**Wikipedia defines communication:**

**Communication** is the activity of conveying [information](http://en.wikipedia.org/wiki/Information). Communication requires a sender, a [message](http://en.wikipedia.org/wiki/Message), and a recipient; although the receiver need not be present thus communication can occur across vast distances in time and space. Communication requires that the communicating parties share a common understanding, a common tradition, common ideas, and common ideals.

 The communication process is complete once the receiver has understood the message of the sender. Feedback is critical to effective communication between parties. Types of communication include nonverbal, oral or written. It is the means of sending messages, orders, etc., including telephone, telegraph, radio, and television. This process, which requires a vast repertoire of skills in [interpersonal](http://en.wikipedia.org/wiki/Interpersonal) processing, listening, observing, speaking, questioning, analyzing, gestures, and evaluating enables [collaboration](http://en.wikipedia.org/wiki/Collaboration) and [cooperation](http://en.wikipedia.org/wiki/Cooperation).

Communication is the key factor in the success of any organization