

Communication

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Abstract:

Communication is a core skill for a successful leader. Effective communication includes Speaking, Writing, listening and matching words and actions. Communication is the part of our life to provide a specific character and which is to perform an accurate speaking and well perform our life style. Communication is a controller of our language to connect with another person to how to speak and body language. technology such as emails, presentations, and text messages, used judiciously to augment personal communications. active listening skills (the most important leadership skill), verbal and nonverbal responses, and understanding. Employee feedback, gathered via surveys and focus groups; and body language, which can be misinterpreted if verbal and nonverbal messages are mixed or unique speaker signals are unclear.

Materials and Methods:

written: Books, brochures, leaflets, newsletters, memos, and policy manuals. Visual Assets: Infographics, charts, graphs, posters, and stickers. Combined Print & Digital: Slide decks, illustrated guides, and interactive web portals.

Verbal communication in the workplace involves using spoken words to convey information, ideas, and feedback. Non verbal communication is all about sharing our thoughts using gestures or sign languages. It never depends on words, body language is an important component help during our communication. Eye contact is the part of communication and visual communication is very important in daily life cycle such as videos and graphs.

Results: Communication result is a common person to develop skills and how to communicate with each other persons and commonly understanding a word and how to speak to any particular place and person. Successful communication fields mutual understanding, effective collaboration, and stronger relationships. It ensures informed decision-making, resolves conflicts, and boosts productivity by minimizing errors. Ultimately, it fosters a positive culture built on trust and psychological safety.

Behaviour changing and mutual understanding to communicate or Body language to also provide a specific clarity to introduce other common persons.

Conclusion: Communication is essential in every place. It is exchanging information among individuals. communication is the process of sharing thoughts, ideas and understandings from one person to another. Communication is very much helpful in getting maximum production business and strengthening relationships between all in the company. Thus, communication plays a significant role in all areas of business management. Good communication is fundamental for successful interactions and relationships. It promotes clarity, reduces misunderstandings, and fosters cooperation in personal and professional contexts.

key word of communication:-

- Gesture
- Intercultural communication
- Interpersonal communication
- Man-woman relationships
- Nonverbal communication
- Body language

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I. Introduction of communication

Communication is learn to speak and communicate with each person. It is an introduce and satisfaction of communication and introduces you to the main elements in the communication process. It also highlights the importance of writing clear, positive messages and offers you some basic tips and guidelines on this form of communication so that you may become more proficient in the kind of writing needed at home as well as in the college and workplace. Communication is the part of our life to communicate with each persons and some

language to some of the other language to specific communicate with another and written is a part of verbal communication which is the effectiveness of written communication.

Communication is a develop skill and conversation. However, some people is to talk a simplicity in our language, not all can communicate well unless they make special efforts to develop and refine this skill. we take the easy to make with suitable words which we communicate with each other, so much so that we sometimes forget how complex the communication process.

Communication is a part of a specific task and appropriate speech and achieving the goal of discussion or understanding skills to prove them.

II. Material And Methods

Communication methodology is the strategic framework used to transmit, receive, and process information. Verbal communication in the workplace involves using spoken words to convey information, ideas, and feedback. Whether in person, on the phone, or during presentations, using spoken words allows instant feedback and the chance to adjust our message based on the listener's response.

Its types of communication occurs in all sorts of interactions at work, such as one-on-one chats, team face-to-face reviews/meetings, presentations, phone calls, video conferences, brainstorming sessions, feedback and coaching, and casual conversations.: Verbal communication can be easily disrupted in a noisy or busy environment, leading to incomplete or misunderstood messages.

Non-verbal communication is all about conveying a message to improve a specific community. Non verbal communication is a specific consist body language, face expressions, and gestures, eye contacts,... According to a research study, non-verbal, communication make it a critical method to understand and satisfy.

Maintain positive body language: your body language, hand movements, face expressions, etc. Having a positive body language that matches your message can help you communicate more effectively.

Study Design:- practice of creating visual content that communicates messages clearly and effectively. It includes a variety of forms such as graphic design, digital media, advertising, branding, and user interface design. The goal is to connect with audiences through both visual and strategic elements. Communication design is the mutual understanding and particular study design a commonly used in daily basic life style

In today's fast-paced digital world, communication design plays a critical role in shaping how we interact with brands, information, and technology. Whether it's a website, poster, packaging, or mobile app, good design helps people understand and respond to messages quickly and emotionally.

Repetition and consistency or theoretically based on the particular graph videos and Colour theory and alignment of particular lines.

Study Location: It's a complete study in my college department of computer application (MCA) at KOLHAN UNIVERSITY, Chaibasa, Jharkhand.

Study Duration: June 2024 to June 2026.

Subjects & selection method:

1. What is communication?
2. The Communication Process.
3. Types of Communication.

Selection method :-

To select a communication subject, first identify your purpose then think about your audience's needs and interests, and finally choose a topic that fits the setting and available medium.

For example: if the message is sensitive or detailed, a personal conversation or phone call may work better than a short text or emails.

1. Decide the purpose
2. Know the audience
3. Check the context
4. Choose the subjects
5. Pick the best medium

What is communication?

Communication is a learned skill which help us to express our thinking to others. However, while most people are born with the physical ability to talk, not all can communicate well unless they make special efforts to

develop and refine this skill further. Very often, we take the ease with which we communicate with each other for granted, so much so that we sometimes forget how complex the communication process actually is. Communication is not fixed it is a two-way process of exchanging thoughts, ideas, and emotions between a speaker and a listener to create shared meaning. It is an important skill that shapes our personal relationships, professional careers, and the broader society.

What is the communication process?

Encoding: The sender translates their thoughts into an understandable message.

Transmitting: The message is sent through a channel (e.g., spoken word, text, digital signal).

Decoding: The receiver interprets and assigns meaning to the received message.

Feedback: The receiver responds, confirming understanding or seeking clarification, which makes it a two-way interaction.

Types of communication

Verbal: Using spoken words or sign language to directly share information.

Written: Transmitting messages through text, such as emails, reports, or letters, which provides a concrete record.

Non-Verbal: sharing ideas and information by showing expression and emotion through gestures.

Procedure methodology of communication :-

Idea → Sender → Encoding → Channel → Receiver → Decoding → Feedback

The procedure or methodology of communication is the systematic process through which a message is created.

1. Identify the purpose → Decide why the communication is needed and what result is expected.
2. Develop the message → Formulate the idea, information, request.
3. Select the sender and receiver → identify who will communicate and who needs to receive the message.
4. Encode the message → convert the ideas into suitable words, symbols ,gestures.
5. Choose three channels → select an appropriate medium, language, such as face to face and telephone ,emails.
6. Transmit the message → send the encoded message through the selected channel.
7. Receive the message → the intended receive obtains the communication
8. Decode the message → the receiver interprets the word. signs, to understand the sender's meaning.
9. Provide feedback → The receiver responds through than answer , confirmation, feedback confirms whether the message was understood.
10. Evaluate and correct → Clarity misunderstanding ,removes barriers ,and improve feature communication.

Statistical analysis of communication :-

Statistical analysis of communication is the use of quantitative methods to study messages ,audiences, media effects, and communication patterns.

In communication research ,it helps researchers describe data, test hypotheses, and draw conclusions from surveys, experiments, and content analysis.

III. Result

Successful communication fields mutual understanding, effective collaboration, and stronger relationships. It ensures informed decision-making, resolves conflicts, and boosts productivity by minimizing errors. Ultimately, it fosters a positive culture built on trust and psychological safety. The ultimate outcome depends directly on the intent and delivery of your message. Here are the primary outcomes of any interaction:

- ❖ Mutual Understanding: Both parties decode the message correctly, eliminating confusion
- ❖ Behavioral Change: The recipient takes action, adopts a new viewpoint, or shifts their perspective.
- ❖ Conflict Resolution: Issues and misunderstandings are addressed constructively.
- ❖ Feedback Loop: The receiver responds, correctly information calculate to confirm received and interpreted correctly.

IV. Discussion

Communication is the technique which aids sharing information and ideas, feelings, and opinions through speaking, writing, body language, or other signals. It involves both sending and receiving messages.

Discussion is a focused method of sharing information between two or more people, exchanging ideas about a particular topic, often to understand an issue and solve a problem.

Key components of communication

1. Express their thoughts and feelings clearly,
2. Building trust between private and professional relationships,
3. Avoid misunderstanding and conflicts, and
4. working together to solve problems.

Rules for effective discussion

1. Listen without interrupting
2. Speak clear and stay on the topic
3. Respect different opinions
4. Ask question when something is unclear
5. Avoid insulting and blaming others
6. encourage everyone to participate.

V. Conclusion

Communication is a procedure of providing information. It is a two-way process in its productivity depends on efficient expression, sending a message also on ensuring that it is correctly received and understood.

Good communication is fundamental for successful interactions and relationships. It promotes clarity, reduces misunderstandings, and fosters cooperation in personal and professional contexts.

Communication is vital at every place. It is exchanging information among individuals, it is the process of sharing thoughts and understandings from one person to another.

Communication is very much helpful in getting maximum production business and constructing good relationships among colleagues in the company.

Thus, communication plays a significant role in all areas of business management.

References

A reference of communication is a framework used to filter, interpret, or document messages. In everyday interactions, it represents the unique mental filter (based on past experiences, culture, and beliefs) through which individuals process information. In an academic context, it refers to citing sources using established styles.

About author's profile



Ankit Kumar Mishra received a Master degree in computer application from Kolhan University, Chaibasa, Jharkhand. I have the honour of submitting this thesis report on “COMMUNICATION” for the successful completion of my master degree. This thesis report under the guidance of **Dr. Somnath Kar**.



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