

Introduction

Communication is the process of sending and receiving messages through verbal or nonverbal means, including speech, or oral communication; writing and graphical representations (such as infographics, maps, and charts); and signs, signals, and behavior. More simply, communication is said to be "the creation and exchange of meaning." All creatures on earth have developed means in which to convey their emotions and thoughts to one another. However, it's the ability of humans to use words and language to transfer specific meanings that sets them apart from the animal kingdom.

A communication has three parts: the sender, the message, and the recipient. To break it down, in any communication there is a sender and a receiver, a message, and interpretations of meaning on both ends. The receiver gives feedback to the sender of the message, both during the message's conveyance and afterward. Feedback signals can be verbal or nonverbal, such as nodding in agreement or looking away and sighing or other myriad gestures.

Communication is fundamental to the existence and survival of humans as well as to an organization.

Definition

Communication is the act of giving, receiving, and sharing information -- in other words, talking or writing, and listening or reading.

When to use it

When you want to share ideas, information, views, facts, feelings from one place, person or group to another.

Details

Communications is a continuous process that mainly involves three elements: sender, message, and receiver. The elements involved in the communication process are explained below in detail:

Sender - The sender or the communicator generates the message and conveys it to the receiver – the source and the one who starts the communication

Message - It is the idea, information, view, fact, feeling, etc. that is generated by the sender and is then intended to be communicated further.

Receiver - The person who is last in the chain and for whom the message was sent by the sender. Once the receiver receives the message and understands it in proper perspective and acts according to the message, only then the purpose of communication is successful.

There are a wide range of ways in which we communicate and more than one may be occurring at any given time.

The different categories of communication include:

Spoken or Verbal Communication:

which includes face-to-face, telephone, radio or television and other media.

Non-Verbal Communication:

covering body language, gestures, how we dress or act, where we stand, and even our scent. There are many subtle ways that we communicate (perhaps even unintentionally) with others. For example, the tone of voice can give clues to mood or emotional state, whilst hand signals or gestures can add to a spoken message.

Written Communication:

which includes letters, e-mails, social media, books, magazines, the Internet and other media. Until recent times, a relatively small number of writers and publishers were very powerful when it came to communicating the written word. Today, we can all write and publish our ideas online, which has led to an explosion of information and communication possibilities.

Visualizations: graphs and charts, maps, logos and other visualizations can all communicate messages.

