

Continued with  
~~Legal Aspects:~~

In other words one files a case when a communication made is false or injurious to one's reputation. It is called Libel when done in writing and when done orally it is called Slander. One must be very careful while reporting to another organisation regarding the work and conduct of an employee of one's organisation. There are instances of suits being filed by the employees against unfavourable references, adverse reports on their work and conduct.

- The responsibility of organisations has increased with the increasing use of electronic media for communication exchange. There should be a policy in every organisation regarding access to an employee's email. The organisation and its employees must know the limit of intrusion into privacy and other illegalities.

• The process envisages transmission of a message from one end to the another. The process involves various organs wherein they constitute the communication model. All such models collectively define the mutual relationship of the various organs which play an important role in the act of communication are termed as the processes of communication, which is an admixture of various elements.

• Everyday the process of communication keeps get - going which can be regarded as the communication process through which the messages are transmitted to the intended listener. This process involves certain elements which take part in completing it. These elements can be summed up as under:

- (1) Communicator or Sender
- (2) Message
- (3) Language
- (4) Medium
- (5) Receiver or Communicatee