

1-Fill the blanks of the following sentence with the right words:

Matter, more, understanding, two, steps or actions

The communication process refers to series of **actions or steps** taken by **two** parties or **more** about a specific **matter** in order to reach a common **understanding** about it.

2-put (t) in front of the true sentence or (f) in front of the false one of the following:

a-The Idea formation is the second step of communication process steps.(f)

b-Feedback is the last step of communication process steps.(t)

3-List the communication process steps:

a-Idea information

b-Encoding

c-Channel selection

d-Decoding

e-Feedback

4-Translate the following terms into Arabic:

a-Communication

b-Idea information

c-Channel selection

d-Encoding

e-Decoding

f-Feedback

أ-اتصال

ب-تكوين فكره

ج-اختيار القناة

د-التشفير ه- فك التشفير و-التغذية الراجعة

1-List the communication elements

a-Sender b-message c-Encoding d-Channel e-Decoding f-receiver g-Feedback h-Noise

2-Draw the figure of the communication elements

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3-Put (t) in front of the true sentence or (f) in front of the false one of the following:

- a-Sender is the person who receive the message.(f)
- b-Message is the subject matter of the communication.(t)
- c-Channel is the message of the communication.(f)
- d-The process of translation of the sender's thought is encoding.(t)
- e-Noise ensure that the receiver has received and understood the message.(f)

4- Fill each blank with the write word:

Feedback, noise , sender, receiver, message, decoding

1-The process of resend the message's response by choosing the language and expression that the sender can clearly understood is **decoding.**

2-The person who send the message is the **sender.**

3-**Noise** is any construction or hindrance which hampers the communication process.

4-The process that ensures that the receiver understood the message is **feedback.**

5-**Receiver** is the person who receive the message.

6-The subject matter of communication is called **message.**

5- Translate the following terms into Arabic:

a-Communication elements, b-Sender , c-Receiver , d- Noise, e-message.

أ- عناصر الاتصال ب- مرسل ج- مستلم د- ضوضاء خ- رسالة