

INTRODUCTION TO TELECOMMUNICATIONS

Lecture:1

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TELECOMMUNICATION

- × Telecommunication is the transmission of messages over significant distances (electronically) for the purpose of communication.
- × Tele: Greek word, means – at a distance

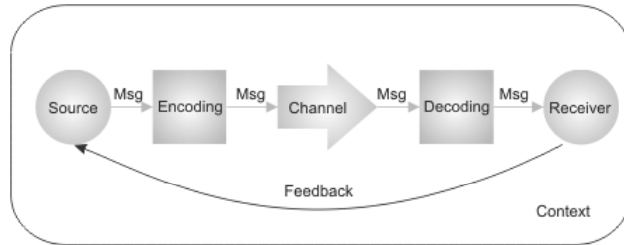
TELEPHONY

- × The transmission of sound between distant stations, especially by radio or telephone

COMMUNICATIONS

- × Communication is a process of transferring information from one entity to another
- × The receiver then decodes the message and gives the sender a feedback. All forms of communication require a sender, a message, and an intended recipient

COMMUNICATION CYCLE



CONT'D

- × Source...
- × Message...
- × Encoding...
- × Channel...
- × Decoding..
- × Receiver...
- × Feedback...

CONT'D

- × **Message:** The message is the information that you want to communicate

- × **Encoding:** This is the process of transferring the information you want to communicate into a form that can be sent and correctly decoded at the other end. Your success in encoding depends partly on your ability to convey information clearly and simply
 - + A key part of this is knowing your audience: Failure to understand who you are communicating with will result in delivering messages that are misunderstood.

- × **Channel (Medium):** Messages are conveyed through channels, with verbal channels including face-to-face meetings, telephone and videoconferencing.

- × **Decoding:** Just as successful encoding is a skill, so is successful decoding (involving, for example, taking the time to read a message carefully, or listen actively to it.) Just as confusion can arise from errors in encoding, it can also arise from decoding errors

CONT'D

- × **Receiver:** Your message is delivered to individual members of your audience. The receiver then decodes the message and gives the sender a feedback
- × **Feedback:** Your audience will provide you with feedback, as verbal and nonverbal reactions to your communicated message. Pay close attention to this feedback, as it is the only thing that can give you confidence that your audience has understood your message. If you find that there has been a misunderstanding, at least you have the opportunity to send the message a second time.