

Chapter 1: Communication Concepts and Process

Introductory
Note



1.1 Introductory Note

This chapter presents the **communication process**. It describes the **basic elements of the communication process and defines concepts**. It also sheds light on forms of communication and basic characteristics of each form.

Lastly, the chapter reviews the **contents that communication process** is functioning within.

Our **ability to communicate** and the different forms our communication takes are very often **taken for granted**. The communication process is **fundamental for human survival**. It is essential to the **development of the individual**, to the formation and **continued existence of groups** and to the **interrelations among groups**.

Communication is **as old as human history**; many indicators prove that **effective communication is the main factor enhancing civilization through history**. This is why communication is considered **multi-culture phenomena**, *Ancient-Greeks, Ancient-Egyptians, Ancient-Chinese, Arabs, Europeans and Americans have got their impact on communication*.

On the other hand, the study of human communication is **inter-disciplinary**. It began with the mathematically theory of communication by **Claude E. Shanon** and **Warren Weaver** in **1949**, scientists considered as strictly mathematical. Their aim was to measure **the amount of information, in the mess ages, that is transmitted through the media on the telephone**; however, as years passed by, inter-disciplinary approaches to study human communication came up. *They rely on psychology, sociology, speech communication, political, journalism, anthropology management, education, marketing and philosophy*. Thus, we can say that every discipline concerned with human behavior must deal with communication.



The question here is

What is communication?

There are many definitions of communication:

Chapter 8 Technology And Written Communications

**C. Glenn Pearce, Ross Figgins, Steven
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preparing students for all levels of the office environment this text focuses on the technological changes currently taking place It is designed to develop the knowledge and skills necessary for success in the workplace and to develop communication human relations and time and stress management This text was formerly named Office 2000 Technology Procedures **Office Automation** Ray,Palmer,Wohl,1995 College English and Communication Marie M. Stewart, Frank Wesley Lanham, Kenneth Zimmer,1969 Management and Organizational Behavior Curtis W. Cook, Phillip L. Hunsaker,2001 This text combines management and organizational behaviour and is intended to teach readers how to be effective performers within an organization individually and as part of a team Most of the book focuses on organizational behaviour whilst also covering issues and practices that every manager needs to know There are technology transformation boxes throughout the book they include information on high tech business e commerce and the Internet and they explain how these important issues affect managers and businesses There is an inventory of the behavioural skills relevant to each chapter to help develop and emphasize these particular skills

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