to choose right method of communication?

- ① Target audience
- ② Cost
- ③ Kind / Type of information
- ④ Urgency or priority message