

What is Communication?

At the outset let us see what is meant by Communication?

Communication is the process by which all human interaction takes place.

The dictionary defines communication as the act of making oneself understood.

An expression of thoughts and opinions means of passing or sending information from one place to another.

Communication can be defined as the interchange of information ideas and opinions between and among people in any organization.

It is the process of passing information and understanding from one person to another.

Effective Communication involves both information and understanding.

We all started to communicate ever since we were born in this world.

Poor communication results in lowered morale, lowered production, excessive turnover, bad public relations and less efficient operation.